



Application Received: _____
Fee Received: _____
Staff Initials: _____

WIRELESS TELECOMMUNICATIONS TOWER CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION

Name(s): _____

Mailing Address: _____

Telephone: _____

E-mail Address: _____

PROPERTY OWNER INFORMATION (if different from above)

Name(s): _____

Mailing Address: _____

Telephone: _____

E-mail Address: _____

PROPERTY INFORMATION

Reason for Request: _____

Describe Location: _____

Property Address(es), if applicable: _____

Parcel Identification Number(s), if applicable: _____

Legal Description (attach, if lengthy): _____

Will the device be constructed on an existing building? _____

**If you are unable to provide a PDF Digital ID, please print application to provide original signature(s).

Applicant Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

Planning & Zoning Division, 403 Center Avenue, First Floor, PO Box 779, Moorhead, MN 56561-0779

APPLICATION DEADLINE: Completed application and submission requirements must be received by 12:00 p.m. on the deadline date (at least three weeks prior to the scheduled Planning Commission meeting).

APPLICATION SUBMISSION REQUIREMENTS:

The following must accompany this application:

_____ Application fee of \$200 + County Recorder fee of \$46 = **\$246 is payable to the City of Moorhead.** The City of Moorhead will record the CUP with the Clay County Recorder’s office.

_____ Site Plan

_____ Description of proposed tower height and design including cross section and elevation

_____ Documentation of the tower height above grade for all potential mounting positions for collocated antennas and the minimum separation distances between antennas

_____ Description of tower’s capacity, including number and type of antennas that can be accommodated

_____ Documentation regarding what steps will be taken to avoid interference with established public safety telecommunications

_____ If applicable, a letter of intent committing the tower and successors to allow the shared use of the tower in an additional user agrees to meeting reasonable terms and conditions for shared use

_____ If applicable, a letter agreeing to a technical review of application by a third-party expert.

_____ If the proposed tower is planned for a new site, please provide a detailed explanation of why the proposed tower cannot be accommodated on an existing or approved tower or other structure within a reasonable search radius due to one or more of the following reasons:

1. The planned equipment would exceed the structural capacity of the existing or approved tower or building, as documented by a qualified professional engineer, and the existing or approved tower cannot be reinforced or modified to accommodate planned or equivalent equipment at a reasonable cost.
2. The planned equipment would cause interference materially impacting the usability of other existing or planned equipment at the tower or building as documented by a qualified professional engineer and the interference cannot be prevented at a reasonable cost.
3. Existing or approved towers and buildings within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified professional engineer.
4. Other unforeseen reasons that make it infeasible to locate the planned telecommunications equipment upon an existing or approved tower or building.

Questions? Contact City of Moorhead Planning & Zoning at 218.299.5370 or planning@moorheadmn.gov