

# WINTER HAVEN

*The Chain of Lakes City*

## City of Winter Haven Application for Communication Tower Special Use Approval 451 Third Street, NW Winter Haven, FL 33881 863-291-5600

The following date is required for submission of an application for special approval of a Communication Tower. The Planning Commission normally meets the first Tuesday of each month at 6:00 PM to consider such requests. It is important that all information is complete and accurate when submitted to the City.

**Please print or type the requested information below.**

### General Information:

Name of Applicant/Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Agent (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Property Identification:

Address/General Location \_\_\_\_\_

Zoning of Property: \_\_\_\_\_ Future Land Use of Property: \_\_\_\_\_

Present Use of the Property \_\_\_\_\_

Existing Structures of the Site \_\_\_\_\_

Proposed Use of the Property \_\_\_\_\_

Total Acreage \_\_\_\_\_

### For City Use Only:

Application Deadline: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

## **Documentation Required Pursuant to Section 21-236**

In addition to the information referenced above, the following documentation is required pursuant to Section 21-236 of the City of Winter Haven Code of Ordinances. In order for the Communication Tower Conditional Use Approval Application to be considered by the Planning Commission, the following information must be attached.

1. A site plan, scaled at a standard engineering scale, clearly indicating the location, type and height of the proposed tower, on-site land uses and zoning, adjacent land uses and zoning, comprehensive plan land use designation of the site and all properties within the applicable separation distances set forth in Tables 3.6 and 3.7 of this section, adjacent roadways, proposed means of access, setbacks from property lines elevation drawings of the proposed tower and any other structures, topography, parking and any other information deemed by the City to be necessary to assess compliance with this section.
2. Legal description of the parent tract and leased parcel (if applicable).
3. The separation distances between the proposed tower and the nearest residential unit, platted residentially zoned properties, and un-platted residentially zoned properties.
4. The separation distance from other existing towers within one mile of the site including specific information about location, height, and design of each tower; all to be shown on the updated site plan or map. The applicant shall also identify the type of construction of the existing tower(s) and the owner/operator of the existing tower(s), if known.
5. A proposed landscape plan showing specific landscape materials.
6. Method of fencing, finished color, and if applicable, the method of camouflage and illumination.
7. A notarized statement by the applicant as to whether construction of the tower will accommodate collocation of additional communications antennas for future users.
8. A map or site sketch identifying the applicant's existing communication towers, and communication antennas, if any within the City.
9. A description of the suitability of the use of existing towers, or other structures not requiring the use of a new tower, which may be used to provide the proposed services as an alternative to a new tower (description to be attached).
10. A description of compliance with lot coverage, setbacks, aesthetics, and separation distances, as required by this section (description to be attached).
11. A description of the applicant's authorized radio frequencies.

**Note to Applicant:**

Factors to be considered by the Planning Commission are set forth at Section 21-236(b). Also pursuant to subsection (c) of Section 21-236: No special approval shall be granted for a new tower unless the applicant demonstrates that no existing tower, or structure, can accommodate the applicant's proposed communication antennas(s). In this regard, an applicant shall submit information which may consist of the following:

1. No existing towers or structures are located within the geographic area which meet applicant's engineering requirements.
2. Existing towers or structures are not of sufficient height to meet applicant's engineering requirements.
3. Existing towers or structures do not have sufficient structural strength to support the applicant's proposed communication antenna and related equipment.
4. The applicant's proposed communication antenna would cause electromagnetic interface with the antenna(s) on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicant's proposed communication antenna.
5. The fees, costs, contractual provision required by the owner in order to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable. Costs exceeding new tower development are presumed to be unreasonable.
6. The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.

Agent, lessee, or buyer signature

STATE OF FLORIDA:

COUNTY OF POLK:

(I)(WE) \_\_\_\_\_  
being duly sworn, depose and say that (I)(WE) serve as \_\_\_\_\_ for the owner(s) in  
AGENT or LESSEE

making this petition and that the owner(s) (has)(have) authorized (me)(us) to act in this capacity. Further, (I)(we) depose and say that the statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my)(our) ability and that the statement and information above referred to are in all respects true and correct to the best of (my)(our) knowledge and belief.

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

STATE OF FLORIDA:

COUNTY OF POLK:

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_, by \_\_\_\_\_, who is personally known to me or has  
produced \_\_\_\_\_ as identification and who (did)(did not) take an oath.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
TYPED OR PRINTED NAME OF NOTARY PUBLIC

STAMP & DATE MY COMMISSION EXPIRES: \_\_\_\_\_

Ownership signature

STATE OF FLORIDA:  
COUNTY OF POLK:

(I)(We) \_\_\_\_\_  
being duly sworn, depose and say that (I)(we) own one or more of the properties involved in this petition and that (I)(we) have familiarized (myself)(ourselves) with the rules and regulation of the Planning Commission with respect to preparing and filing this petition and that the foregoing statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my)(our) ability and that the statement and information above referred to are in all respects true and correct to the best of (my)(our) knowledge and belief.

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

STATE OF FLORIDA:  
COUNTY OF POLK:

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_, by \_\_\_\_\_, who is personally known to me or has  
produced \_\_\_\_\_ as identification and who (did)(did not) take an oath.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
TYPED OR PRINTED NAME OF NOTARY PUBLIC

STAMP & DATE MY COMMISSION EXPIRES: \_\_\_\_\_