

IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

Courthouse - 222 N. Iowa St. - Dodgeville, WI 53533
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Telecommunication Tower

Checklist to Apply for a Zoning Permit

The following is intended to be a checklist to be used when seeking an Iowa County Zoning Permit. **A zoning permit, commonly referred to as a building permit, is required for almost any construction of or alteration to a structure outside a village or city in Iowa County.** Please follow this checklist in order to make the application process as quick and efficient as possible. As always, contact this office with any questions.

Step 1 Discuss all proposed development with the personnel of the Iowa County Office of Planning and Development to determine if a zoning permit can be issued. There may be zoning, subdivision, or site restriction issues to resolve. This is also the time to approve the location of any proposed driveway. *NOTE: A county zoning permit is required regardless of whether a Town permit may be required.* **Date accomplished:** _____

Step 2 For any development involving a new driveway or proposing to use an existing driveway now serving open land, a driveway approval must first be obtained from the Town Board in which the land is located before a zoning permit can be issued. If the driveway is to access a county or state highway, an *additional* approval may be required from the Iowa County Highway Department. **Date met with Town(s):** _____ **and Highway Department (if necessary):** _____

Step 3 Please review the application for completion and accuracy. An incomplete application will NOT be accepted. **Date completed application submitted to this office:** _____

For all telecommunication facilities, the following information shall accompany every application. Said application shall include, but may not be limited to: (If the applicant feels anything below is not applicable, please submit written justification with the application.)

- (a) Original signature of applicant and tower owner (if the telecommunication facility is collocated in an easement, the beneficiaries of the easement and underlying property owner must authorize the application.).
- (b) The identity of the carrier and/or provider and their legal status.
- (c) The name, address and telephone number of the officer, agent and/or employee responsible for the accuracy of the application.
- (d) A plat of survey, showing the telecommunication facility boundaries, tower, facilities, location, access, landscaping and fencing.
- (e) A description of the telecommunications services that the registrant intends to offer and/or provide, or is currently offering or providing, to persons, firms, businesses or institutions.
- (f) Include a tabular and map inventory of all existing telecommunications facilities owned and/or operated by the applicant that are located within any of the incorporated municipalities, townships and unincorporated Iowa County. The inventory shall specify the location, height, type, and design of each existing telecommunication facility, the ability of the tower or antenna structure to accommodate additional collocation antennas, and where applicable, the height of the alternative support structures.
- (g) A report prepared by an Engineer licensed by the State of Wisconsin certifying the structural design of the tower and its ability to accommodate additional antennas.
- (h) An affidavit stating space will be made on the proposed tower for future users, when technically possible, at a reasonable cost. Reasonable costs shall be considered any fees, cost or contractual provisions required by the owner that conform to terms standard in the industry and that do not exceed the cost of new tower development.
- (i) Such other information as the Commission may reasonably require.
- (j) A written statement from the Town or Towns affected that the application does not conflict with any existing Town land use plan or ordinance.
- (k) Proof of liability coverage.
- (l) Certified statement from a radio frequency (RF) engineer showing the coverage of the proposed facility.

IOWA CO. ZONING PERMIT APPLICATION-Tower

Mail to: Office of Planning & Development
222 N. Iowa Street
Dodgeville, WI 53533
(608) 935-0398

PLEASE COMPLETE WITH AS MUCH DETAIL AS POSSIBLE TO FACILITATE A SHORTER REVIEW PERIOD

Applicant: _____ **Address:** _____

Email: _____ **Please contact by:** ___email ___postal mail

Site Address (if different than above): _____

Owner: _____ **Address:** _____

Architect, professional engineer or contractor: _____

Address: _____

Lot description for proposed project:

Section ___ Town ___N Range ___E Qtr ___ of the Qtr ___

Town of _____

Existing structures: _____

Proposed structure:

new tower collocation of antenna other

description: _____

Fee: \$250.00 payable to Iowa County Planning & Development

The undersigned certifies that the above information is true, correct, and complete.

Applicant's signature: _____ **Date:** _____

Facility owner's signature: _____ **Date:** _____
(required if different than applicant)

The application will either be granted or denied within 30 days of receipt of this application. The permit shall expire 12 months from the date of issuance UNLESS a Certificate of Compliance is issued. The applicant is required to contact the Office PRIOR to occupation for compliance inspection.

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OFFICE USE ONLY

Received by _____ Date _____ Receipt _____
Existing zoning _____ ZH# _____ CUP # _____
Approved _____ Disapproved _____ Date _____
Explanation _____