



**City of Ketchum
Planning & Building**

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Fee Paid:
Approved Date:
Denied Date:
By:

Wireless Communication Facility

Submit completed application and documentation to planningandbuilding@ketchumidaho.org Or hand deliver to Ketchum City Hall, 191 5th St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: www.ketchumidaho.org and click on Municipal Code. You will be contacted and invoiced once your application package is complete.

APPLICATION INFORMATION		
WCF Master Plan:	WCF Permit:	Staff Approval:
APPLICANT INFORMATION		
Name:		
Telephone:		
Email:		
Mailing Address:		
Co-Applicant:		
Telephone:		
Email:		
Mailing Address:		
Agent:		
Telephone:		
Email:		
Mailing Address:		
PROJECT INFORMATION		
Project Site Address:		
Legal Description:		
Zoning:		
ADDITIONAL INFORMATION		
<ul style="list-style-type: none"> Information to be submitted with this application is listed on the next page of the application. Other information may be reasonably required by the Administrator to process this application The Wireless Communication Facility Permit Application, approved and executed by an authorized agent of the City of Ketchum shall constitute a permit. 		

I hereby acknowledge I have filled in this application accurately and provided the required information to the best of my knowledge.

Applicant Signature

Date

REQUIRED INFORMATION

A site plan drawn to scale of no less than one-inch equals 20 feet, specifying the following:

- Location, type and height of the proposed WCF with setbacks
- On-site structures, land uses and zoning
- Circulation: adjacent roadways, ingress and egress from said roadways, parking and pedestrian circulation and access
- Fences, signs, exterior lighting and storm drainage
- Property lines with dimensions, adjacent land uses, structures and zoning
- information demonstrating compliance with the standards of Zoning Code Title 17, Chapter 17.140
- Existing watercourses, utility lines, easements, deed restrictions and other built or natural features restricting the use of the subject property
- North arrow, scale and legend
- The City, at its discretion, may waive any of the above site plan requirements for WCFs attached to existing structures.
- A written description of how the proposed WCF fits within the Master Development Plan.

A landscape plan drawn to scale of no less than one inch equals 20 feet, specifying the following:

- Existing and proposed landscaping indicating size, location and species of vegetation
- Indication of existing vegetation to be removed or retained
- Information demonstrating compliance with the screening standards of Zoning Code Title 17, Chapter 17.140
- The landscape plan may be waived when the WCF is to be attached to a building and the equipment is located within the building.
- Elevation drawings or before and 'after' photographs/drawings simulating and specifying the location
- A map indicating the service area of the facility.
- A map indicating locations and service areas of other WCF sites operated by the applicant and sites of other providers' facilities in the City and within one mile of the City's corporate limits.
- Four (4) copies of all plans and one 11 x 17-inch paper reduction of each plan.
- Photo-simulations of the proposed WCF from effected residential properties and public rights-of-way at varying distances.
- Evidence as specified in the Co-location section of Zoning Code Title 17, Chapter 17.140.
- Written documentation demonstrating a good faith effort in locating facilities in accordance with the Priorities section of Zoning Code Title 17, Chapter 17.140.
- A description of the support structure or building upon which the WCF is proposed to be located, and the technical reasons for the design and configuration of the WCF.

Signed and notarized statement by the applicant indicating:

- The proposed tower shall accommodate co-location of additional antennas and the applicant shall enter into leases with other providers on said tower

- Certification that the antenna usage shall not interfere with other adjacent or neighboring transmission or reception functions
- The applicant agrees to remove the WCF and equipment within ninety (90) days after the site's use is discontinued
- The tower shall comply with all EIA Standards and applicable Federal and State laws and regulations and the City Ordinances including FAA regulations

A lease agreement with the landholder that:

- Allows the landlord to enter into leases with other providers
- Specifies that if the provider fails to remove the WCF and equipment within ninety (90) days of its discontinued use, the responsibility for removal belongs to the landholder
- The applicant shall demonstrate that it is licensed with the FCC.
- A completed right-of-way encroachment permit application if the WCF is to be located with a public right-of-way.