

Wireless Permit Application

Ames Municipal Code Section 29.1307 (3) requires a Wireless Permit when adding or altering antennae on a tall structure or altering or modifying equipment area on a site.

Note that any new installation that is not mounted on an existing tall structure or is a substantial change to cell site previously approved via Special Use Permit, would require a Special Use Permit rather than a wireless permit. A substantial change is defined within 29.1307 for changes in width and height and it also includes any changes to the method or size of concealment or other changes to stealth measures that were part of the original approval of cell site, tower, or other structure.

Wireless permits apply to both temporary and permanent installations as defined within 9.1307.

1. **Application Packet** The “Application Packet” for a Wireless Permit includes the following:

- Application Form
- Any Supporting Information
- Wireless Permit Checklist
- Architectural Elevations and Engineered Drawings

Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

2. **Submittal and Filing Fee** The completed Application Packet and \$165.00 filing fee must be submitted to:

Department of Planning and Housing
City of Ames
515 Clark Avenue, Room 214
Ames, Iowa 50010
E-mail: planning@cityofames.org

The filing fee of \$165.00 is required at the time the application is submitted.

3. **Site Development Plan and Architectural Elevations** The applicant shall submit one (1) hard copy of the Engineered Drawings with Architectural Elevations with the application packet, and one (1) electronic pdf copy of the Engineered Drawings with Architectural Elevations emailed to planning@cityofames.org.

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

Phone: 515-239-5400
Email: planning@cityofames.org



Wireless Permit Application

(This form must be filled out completely before your application will be accepted.)

1. **Property Address for this Permit:** _____

2. **Legal Description** (attach, if lengthy): _____

3. **Property Owner:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

4. **Applicant:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

5. **Contact Person:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

This Wireless Permit will not be granted unless sufficient facts are presented with the application to support a finding that all the standards for granting a Wireless Permit have been met.

Obtaining this Wireless Permit does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for a Wireless Permit and that the information is factual.

Signed by: _____ **Date:** _____
Property Owner(s)

Print Name

Note: No other signature may be substituted for the Property Owner's Signature.

Wireless Permit Application Checklist

(This form must be filled out completely before your application will be accepted.)

The applicant shall provide one (1) hard copy of the Architectural Elevations with Engineered Drawings and one (1) electronic pdf copy, which includes the information described below:

- The two (2) submitted copies are to include:
 - One (1) hard copy of the Architectural Elevations, drawn to scale on a sheet not to exceed 24" x 36", and
 - One (1) electronic pdf copy

Note: With approval by City staff, it may be possible to exclude some of the following items from the Wireless Permit. Please place a check mark in the box in front of each item that is included as part of the application materials submitted for approval.

- Name(s) and address(es) of the applicant(s)
- Name(s) and address(es) of the owner(s) of record of the property
- Name and address of the person or firm preparing plans
- Property address(es)
- Date of preparation
- North Arrow
- Engineered drawings and specifications of the location, equipment to be installed and designed appearance of the modified facility
- Property lines and setbacks of existing and proposed structures
- Rights of Way
- Manufacturer's spec sheet and photographs
- Architectural elevations drawn to scale with regard to appearance, screening and special features
- Zoning designation of the property