

**PLAN COMMISSION APPLICATION
COMMUNICATION TOWER OR ANTENNA**

10645 Randolph Street
Winfield, IN 46307

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No communications facility may be constructed, erected, altered or modified in any zoning district in the Town unless an improvement location permit has been issued authorizing the same in accordance with Title XV of the Winfield Code of Ordinances.

Construction of a new communication facility also requires a Special Exception before the Board of Zoning Appeals. A separate application for a Special Exception is required.

Plan Commission Site Plan Review: The applicant shall submit a completed application, along with payment of a permit fee, as outlined in §150.24 of the Winfield Code of Ordinances, to the Town of Winfield. Upon receipt of the completed application and fee, the application shall be forwarded to the Winfield Plan Commission for review. The Commission shall review the application for compliance with the provisions of Chapter 157 of the Winfield Code of Ordinances and shall either approve or deny the site plan. No improvement location permit may be issued without Plan Commission approval of the site plan and application.

Applicant's Name: _____

Address: _____

Phone: _____

Property Owner's Name: _____

Address: _____

Phone: _____

Lessee/User's Name: _____

Address: _____

Phone: _____

Contractor's Name: _____

Address: _____

Phone: _____

Contractor must be a registered, licensed contractor in the Town of Winfield

Address of property in Application: _____

Legal Description: _____

Zoning District of property in Application: _____ (AG-B, C-1, C-2, C-3, M-1 districts only)

It is the responsibility of the applicant to make sure that the application complies with any and all ordinances and requirements of the Town of Winfield.

1. Attach a report from an Indiana Licensed Professional Engineer, which:
 - (a) Describes the height of the communications facility or tower height and the structural design of the communications facility and all footing or anchors. Cross-sections and elevations of communications facilities shall be shown on a scaled drawing;
 - (b) Describes the height above grade for all potential mounting positions for co-located antennae and the minimum separation distances between antennae;
 - (c) Describes the communications facility's capacity, including the number and type of antennae that it can accommodate and their effective range;
 - (d) Includes a copy of the stress sheets and calculations showing the structure's dead load and wind pressure capacities;
 - (e) Includes a detailed site plan of the parcel or lot, showing the communications tower and/or communications facility in relation to existing building(s) or structures, easements, rights-of-way and applicable setback lines. Detailed site plans should include adjoining parcels and lots, if located within a distance equal to 120% of the tower height; and
 - (f) Includes a description of any right-of-way cuts and/or utility service to be installed.
2. Attach written consent or other proof of authorization of the owner of the building, structure, or land to which or on which the communications facility is to be erected.
3. Attach written documentation or other proof that the communications facility will be in service within one month of completion of construction.
4. Attach copies of any necessary easements.
5. Attach a written commitment by the applicant to notify the town not less than 60 days prior to any changes in ownership of the communications facility or ownership of the property in question.
6. Attach written proof of adequate liability insurance covering the communications facility owner and operator, together with a written commitment to file proof of such adequate liability insurance with the town on an annual basis. In addition, applicant shall execute a Hold Harmless Agreement with the town holding the town harmless for any action arising out of the construction, maintenance and operation of the communications facility, including all costs and attorney fees of any action.
7. For all communications towers for commercial wireless communications service, attach a letter of intent committing the communications tower owner and his or her successors to allow the shared use of the tower, if an additional user agrees in writing to meet reasonable terms and conditions for shared use.
8. Attach a plan delineating any existing and proposed and/or anticipated communications facilities within the town, for the purpose of promoting long-range planning to minimize the number of communications facilities and their potential adverse impacts on unincorporated Lake County.
9. Attach evidence demonstrating that a special exception has been duly granted pursuant to this subchapter, or demonstrating the communication facility's compliance with the provisions of § 157.003(A) concerning Existing Communications Facilities..
10. Provide evidence of appropriate licensure and approval by the Federal Communications Commission (FCC) for the construction and tower approval by the Federal Aviation Administration (FAA), as applicable.
11. The applicant for an improvement location permit for the construction or erection of a new communications facility shall file proof of delivery of the written notice required in § 157.018. Pursuant to § 157.018, the applicant shall be required to send written notice, by certified mail, return receipt requested, to all commercial wireless communications service providers then licensed by the FCC to provide service within the town of the availability of the applicant's communications facility for co-location for future equipment or services.

In addition to the information required above, all communications facilities shall comply with the regulations, permit requirements, and design standards listed in Chapter 157 of the Town of Winfield Code of Ordinances.