



APPLICATION for CONDITIONAL USE PERMIT MOBILE SERVICE SUPPORT STRUCTURE AND FACILITY

*This application and its application fee are required to determine compliance with the **Zoning Ordinance**.*

*This Application **must be completed in full**. The Town of Polk **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Developer / Contractor: _____

Name of Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Address: _____ Parcel ID: _____

Current Zoning: _____ Lot Size: _____ Lot Width: _____

(If additional parcels, please attach as separate sheet)

Current Use of Property: _____

Application Checklist:

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required

Please complete the checklist in full by entering a ✓ or – as applicable, into each box in the Code column in the table below.

✓	Included with Application	–	Appears Inapplicable
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Code	Mobile Services Conditional Use Permit Application Submittal Requirements
	The name and business address of, and the contact individual for, the applicant.
	The location of the proposed mobile service facility or affected support structure.
	If the application is to substantially modify an existing support structure, a construction plan which describes the proposed modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed modifications.
	If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.
	If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.

Additional plans and data may be required when determined to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Application Fee:

The Application Fee for a Mobile Service Conditional Use Permit is as follows:

1. New Construction or Substantial Modification of Facilities and Support Structure - **\$3,000.00**
2. Class 2 Collocation - **\$500.00**

The Application cannot be accepted until the Application Fee has been paid.