

## CHAPTER 31 BROADBAND FORWARD! COMMUNITY ORDINANCE #2020-02

An ordinance to create Chapter 31 relating to approval of broadband network projects.  
*The Town Board of Supervisors of the Town of Lyons, Walworth County, Wisconsin does enact as follows:*

### Chapter 1. Broadband Network Project Applications

#### SECTION 1. GENERAL PROVISIONS.

**1.1 Purpose and policy.** The purpose of this chapter is to encourage the development of broadband access in the Town of Lyons by reducing administrative obstacles to broadband service providers and coordinating the review of applications to ensure such applications are timely processed. This chapter shall at all times be construed consistent with the aforesated purpose.

**1.2 Definitions.** In this chapter:

- (1) "Applicant" means a person applying for a permit for a broadband network project.
- (2) "Broadband network project" means the construction or deployment of wireline or wireless communications facilities to provide broadband communications services in the Town of Lyons.
- (3) "Permit" means any local permit, license, certificate, approval, registration, or similar form of approval required by policy, administrative rule, regulation, ordinance, or resolution with respect to a broadband network project.
- (4) "Written" or "in writing" means information that is inscribed on a tangible medium or that is stored in an electronic or other intangible medium and is retrievable in perceivable form.

**1.3 Point of contact.** The Town of Lyons shall appoint a single point of contact for all matters related to a broadband network project. The Town of Lyons shall provide on its public website the contact information, including the e-mail address, for the point of contact authorized to receive a broadband network project application.

**SECTION 2. ELECTRONIC SUBMISSION OF APPLICATIONS.** An applicant may sign and file all forms, applications and documentation related to a broadband network project electronically.

**SECTION 3. REVIEW OF APPLICATIONS.** Notwithstanding any other provision in the Town of Lyons ordinances, resolutions, regulations, policies or practices to the contrary, the following process shall apply exclusively upon receiving a broadband network project application:

**3.1 Completeness review.** Upon receiving a broadband network project application the Town of Lyons shall:

(1) Determine whether an application is complete and notify the applicant of the determination by the Town of Lyons in writing within 10 calendar days of receiving an application. If the Town of Lyons does not notify the applicant in writing of its completeness determination within 10 calendar days of receiving the application, the application shall be considered complete.

(2) If the Town of Lyons determines that an application is not complete, the written notification to the applicant shall specify in detail the required information that is not complete. The applicant may resubmit an application as often as necessary until the application is complete.

**3.2 Approval or denial of complete applications.**

(1) Within 60 calendar days of receiving an application that is complete, or considered complete under sub. (1), the Town of Lyons shall approve or deny the application and provide the applicant written notification of the approval or denial. If the Town of Lyons does not notify