



## WIRELESS FACILITIES PERMIT APPLICATION

(for a modification of an existing wireless support structure or base station  
that is not a substantial modification of such wireless support structure or base station)

CITY OF DARDENNE PRAIRIE, MISSOURI

[www.DardennePrairie.org](http://www.DardennePrairie.org)

APPLICANT:

\_\_\_\_\_

Company Name

\_\_\_\_\_

Printed Name, Title

\_\_\_\_\_

Street Address

\_\_\_\_\_

City/State/Zip Code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Address

OWNER (attach additional):

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City/State/Zip Code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Address

Contract Purchaser / Facilities Owner's Contractor:

\_\_\_\_\_

Company Name

\_\_\_\_\_

Printed Name, Title

\_\_\_\_\_

Street Address

\_\_\_\_\_

City/State/Zip Code

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email Address

STREET ADDRESS OF WIRELESS SUPPORT STRUCTURE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (other than address) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





### Filing of Application and Fees

Any person making an eligible facilities request for a modification of an existing wireless support structure or base station that is not a substantial modification of such wireless support structure or base station must apply to the City Engineer for a Wireless Facilities Permit. An application for a Wireless Facilities Permit shall be made on an application form provided by the City Engineer. The application shall be accompanied by the fee set forth in the fee schedule, as provided by Section 405.965 of the Municipal Code of the City of Dardenne Prairie, payable to the City to cover the costs of advertising, notification, and other administrative expenses associated with the application. No part of such fee shall be returnable to the applicant. The City Engineer may not deny, and shall approve, such Wireless Facilities Permits. Each application shall include the following:

- a. A legal description of the property to be affected, including one (1) hard printed copy and one (1) electronic copy in a Microsoft Word compatible format;
- b. A scaled map of such property, correlated with the legal description and clearly showing the property's location;
- c. The names, addresses and telephone numbers of the applicant(s), all the fee owners of such property and their agents, if any, and copies of the deeds on file with the office of the St. Charles County Recorder of Deeds evidencing such ownership;
- d. A copy of a lease, letter of authorization or other agreement from the property owner evidencing the applicant's right to pursue the application;
- e. Date of filing with the City Engineer;
- f. The present zoning, proposed change of zoning, if any, and proposed use of such property;
- g. Signature(s) of applicant(s) and owner(s) certifying the accuracy of the require information. If the owner(s) of the property or the applicant(s) are a trust or business entity, then proof of the authority of the party executing the application must be provided by way of resolution, minutes, bylaws, articles of incorporation or some other reasonable means;
- h. Site Plan--See Article XIII (unless deemed unnecessary by the City Engineer); and
- i. The type of wireless facilities or technology to be used by the applicant.

Notwithstanding any provision of the SmartCode to the contrary, the provisions of Sections 405.481, 405.482, and 405.940 of the Municipal Code apply to all Transect Zones within the City. Wherever the term "wireless transmitter" is used in the SmartCode, it shall mean "wireless support structure." Notwithstanding the foregoing, review of applications to construct a new wireless support structure, for a substantial modification of a wireless support structure, or for an eligible facilities request for a modification of an existing wireless support structure or base station that is not a substantial modification of such wireless support structure or base station, shall be in accordance with the warrant procedures of the SmartCode.



## Standards

Applications for a Wireless Facilities Permit are not subject to the City's zoning or land use requirements, including design or placement requirements, or public hearing review.

Within forty-five (45) calendar days of receiving an application for a Wireless Facilities Permit, the City Engineer shall:

- a. Review the application in light of its conformity with Chapters 505 and 510 of the Municipal Code of the City of Dardenne Prairie, recognized industry standards for structural safety, capacity, reliability, and engineering, and consistency with Sections 67.5090 to 67.5103, RSMo., and Sections 405.481 and 405.482 of the Municipal Code.
  1. An application is deemed to be complete unless the City Engineer notifies the applicant in writing, within fifteen (15) calendar days of submission of the application, of the specific deficiencies in the application which, if cured, would make the application complete.
  2. Upon receipt of a timely written notice that an application is deficient, an applicant may take fifteen (15) calendar days from receiving such notice to cure the specific deficiencies. If the applicant cures the deficiencies within said period of fifteen (15) calendar days, the application shall be reviewed and processed within forty-five (45) calendar days from the initial date the application was received. If the applicant requires a period of time beyond fifteen (15) calendar days to cure the specific deficiencies, the forty-five (45) calendar day deadline for the City to review the application shall be extended by the same period of time.
  3. The Administrative Officer may impose conditions on the Wireless Facilities Permit to insure that the application conforms with building permit requirements in Title V of the Municipal Code of the City of Dardenne Prairie, Chapter 510 of the Municipal Code of the City of Dardenne Prairie, recognized industry standards for structural safety, capacity, reliability, and engineering, and is consistent with Sections 67.5090 to 67.5103, RSMo.
- b. Make its final decision to approve or disapprove the application; and
- c. Advise the applicant in writing of its final decision.