

# Type 4 WCF Conditional Use Permit

## Application Checklist



**OFFICIAL USE ONLY**

City Staff Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Project Name:</b>	
<b>Property's Address:</b>	<b>A.P.N.:</b>
<b>Property's Zoning District Designation:</b>	
<b>Application Request:</b>	
<b>Owner:</b>	<b>Applicant:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>E-mail:</b>	<b>E-mail:</b>

**Submittal Requirements:**

Please submit materials requested below. **All digital files must be uploaded in PDF format.**  
 Project No.: \_\_\_\_\_ -PA- \_\_\_\_\_ Key Code: \_\_\_\_\_  
**Submit digitally at:** <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>

<b>Completed Application (this form) and Application Fee</b> \$_____ (fee subject to change every July)	<b>Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below.</b>
<b>Narrative</b> – for the WCF CUP renewal. Address criteria listed in Sec. 1.403 of the Zoning Ordinance for Wireless Communication Facilities.	<b>Drawings</b> - Include site survey, site plan, detail sheet of antennas, radio equipment, and cabinets.
<b>Request to Submit Concurrent Development Applications</b>	
<b>Request for Site Visits and/or Inspections form</b>	<b>RF - EME Study</b>
<b>Color photographs of site</b> – include area of request	<b>Property Owners Association Input</b>
<b>Community Notification Documentation.</b> Notify all property owners within 750 feet of site. Submit names and addresses of all properties that were notified, submit a copy of the letter that was sent and the date that letter was mailed.	<b>Other:</b> _____ _____ _____ _____

**Please indicate in the checkbox below the requested review methodology (see the descriptions on Page 2):**

**Enhanced Application Review:** I hereby authorize the city of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

**Standard Application Review:** I hereby authorize the city of Scottsdale to review this application utilizing the Standard Application Review methodology.

_____	_____
Owner Signature	Agent/Applicant Signature

### Planning and Development Services

7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 • [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)