



PERSONAL WIRELESS APPEARANCE REVIEW APPLICATION

VILLAGE OF GURNEE COMMUNITY DEVELOPMENT DEPARTMENT

TO BE COMPLETED BY THE APPLICANT (Fill in all blanks):

Date: _____

Location of Subject Property (please provide all three)

A. Address: _____

B. PIN Number: _____

C. Legal Description (Attach, as an additional page and email a copy, using Microsoft Word format, to the Community Development Department)

Zoning District (Staff will assist if necessary): _____

Proposed Use: _____

Applicant Name: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Owner Name (if different than applicant): _____

Owner Address: _____

Phone Number: _____ Fax: _____

Email: _____

Proof of Standing: _____

(proof of ownership, control, authorization, etc. – attach with application materials)

Application Taken in by:

Office Use

Date Received:

Molly Bacon, Associate Planner

Ryan Mentkowski, Associate Planner

Tracy Velkover, Planning Manager

Staff Signature: _____

Fees Paid \$ _____

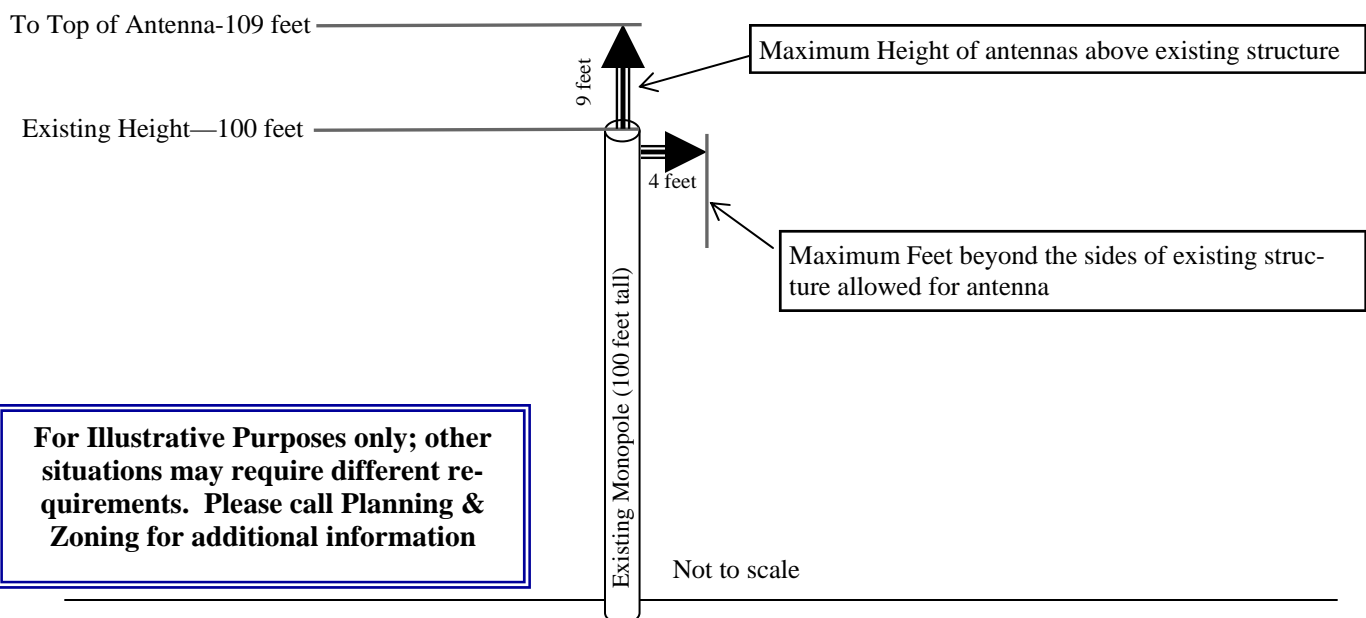
Staff Notes: _____



Project Description-Please submit a separate Project Description/Letter of Intent letter that addresses the following:

- Type of building or structure and the general location for the collocated antennas;
- Building or structure height utilized for collocation of the antennas;
- Height at which the antennas will be collocated;
- *Antenna height above building or structure (to the top of antenna) (if applicable); (*see example below)
- *Number of feet antennas extend beyond the sides of the building or structure (if applicable);
- Total Number antennas, their size (H x W x L), and proposed color of antennas;
- Details of the accessory structure/building utilized for the storage of equipment, including but not limited, height, total floor area, architectural materials, etc;
- Fencing type, height, and materials;
- The type of landscaping proposed, including common name, species name, and size; and
- Any additional important details that will illustrate how your project meets the PWSF requirements.
- In addition, staff suggests that you address how your proposal meets each of the permitted use criteria as defined in Article 8.14.3 of the Zoning Code in your letter. If the criteria does not apply, please state such.

***Example of Maximum Allowable Height Above and Beyond the Side of Antennas that are Collocated onto an Existing Monopole Greater than 45 feet in Height (assuming they meet the permitted use requirements of the ordinance).**



For Illustrative Purposes only; other situations may require different requirements. Please call Planning & Zoning for additional information

The following supplemental information shall be provided at the time of application submission.

Failure to provide any of the following information will delay the review process:

- Project Description / Letter of Intent** document addressing the information on Page 2 of this application.
- A site plan** illustrating the exact dimensions of the proposal from property lines, buildings, etc. This should be to a measurable scale no greater than 1" = 80'. (Other plans include existing conditions survey, landscape plan, accessory building details (if applicable), fence details, architectural elevations illustrating heights of antennas and distance of antenna beyond the sides of existing structure and the elevations of the accessory building (with materials labeled), etc).
- Escrow Account** (Amount determined by Staff based on external review needs (may not be required)).
- Lake County Soil and Water Conservation District Natural Resource Information Report.** (Please call 847-223-1056 for questions regarding this application and report or visit the website at www.lakeswcd.org)

Review and Approval Process for a Personal Wireless Service Facility (PWSF)

1. **Schedule a meeting** to meet with Planning & Zoning Staff to discuss your proposal, the PWSF requirements, the PWSF process, and the application for a PWSF. This meeting is defined as the pre-application meeting and takes place at Village Hall.
2. **Submittal Meeting:** After the pre-application meeting has occurred, schedule a meeting to submit the PWSF application to Planning & Zoning Staff. This will be an informal meeting (10 minutes) at the front counter of the Community Development Department where staff will verify that the application has been properly filled out and that the correct materials have been submitted. Six (6) hard copies (scaled) sets of the plans and one (1) PDF is required for staff review of the project (only one (1) copy of the application is required). Following the successful submittal, the plans will be routed to departments in the Village of Gurnee for their comments.
3. **Staff review:** Staff will review the application and plans submitted to ensure that all Village of Gurnee codes and Ordinances are met prior to the placement on an agenda. If staff has additional questions or clarifications that need to be answered, staff will provide a Review Letter to the applicant. The applicant will be required to resubmit six (6) sets of the revised plans to staff for review along with a letter which addresses how the revised plans do or do not comply with the staff comments provided. [Note: each subsequent resubmittal of the proposal will require six (6) additional sets of plans.] Once it is determined that the proposal meets the Village of Gurnee codes and Ordinance, staff will inform the applicant of potential meeting dates for the project to go before the Village Board for appearance review.
4. **Village Board Meeting:** In order to be considered for the meeting agenda, the applicant must provide Sixteen (16) sets of plans [13 reduced scale (11"x17") & 3 full sized] & one (1) PDF version (on a CD) to the Community Development Department prior to 4:00 p.m. the Monday before the Village Board meeting.

The Village Board will review the proposed personal wireless service facility that meets the requirements for a permitted use (Article 8.14 of the Zoning Code) in the district in which the subject property is located.
5. **Building Permit:** Following approval by the Village Board, it will be necessary to obtain a permit from the Building Safety Division of the Community Development Department. We recommend that you contact them early in the zoning review process at 847-599-7550 to discuss your proposal and any additional requirements needed for their review.

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicants knowledge; and (2) APPLICANT HAS READ AND UNDERSTANDS ALL INFORMATION IN THIS PACKET.

Signature of Applicant

Date:

Signature of Owner (if different from the applicant)

Date: