



Wireless Transmission Facility Application Information

In this packet:

- Definitions
- Application instructions
- Application

**Planning & Community Development Department
City of Round Rock, Texas**

Updated: November 1, 2007

DEVELOPMENT PACKET FOR WTF APPLICATIONS

This Development Packet consists of useful information and the required form for applications for all forms of Wireless Transmission Facilities (WTF's) in the City of Round Rock.

The information contained herein is based on Ordinance No. G-05-06-23-13C3 and G-05-06-23-13C4, adopted on June 23, 2005.

Prior to installation, all WTF's shall receive a Building Permit and most will require a Site Development Permit (*please see the below WTF Application Requirements*). Processes for obtaining those permits must be followed in conjunction with this application.

DEFINITIONS

Wireless Transmission Facility (WTF): an antenna and associated equipment intended for transmitting or receiving television, am/fm radio, digital, microwave cellular, telephone or similar forms of electronic communication.

Monopole: a WTF constructed as a free-standing structure which consists of a single vertical pole, fixed into the ground and/or attached to a foundation with no guy wires containing one or more externally mounted antennas and associated equipment.

Self-Enclosed Monopole: a WTF constructed as a free-standing structure which consists of a single vertical pole, fixed into the ground and/or attached to a foundation with no guy wires containing one or more antennas and associated equipment no larger than thirty-six (36) inches in diameter at any given point with no externally mounted or visible antennae.

Attached Wireless Transmission Facility (Attached WTF): a WTF that is attached to a Monopole, Self-Enclosed Monopole, building or other permanent structure.

Stealth Wireless Transmission Facility (Stealth WTF): a WTF that is screened, disguised, concealed or otherwise camouflaged as a natural structure, structure or part of a structure such that the WTF is indistinguishable from other natural structures, structures or the structure that it is attached to or within.

PERMITTED ZONING DISTRICTS

<i>Zoning District</i>		<i>Type of WTF Permitted (with conditions)</i>
SF-R	Single Family – Rural	Self-Enclosed Monopole, Attached, Stealth
SF-1	Single Family – Large Lot	Self-Enclosed Monopole, Attached, Stealth
SF-2	Single Family – Standard Lot	Self-Enclosed Monopole, Attached, Stealth
MH	Manufactured Housing	Attached, Stealth
TF	Two Family	Attached, Stealth

TH	Townhouse	Attached, Stealth
MF	Multi-Family	Attached, Stealth
C-1	General Commercial	Self-Enclosed Monopole, Attached, Stealth
C-2	Local Commercial	Attached, Stealth
OF	Office	Attached, Stealth
BP	Business Park	Self-Enclosed Monopole, Attached, Stealth
LI	Light Industrial	Monopole, Self-Enclosed Monopole, Attached, Stealth
I	Industrial	Monopole, Self-Enclosed Monopole, Attached, Stealth
PF-1	Public Facilities – Low Intensity	Attached, Stealth
PF-2	Public Facilities – Medium Intensity	Attached, Stealth
PF-3	Public Facilities – High Intensity	Self-Enclosed Monopole, Attached, Stealth
SR	Senior	Attached, Stealth
MI	Mining	Attached, Stealth
OS	Open Space	Self-Enclosed Monopole, Attached, Stealth

CITY OF ROUND ROCK LOCATION PRIORITIZATION CRITERIA

The location of proposed WTF's shall be considered in this order:

1. Attached to an existing WTF.
2. Attached to a Utility Infrastructure, as defined in Section 10.1000 of this Code.
3. Attached as a Stealth WTF to an existing building or structure in a non-residential zoning district.
4. Attached to an existing building or structure in a non-residential zoning district.
5. Located as a free-standing Stealth WTF in a permitted non-residential zoning district.
6. Located as a Self-Enclosed Monopole in a permitted non-residential zoning district.
7. Located as a Monopole in a permitted non-residential zoning district.
8. Attached as a Stealth WTF to an existing non-residential building or structure in a residential zoning district.
9. Attached to an existing non-residential building or structure in a residential zoning district.
10. Located as a free-standing Stealth WTF on a lot of a non-residential use within a residential zoning district.
11. Located as a Self-Enclosed Monopole on a lot of a non-residential use within a residential zoning district.

WTF APPLICATION REQUIREMENTS

Applications for *all WTF's* shall include two (2) copies of the following items:

_____ **WTF Application.**

_____ An **inventory of all existing WTF's** used by the applicant within the City of Round Rock and its ETJ, including, but not limited to, the location, height and design of each existing WTF.

_____ **Written explanation** of why the WTF must be located where it is proposed in order to service the applicant's service area and why the WTF must be the proposed type. (This explanation must address each of the City's location prioritization criteria, referenced above, that cannot be met.)

_____ Evidence of **written contact with all wireless service providers** which supply service within a quarter mile of the proposed facility, demonstrating that the applicant has inquired about potential collocation opportunities at all technically feasible locations. (The contacted providers shall be requested to respond in writing to the inquiry within thirty (30) days.)

_____ Documentation that the owner of the property has granted an **easement** or entered into a **lease** for the proposed facility and that vehicular access is provided to the facility, if applicable.

_____ **Building Permit application** with detailed **construction plans**, in compliance with the National Electric Code and sealed by a Professional Engineer and/or Licensed Architect, as applicable. These plans should be submitted to both the Building Inspection Office and the Planning Department.

Additional Items required for *Monopoles* and *Self-Enclosed Monopoles*:

_____ A **site plan** for the proposed WTF in accordance with the requirements of Section 11.306 of the Round Rock Code of Ordinances, as applicable.*

_____ An **application to the Zoning Board of Adjustment** for a Special Exception, if the proposed Self-Enclosed Monopole is located in a SF-R, SF-1 or SF-2 zoning district.

Additional Items required for *Attached WTF's***:

_____ A **site plan** for the proposed WTF in accordance with the requirements of Section 11.306 of the Round Rock Code of Ordinances, as applicable, *if the proposed Attached WTF will expand the existing ground-mounted equipment area.**

_____ An **engineer's certification** that the roof will support the proposed WTF and associated roof-mounted equipment, *if the applicant is proposing to install a roof-mounted WTF.*

Additional Items required for *Stealth WTF's*:

_____ An **artist's rendering** of the proposed Stealth WTF, along with **images of comparable structures**, both of similar Stealth WTF's and of the actual structures that the WTF will be mimicking.

_____ A **site plan** for the proposed WTF in accordance with the requirements of Section 11.306 of the Round Rock Code of Ordinances, as applicable, *if the proposed Stealth WTF has associated ground-mounted equipment.**

* Site Plans shall be submitted in accordance with the Development Review Committee (DRC) checklist and application. Questions regarding required content listed on the DRC checklist should be directed to Brad Wiseman, DRC Chair, at (512) 341-3321.

** If an antenna is being attached to an existing facility, a building permit will suffice and a site development permit is not required. However, an application with all of the aforementioned documents in this packet is required to be submitted with the building permit. These documents are in addition to Building Department requirements; both shall be adequately addressed prior to permit release. Please note that this only applies to antennae being attached to existing facilities without any additional ground mounted equipment. If ground mounted equipment is proposed, a site development permit shall be applied for and issued by the DRC.

Please be advised of the following prior to submitting your application request:

- a.) External antennae may be added to existing monopoles;
- b.) External antennae may not be added to self-enclosed monopoles; and
- c.) External antennae may be added to stealth towers if visually obscured and consistent with the original design intent.

In addition to the requirements listed above, the project engineer shall provide a letter certifying that the WTF was constructed in accordance with the approved plans after the WTF has been constructed.

WTF APPLICATION

DATE: _____

NAME OF AGENT: _____

MAILING ADDRESS AND PHONE NUMBER OF AGENT: _____

NAME OF SERVICE PROVIDER: _____

TYPE OF WTF PROPOSED (circle one):

Monopole Self-Enclosed Monopole Attached Stealth

ZONING OF PROPERTY WHERE WTF WILL BE LOCATED: _____

ADDRESS OF PROPERTY WHERE WTF WILL BE LOCATED:

LEGAL DESCRIPTION OF PROPERTY WHERE WTF WILL BE LOCATED:

_____ acres out of the _____ Survey,

Abstract # _____.

(or)

_____ Subdivision; Lot _____, Block _____

NAME, MAILING ADDRESS AND PHONE NUMBER OF OWNER OF PROPERTY WHERE WTF WILL BE LOCATED:

AGENT'S SIGNATURE

RECEIVED BY

DATE