



ADMINISTRATIVE REVIEW TEAM (ART) WIRELESS COMMUNICATION FACILITY CHECKLIST

Purpose: To regulate placement, construction, and modification of towers and wireless communications facilities to protect the health, safety, and welfare of the public, while not unreasonably interfering with the development of a competitive wireless communications marketplace in the City.

Projects shall align with the Section 99 of the City of Dublin Code. Feedback from the ART may be appealed to Planning and Zoning Commission. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for tailored feedback and guidance, information on project timing and due dates, and items that need clarification.

II. Electronic Submittal: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents will consist of multiple pages and include project narratives, site plans, architectural elevations, required engineering/stormwater elements, etc. as guided in your staff meeting, along with those listed below. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative and Documents

- Legal description and property survey.
- Project description and summary:
 - Describe how the project complies with Code Section 99, and all Federal, State, and local laws;
 - Indicate the ability, or inability, to use existing towers, structures, or alternative technology to provide the planned services;
 - Include a notarized statement affirming that a new tower will permit co-location for future users;
 - Provide contact information for the entities providing the backhaul network for the application's tower and other sites owned/operated by the same applicant in the City; and
 - For a co-location application, provide the tower's owner/operator information.
- Inventory the existing and approved towers, antennas, and alternative tower structures within the City and within 2 miles of the City. Such inventory shall include:
 - Map showing each location by address and the straight line distance between each tower;
 - Height and design of each tower;
 - Tower operator/owner; and
 - Co-location capability of each tower, including alternative tower structures.
- Structural support analysis, if applicable.

IV. Scaled Plans and Drawings

Site Plan

- Include location, type, and height of proposed tower, associated structures, and equipment.
- Show existing land use and zoning district on all adjacent sides of the site, including those in other jurisdictions. Identify adjacent jurisdictions, as applicable.
- Depict adjacent roadways and access points.
- Identify setbacks between the proposed tower and auxiliary structures and the nearest property lines.
- Identify the separation distance from other towers described in the inventory of existing sites. Indicate the type of construction for the proposed tower, equipment, and structures.
- Show the existing and proposed topography, as applicable.

Landscape Plans

- Indicate specific landscape materials, locations, and installation sizes.
- Show the location and method of fencing or other screening, including height, material, style, and color. Provide material and color cut sheets.
- Indicate any methods of camouflage and illumination.

Elevation Drawings

- Show the proposed tower's height and material.
- Indicate other associated structure's height and material/s. Include cut sheets and color samples as necessary.

Other

- Provide context photos of the project site showing adjacent sites from all four directions, including across any streets.