|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Wireless Service Facility****Land Use Review Application** **Minimum Submittal Checklist**  |  |  | | --- | --- | | **CITY OF PORTLAND STAFF USE ONLY** | | | **APPLICATION SUBMITTED FOR REVIEW**  **APPLICATION SUBMITTAL WITHDRAWN BY APPLICANT** | **Application #:**  **Date:** |   **APPLICANT: Complete all sections below. Please print legibly.** | | | | | | | | |
| **Applicant:** | |  | | | | **Phone:** | |  | |
| **Email:** | |  | |
|  |  |  | | | |  | |  | |
| PROJECT INFORMATION | | | | | | | | | |
| **Street Address:** | |  | | | | | | | |
| **Description of Work:** | |  | | | | | | | |
| **Facility Type:** | |  | New Structure |  | Collocation on an Existing Structure | |  | Modification/Replacement of an Existing Facility | |

**PLEASE NOTE:**

1. It is the applicant’s responsibility to include all minimum submittal requirements at the time of application. Failure to meet the minimum submittal requirements at the time of application will result in the application being denied.
2. At the intake appointment, city staff determines whether the minimum submittal requirements have been met. An accepted application is not guaranteed to receive land use approval. City staff only perform a completeness review after an application is accepted. Additional materials may be required to demonstrate that the applicable land use review approval criteria have been met.
3. It is the applicant’s responsibility to thoroughly research past land use reviews and to ensure information in the application is accurate. Please visit <https://www.portlandoregon.gov/archives/51811> for information on the Portland Archives and Records Center and how to view past land use review files.
4. A valid form of payment will be required at application submittal.

***\*\*\*\*\* Shot Clock Notice****. Personal wireless service facility projects* *are subject to strict shot clock time limits. Therefore, the failure to provide the required minimum submittals may result in the application being denied.*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Name (Print)* | *Signature* | *Date* |

| Applicant to complete this section | | **LAND USE REVIEW APPLICATION** **MINIMUM SUBMITTAL CHECKLIST** | COP Staff | |
| --- | --- | --- | --- | --- |
| Provided | Sheet # | Prov’d | N/A |
| **General Information** **(required for all land use review types)** | | | | |
|  |  | Completed Land Use Review Application [Form](https://www.portlandoregon.gov/bds/article/71783) |  |  |
|  |  | Land Use Review Submittal Fee: [Land Use Fee Schedule](https://www.portlandoregon.gov/bds/article/711596) |  |  |
|  |  | Written Analysis Demonstrating Compliance with Prior Land Use Reviews for Wireless Facilities on the Site |  |  |
|  |  | Copies of All Land Use Decisions for Wireless Facilities on the Site |  |  |
|  |  | Written Response to the Approval Criteria |  |  |
|  |  | Written Statement of Technical Objectives  *Describe why the proposed location, centerline height, and equipment configurations are necessary to achieve the technical objectives of the proposed facility.* |  |  |
|  |  | Antenna and Equipment Inventory  *Provide the manufacturer, model number, and basic dimensions (height, width, and depth) of all proposed antennas and equipment as well as any existing equipment that is to remain.* |  |  |
|  |  | Reduced-Size Plan Set  *Provide one 8.5” x 11” reduction suitable for photocopying all drawings.* |  |  |
| **Full Plan Set – 2 copies** **(required for all land use review types)**  *Provide all drawings at a common engineering or architectural scale.* | | | | |
| **Existing Conditions Drawings**  *Call out any conditions of approval from prior land use reviews on the appropriate plan sheet. Include all carriers’ existing antennas and equipment with dimensions, labels, and ownership clearly identified.* | | | | |
|  | Existing Conditions Plan-View Drawings | |  |  |
|  |  | Site Plan |  |  |
|  |  | Roof Plan (if applicable) |  |  |
|  |  | Landscape Plan (if applicable) |  |  |
|  |  | Enlarged antenna sector and equipment compound plans (if applicable) |  |  |
|  | Existing Conditions Elevation Drawings  *Identify the tip height of existing antennas.* | |  |  |
|  |  | Detailed drawings from all four cardinal directions or all four sides of the building |  |  |
|  |  | Enlarged views of antenna sector and equipment compound elevations at a minimum scale of 1/8” = 1’-0” (if applicable) |  |  |
| **Proposed Facility Drawings** | | | | |
|  | Proposed Facility Plan-View Drawings | |  |  |
|  |  | Site Plan |  |  |
|  |  | Roof Plan (if applicable) |  |  |
|  |  | Landscape Plan (if applicable) |  |  |
|  |  | Enlarged antenna sector and equipment compound plans |  |  |
|  | Proposed Facility Elevation Drawings  *Identify the tip height of proposed antennas and the height of the mounting equipment.* | |  |  |
|  |  | Detailed drawings from all four cardinal directions or all four sides of the building |  |  |
|  |  | Enlarged views of antenna sector and equipment compound elevations at a minimum scale of 1/8” = 1’-0” (if applicable) |  |  |
| Existing Conditions Photographs (required for all land use review types)  *Each photograph must be at least 8.5” x 11” in size.* | | | | |
|  |  | Photographs showing existing rooftop conditions (if applicable) |  |  |
|  |  | Roof plan showing each location where the rooftop condition photographs were taken and the directions in which they were taken (if applicable) |  |  |
|  |  | Photographs from street-view lines of sight |  |  |
|  |  | Map detail showing each location where the street-view photographs were taken and the directions in which they were taken |  |  |
|  |  | Close-up photographs of all existing antennas and equipment (if applicable), with ownership identified |  |  |
| Proposed Facility Photo Simulations (required for all land use review types)  *Each before image and after image must be at least 8.5” x 11” in size. Demonstrate compliance with any prior land use reviews and their conditions of approval, including required concealment. Concealment elements include, but are not limited to, screen walls, architectural elements, radomes, landscape features, equipment enclosures, and designs and/or techniques intended to mimic the natural or built environment.* | | | | |
|  |  | Minimum of 3 views from a pedestrian’s perspective |  |  |
|  |  | Map detail showing each location where a photograph was taken and the direction in which it was taken |  |  |
| **Additional Requirements for Conditional Use Reviews** | | | | |
|  |  | Acoustical Engineer’s Report (if applicable)  *Required for applications to locate or replace accessory equipment in or within 50 feet of an R or IR zone. See Zoning Code Section 33.274.040.D.3 for more information.* |  |  |
| **Additional Requirements for Historic Resource Reviews** | | | | |
|  |  | Alternatives Analysis  *Provide a search ring for this proposal and a detailed analysis documenting alternate locations that have been explored to achieve the goals of the current proposal within this search ring. If the facility is proposed on a historic or conservation landmark, explain why it cannot be installed on unlisted buildings. If the facility is proposed on a contributing resource in a historic or conservation district, explain why it cannot be installed on noncontributing resources.* |  |  |
|  |  | Written Analysis of the Proposal’s Impacts on Historic Materials, Features, and Character |  |  |