

MOBILE-CELLULAR-COMMUNICATION TOWER
LAND USE PERMIT APPLICATION
Burnett County, WI

Permit Fees:	
New Tower	\$3000
Class 1 Collocation	\$3000
Class 2 Collocation	\$500

***NOTE:** After-the-fact (when no permit is obtained prior to construction) is up to **three times the normal fee.**
**New Tower and Class 1 Collocation – this fee includes permits for related structures on the ground.*
**Class 2 Collocation – this fee does NOT include permits for structures on the ground. A separate land use permit will be needed for structures on the ground.*

Burnett County regulates the placement of and/or modification to towers in accordance with Chapter 30, Burnett County Code of Ordinances, Chapter 66.0404 Wisconsin Stats., and 2013 Wisconsin Act 20 (which was enacted by Wisconsin on 7/1/2013). This permit application, once received by the Land Services Department, shall serve as the official notification to begin application review, and permit issuance time constraints referenced in the above mentioned regulations. Once the application is reviewed, the applicant will be notified if more information is needed, or an issued permit will be mailed to the applicant.

Class 1 Collocation means the placement of a new mobile service facility on an existing support structure, such as the owner of the facility does not need to construct a free standing support structure for the facility, but does need to engage in substantial modification.

Class 2 Collocation means the placement of a new mobile service facility on an existing support structure, such that the owner of the facility does not need to construct a free standing support structure for the facility or engage in substantial modification.

Substantial modification means the modification of a service support structure including the mounting of an antenna on the structure that does any of the following:

- For structures with an overall height of 200 ft or less, increases the overall height of the structure by more than 20 ft
- For structures with an overall height of more than 200 ft, increases the overall height of the structure by 10 percent or more
- Measured at the level of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 ft or more, unless a larger area is needed for collocation
- Increases the square- footage of an existing equipment compound to a total area of more than 2,500 square feet

Applicant Complete All Sections Below This Line

Parcel Owner Name: _____

Parcel Owner Mailing Address: _____

City State Zip

Applicant's Name: _____

Applicant's Business Name: _____

Applicant's Mailing Address: _____

City State Zip

Applicant's Telephone Number: _____

Applicant's Email: _____

If staff has a question about this application how do you prefer to be contacted? Check one below.

- Letter Phone Email

LUP-22-_____ Owner _____ PIN# _____
 Permit Issued (Date) _____ Sanitary Permit No. _____ Issued (Date) _____
 1/4 _____ 1/4 Gov't Lot _____ Lot _____ CSM Vol. _____ Pg _____ S _____ T _____ N R _____ W
 Subdivision _____ Zoning District _____ Lake Class _____
THIS SIDE LAND SERVICES STAFF ONLY - RECEIVED STAMP
 Fee Rec: _____
 Ck#: _____

Legal Description: _____

Lot #: _____ CSM Vol. _____ Pg. _____ OR

Lot #: _____ Block #: _____ Subdivision Name: _____ OR

Gov't Lot #: _____ OR _____ 1/4 _____ 1/4

Section #: _____ Town #: _____ N Range #: _____ W Town of: _____

Attach additional page if needed for lengthy description OR attach a copy of the deed OR attach tax system property page.

Parcel # (24 digits): _____

Tax ID # (1-5 digits): _____

Property Site Address: _____

TYPE OF PERMIT(S): Check appropriate box

- New Tower
- Class 1 Collocation
- Class 2 Collocation

Anticipated Start Date: _____

A plot plan drawing is required to be submitted along with this application. Plot plan shall be drawn with a scale preferably at 1"=20' or multiples of 10'. Scale shall not exceed 1"=50'. Note the scale used on the drawing. Plot plan drawing shall be on letter or legal size paper with North being at the top of the page. (Make sure all items below are shown – check each box):

- Property lines, road right-of-ways, and road centerlines including distances to property lines, road right-of-ways, and road centerlines for all existing and proposed structures on the parcel
- Ordinary High Water Mark (OHWM) and distances to it from all existing and proposed structures; must show all within 200 ft of structures
- Floodplain and wetland areas/boundaries and distances to them from all existing and proposed structures; must show all within 200 ft of structures
- Proposed structures and their proposed locations including all decks/porches/walkways/etc; must show dimensions for ALL items
- Proposed sanitary system, drainfield, and proposed well location including distances to property lines, road right-of-ways, and road centerlines
- Existing structures on the parcel including all decks/porches/walkways/etc and including any existing sanitary system, drainfield, and wells; must show dimension for ALL items
- Heights for all existing and proposed structures ***Height is measured from lowest adjacent grade to the highest roof peak and to the highest point of the tower**
- Existing and proposed parking (Commercial/Industrial Only); must show dimensions, width, and proposed number of stalls

**List continues on next page*

- ❑ Existing and proposed driveway(s); must show dimensions and width ***Driveways must have a cleared width of 20 ft and a cleared height of 13 ft**
 - ❑ North arrow
 - ❑ Vegetation proposed to be removed or disturbed
 - ❑ Existing and proposed utilities and utility easements
 - ❑ Location and extent of proposed filling/grading
 - ❑ Location and type of erosion-control measures
 - ❑ Fall radius and fall zone
 - ❑ Distance to all nearby structures, within a distance equal to the height of the tower, as measured from the center of the tower
 - ❑ Any other construction related to your project
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- Construction plans shall be submitted with this application for all items subject to Uniform Dwelling Code (UDC) inspection. Construction plans shall show interior layout, exterior profiles, and exterior heights.
 - Construction plans shall be submitted with this application for all non-dwelling (Commercial/Industrial) related construction. Construction plans shall show interior layout, exterior profiles, and exterior heights.
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- Proposed building/structure locations must be staked prior to submitting this application to the Land Services Department. County staff will do an onsite visit to verify site conditions. If all proposed structures (including fences, out buildings, retaining walls, etc) are not staked upon County staff visit, the permit will NOT be issued and it will be returned to the applicant.
 - If all existing structures on the parcel are not shown and dimensioned on the plot plan drawing, the permit will NOT be issued and it will be returned to the applicant.
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- If this application is to substantially modify an existing support structure, a construction plan is required which describes the proposed modifications to the support structure and the equipment and network components, including; antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed modifications.
 - If this application is to construct a new support structure, a construction plan is required which describes the proposed support structure and the equipment and network components, including; antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the proposed structure.
 - If this application is to construct a new support structure, an explanation is required as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the support structure attesting that collocation within the applicant's search ring would not result in the same service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the service provider.
 - A structural certification is required showing that the support structure, or existing structure is designed to collapse within a smaller area than the fall zone, if applicable.
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THIS PERMIT IS SUBJECT TO ALL CONDITIONS LISTED BELOW:

- Removal or cutting of trees and vegetation is restricted within the shoreline area. Restricted shoreline area is all area from the OHWM to 50 ft from the OHWM. Contact the Land Services Department prior to cutting any shoreline trees and vegetation.
- No structures (including retaining walls, etc.) are allowed within any setback, unless specifically permitted.
- No filling, grading, or shore land alterations are allowed unless specifically permitted.
- Driveway must meet width/height requirements within 60 days of permit issuance date. For driveways onto County roads contact the Burnett County Highway Department for a permit. For driveways onto Town roads contact applicable town to determine if a permit is required. For driveways onto State roads contact WisDOT to determine if a permit is required.
- Accessory structure/garage permits allow for private residential storage only. ****Not to be used for human habitation or rental storage****

- **TOWN/UDC PERMITS MAY BE REQUIRED. OWNER IS RESPONSIBLE FOR CONTACTING THE TOWN FOR MORE INFORMATION.**
- **THIS PERMIT SHALL EXPIRE ONE YEAR FROM DATE OF ISSUANCE**
- **THIS APPLICATION CONSTITUTES NOTICE THAT ALL IMPROVEMENTS ARE SUBJECT TO ACCESS AND/OR REVIEW BY THE LOCAL MUNICIPALITY’S TAX ASSESSOR FOR THE PURPOSE OF TAX ASSESSMENT.**

You (owner and applicant) are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

I (applicant) declare that this application (including any accompanying drawings and plans) has been examined by me and to the best of my knowledge and belief it is true, correct and complete. I acknowledge that I am responsible for the detail and accuracy of all information contained in this application (including any accompanying drawings and plans) and I further declare that I recognize that this information provided will be relied upon by Burnett County in determining whether to issue a permit. I further accept all liability that may be a result of Burnett County relying on the information I am providing in this application. I acknowledge that I will abide by all private/public covenants, restrictions, leases and easements which may apply to this parcel. I agree to permit county officials charged with administrating county ordinances or other authorized persons, including the assessor to have access to the above-described premises at any reasonable time for the purpose of inspection.

---ADDITIONAL COMMENTS FROM APPLICANT ALLOWED HERE---

APPLICANT’S SIGNATURE: _____

_____ **(DATE)**

SUBMIT COMPLETED APPLICATION, MAPS, PLANS AND FEE TO:

BURNETT COUNTY LAND SERVICES
 7410 COUNTY ROAD K, #120
 SIREN, WI 54872

APPLICATIONS WILL BE ACCEPTED VIA USPS, ANY STANDARD COURIER, OR IN PERSON. PARTIAL OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.

ONLY CHECK, MONEY ORDER OR CASH PAYMENT WILL BE ACCPETED. CREDIT OR DEBIT CARDS ARE NOT ACCEPTED AT THIS TIME. MAKE CHECK PAYABLE TO: BURNETT COUNTY LAND SERVICES

Please call the Land Services Department if you have questions. 715-349-2109

Burnett County, WI ordinances can be found at: <http://www.burnettcounty.com/index.aspx?NID=1043>

