



Application Received: \_\_\_\_\_  
Fee Received: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

## WIRELESS TELECOMMUNICATIONS TOWER CONDITIONAL USE PERMIT APPLICATION

### APPLICANT INFORMATION

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PROPERTY OWNER INFORMATION (if different from above)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PROPERTY INFORMATION

Reason for Request: \_\_\_\_\_

Describe Location: \_\_\_\_\_

Property Address(es), if applicable: \_\_\_\_\_

Parcel Identification Number(s), if applicable: \_\_\_\_\_

Legal Description (attach, if lengthy): \_\_\_\_\_

Will the device be constructed on an existing building? \_\_\_\_\_

\*\*If you are unable to provide a PDF Digital ID, please print application to provide original signature(s).

Applicant Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature(s) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:**

Planning & Zoning Division, 500 Center Avenue, Fourth Floor, PO Box 779, Moorhead, MN 56561-0779

**APPLICATION DEADLINE:** Completed application and submission requirements must be received by 12:00 p.m. on the deadline date (at least three weeks prior to the scheduled Planning Commission meeting).

**APPLICATION SUBMISSION REQUIREMENTS:**

The following must accompany this application:

\_\_\_\_\_ Application fee of \$200 + County Recorder fee of \$46 = **\$246 is payable to the City of Moorhead.** The City of Moorhead will record the CUP with the Clay County Recorder’s office.

\_\_\_\_\_ Site Plan

\_\_\_\_\_ Description of proposed tower height and design including cross section and elevation

\_\_\_\_\_ Documentation of the tower height above grade for all potential mounting positions for collocated antennas and the minimum separation distances between antennas

\_\_\_\_\_ Description of tower’s capacity, including number and type of antennas that can be accommodated

\_\_\_\_\_ Documentation regarding what steps will be taken to avoid interference with established public safety telecommunications

\_\_\_\_\_ If applicable, a letter of intent committing the tower and successors to allow the shared use of the tower in an additional user agrees to meeting reasonable terms and conditions for shared use

\_\_\_\_\_ If applicable, a letter agreeing to a technical review of application by a third-party expert.

\_\_\_\_\_ If the proposed tower is planned for a new site, please provide a detailed explanation of why the proposed tower cannot be accommodated on an existing or approved tower or other structure within a reasonable search radius due to one or more of the following reasons:

1. The planned equipment would exceed the structural capacity of the existing or approved tower or building, as documented by a qualified professional engineer, and the existing or approved tower cannot be reinforced or modified to accommodate planned or equivalent equipment at a reasonable cost.
2. The planned equipment would cause interference materially impacting the usability of other existing or planned equipment at the tower or building as documented by a qualified professional engineer and the interference cannot be prevented at a reasonable cost.
3. Existing or approved towers and buildings within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified professional engineer.
4. Other unforeseen reasons that make it infeasible to locate the planned telecommunications equipment upon an existing or approved tower or building.

**Questions?** Contact City of Moorhead Planning & Zoning at 218.299.5370 or [planning@moorheadmn.gov](mailto:planning@moorheadmn.gov)