



RECORD No. 217- _____ --- _____ PLNG
FEE: Administrative Review - \$825 / Public Hearing - \$1980
Address: \$25 (Utility)

Crook County Community Development Planning Division

300 NE 3rd Street, Room 12, Prineville Oregon 97754

Phone: 541-447-3211 Ext. 1 / Fax: 541-416-2139

Website: www.co.crook.or.us / Email: plan@co.crook.or.us

Conditional Use - Communication Towers

Check ONE only

EFU / F1 Zones

Residential Zones

IMPORTANT NOTICE: The Crook County Planning Department is required to review all applications for accuracy and to determine whether the staff and/or the Planning Commission have the information needed to make a decision. County Ordinances allow the County 30 days to determine whether the application is complete. Within that 30-day period, the Planning Department will request additional information, if necessary. A decision on your application will be postponed until the information is received. State law requires that all information to support an application be available for public inspection at our office 20-days before a public hearing. Any information submitted after this date may require a postponement of the hearing date if necessary. *Please make sure your application is complete. The burden of proof lies with the applicant.*

PROPERTY OWNER

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day-time phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

AGENT / REPRESENTATIVE (MUST SIGN THE ATTACHED LETTER OF AUTHORIZATION)

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day-time phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

PROPERTY LOCATION

Township _____ South, Range _____ East WM, Section _____, Tax lot _____

Size of property: _____ Acres Zoning: _____

Physical address: _____

Proposed company's job number # _____

Latitude _____ Longitude _____

Total Tower Height: _____ ft. Total Tower Height with antenna's: _____ ft.

TAX LOT CARD

A copy of the "Tax Lot Card" from the Crook County Community Development or you can obtain one from the Crook County GIS Website.

WARRANTY DEED

A copy of the "Warranty Deed" for the subject property that shows the current ownership.

ROADS

STEP 1

Explain how you will access the property for the proposed Cell Tower:

Will you ACCESS this property from an existing access? Yes ____ No ____

- If yes, submit a copy of an "APPROVED" Road Approach Access for the proposed CELL TOWER.
- If no, will the proposed access be from:

County _____ Public _____ *Private _____ **State _____ (check one only)

- If accessing the property from a COUNTY or PUBLIC Road, you must submit a "Road Approach" application along with this application.
- If private easement, provide legal recorded documentation.
- If accessing the property from a State Highway, an "approved" ODOT permit must be attached with this application: No Exceptions!

Oregon Department of Transportation
Robert Morrow at ODOT - Bend Office
Phone: 541.388.6169
Email: Robert.j.morrow@odot.state.or.us

ADDRESSING

STEP 2

As part of the process for the siting of a new Cell Tower, a "Utility" address must be assigned to the proposed cell tower at the time the building permit(s) are issued by Community Development Department. See attached "Address" application. The current "Utility" address is \$25. Once the Planning approval has been completed, you are required to submit the attached "Address" application along with your building permit application. Submit a copy of your "Site Plan.

CELL TOWER SUBMITTAL REQUIREMENTS

C.C.C. 18.124.110(6) – Approval Process – Transmission/Communication Tower

STEP 3

Provide documentation that the proposed “Cell Tower” application meets the requirements of the Crook County Code, 18.160.050(17) – Transmission Towers within the Exclusive Farm Use and Forest zones.

- A. A copy of the executed lease from the owner of the site of the property where the tower will be located;
- B. A copy of the applicant’s Federal Communication Commission license. A copy of this document will not be required to be submitted if applicant is not a person wireless service provider, and is seeking approval only for a support structure for a wireless telecommunications facility;
- C. For a “new” tower, a map that shows the applicant’s search area for the proposed site and the properties within the search ring, including locations of existing telecommunications towers or monopoles;
- D. For a “new” tower, a copy of the written notice of the required neighborhood meeting and a certificate of mailing showing that the notice was mailed to the list of property owners falling within the notice area designated under Crook County Code (CCC) 18.124.110(2).
 - a. **CCC 18.124.110(2) – Neighborhood Meeting:** Prior to submitting an application for a transmission tower, the applicant shall provide notice of and hold a meeting with interested owners of the property nearby to a potential facility location. Notice shall be in writing and shall be mailed no less than 10 days prior to the date set for the meeting to owners of record of property within a notice area of 2,000 feet of the boundary of the property on which the applicant proposes to establish a tower or monopole great than 30 feet in height. For the purpose of this section, the property on which an applicant proposes to establish a transmission tower includes the lot of record on which the applicant will locate the facility and all contiguous lots of record held in common ownership. The applicant shall notify the owners of record of a minimum of 20 properties located within 660 feet of the affected property. If the number of owners of property notified in the notice area does not equal at least 20, the applicant shall notify the owners of record of property within the next increment of 660 feet from the initial notice area until the number of owners of property notified reaches at least 20. The applicant shall also provide a copy of this notice to the Crook County Community Development Department, Planning Division.
- E. For a “new” tower, a transcript of the neighborhood meeting or copies of the audiotapes of recordings of the meeting. The applicant shall also submit a list of attendees, including the date, time, and location of the meeting.
- F. A “Site Plan” showing the location of the proposed facility and its components. The Site Plan shall also identify the location of the existing and proposed landscaping, any equipment shelters, utility connections, and fencing proposed to enclose the facility and lighting, if any is proposed. Describe primary and emergency energy sources proposed for the cell tower;
- G. A copy of the design specifications, including photographs or manufacturer’s graphic representations of proposed colors, and an elevation of an antenna array proposed with the facility, and lighting, if any, for the facility.

- H. An elevation drawing of the facility and a photographic simulation of the facility showing how it would fit into the landscape. The elevation drawing shall be drawn to scale and show the existing trees adjacent to the proposed facility and show the height of such trees from existing grade to the highest portion of each tree. This documentation shall include any support structure, transmission equipment including antennas and microwave dishes, and any ground-based equipment cabinets or shelters;
- I. A copy of a letter to determination from the Federal Aviation Administration or the Oregon Department of Transportation - Aeronautics Division, as to whether any requirements, including but not limited to aviation lighting, would be required for the proposed facility. Such letter of determination shall be submitted prior to issuance of a decision by the county planning authority;
- J. A "Performance Bond" for removal of any support structure and any ground-based equipment or accessory structures, such as equipment buildings and security fences;
- K. Proof that the applicant is not able to collocate similar telecommunication structures on existing transmission facilities or locate on existing structures;
- L. In the event that the applicant plans to develop more than one tower in Crook County, the applicant shall simultaneously submit a tentative plan for future tower site development in the county.

SUPPLEMENTAL INFORMATION

The information requested in this application is the minimum information necessary. This application requests information that will assist Crook County planners in evaluating whether your proposal meets these criteria. Failure to complete applicable portions of this application form may result in the County not accepting your application or denying your application for failure to demonstrate that the criteria have been met. The County can assist you by providing such information from the Crook County Assessor, Crook County Clerk's Office, and the Crook County GIS Department. However, the burden of proof lies on you, the applicant, to demonstrate that the criteria have been met. In many cases, you may wish to provide information in addition to that requested to support your application.

SIGNATURES

I/We agree to meet the standards governing the laws for Site Plan Applications as outlined in the State of Oregon's OAR, ORS, Crook County Code, and Crook County - Prineville Comprehensive Plan. I/We agree that all the information contained in this application is true to the best of my knowledge.

Owner Signature: _____ Date: _____

Print Name: _____

Agent Signature: _____ Date: _____

Print Name: _____

(Note: If agent/representative is submitting your application on behalf of the property owner, the "Letter of Authorization" form must be completed and attached to this application)

CHECK LIST OF REQUIREMENTS

- A completed application form with the appropriate signatures.
- If an agent/representative is submitting this application, a completed "Authorization Notice" is required. Signature from the property owners is required.
- A copy of the Tax Lot Card. (Available from the Community Development)
(If the subject Parcel of Lot is located within a legally recorded subdivision, a tax lot card is not required)
- Submit the correct application fee.
- A copy of the current owners Warranty Deed.
- A signed copy of a "Statement of Understanding" (Form B)
- All documentation as required within CCC 18.124.110 - Approval Process for Transmission Towers.
- A detailed "Plot Plan" of the subject property.
- If the proposed access is from the County Maintained Road or a Public Roadway, and the access crosses over someone else's property, a copy of a recorded easement is required.
- Submit aerial photo of property that shows the beginning of the proposed access from a State, County Maintained or Public roadway to the proposed cell tower building site.
- An **approved** Road Access Permit, if applicable, from either the Crook County Road Department for County Maintained Roads and Public Roads, or the Oregon Department of Transportation for access from State Highways. (Available from the County Planning Department.



SITE PLAN

Grid area for drawing the site plan.



FORM B

STATEMENT OF UNDERSTANDING

I wish to develop the property described as Township _____ South, Range _____ East WM, Section _____, Tax lot(s) _____ in a way that requires permits from Crook County, including land use approval, a septic site evaluation and/or septic permits, and building and supplemental construction permits.

I understand that State law does not allow Crook County to issue a septic or building permit before the County has determined that the proposed development complies with all County land use regulations.

In addition, in making this request, I understand and agree that:

1. No other permits will be issued until the land use permit has been granted.
2. The land use permit may not be granted if the required approval criteria are not met.
3. If the land use permit is not granted, the other permits applied for will not be issued.
4. If the land use permit is not granted, no refund will be given for any land use, site evaluation, plan review or permit fees already paid.

Owners Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____



Community Development Department

Phone: 541.447.3211 or 541.447.8156

Fax: 541-416-2139

AUTHORIZATION FORM

Let it be known that _____
(Print name clearly)

has been retained to act as my authorized agent to perform all acts for development on my property noted below: These acts include: Pre- application conference, filing applications and/or other required documents relative to all Permit applications.

Physical address of property: _____, and described in the records of CROOK COUNTY as:

Township _____ South, Range _____ East, Section _____, Tax lot _____

Township _____ South, Range _____ East, Section _____, Tax lot _____

The costs of the above actions, which are not satisfied by the agent, are the responsibility of the undersigned property owner.

PROPERTY OWNER

(Please Print Clearly)

Signature: _____ Date: _____

Print Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

Individual(s)

Corporation;

Limited Liability Corporation;

Trust

IMPORTANT NOTE: Indicate whether property is owned in individual name(s), or by a business or other entity (e.g. Corporation, Limited Liability Company; or Trust). If property is owned by an entity, include names of all authorized

signers. For Example:

If the owner is a Corporation, Limited Liability Corporation or Trust, the following information is required as part of this form.

If a Corporation ~ please provide the name of President or other authorized signor(s).

If a Limited Liability Corporation ~ provide names of **ALL** members & managers.

If a Trust ~ provide the name of current Trustee(s)

In addition, you will need to include a copy of Bylaws (Corporations); an Operating Agreement (Limited Liability Company); or Certificate of Trust (Trusts) that verifies authority to sign on behalf of the entity.

AGENT

Signature: _____ Date: _____

Print Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____



City / County ADDRESS APPLICATION

CROOK COUNTY COMMUNITY DEVELOPMENT
300 NE 3RD ST. RM 12 PRINEVILLE, OR 97754
PH: (541) 447-3211 FAX: (541) 416-2139
bld@co.crook.or.us

Application Submittal Date Stamp
FOR OFFICE USE ONLY

CITY AND/OR COUNTY PLANNING APPROVAL IS REQUIRED PRIOR TO ISSUANCE. APPROVAL OF THIS APPLICATION AND ISSUANCE OF AN ADDRESS IN NO WAY REPRESENTS CROOK COUNTY'S OPINION ABOUT THE STATUS OF LEGAL ACCESS TO THE SUBJECT PROPERTY. APPLICANTS ARE ENCOURAGED TO INVESTIGATE THE TITLE AND LEGAL ACCESS RIGHTS TO THE PROPERTY AT THEIR EXPENSE.

Site Information

Tax Map #: _____ () CITY () COUNTY

Subdivision Name: _____ Phase: _____ Block: _____ Lot: _____

This request is for: () NEW ADDRESS () ADDRESS CHANGE () OTHER

If request is for an address change, please explain why: _____

Is there currently a dwelling on this property? Yes () No () If yes, how many? _____

If yes, what is the address of the existing dwelling(s)? _____

Is this for a Medical Hardship? Yes () No () Is this for an accessory farm dwelling? Yes () No ()

What is the use of the structure for this address? (home, barn, shop commercial etc.) _____

Is this a corner lot? Yes () No () Is the access to your property directly off of a named road? Yes () No ()

Is the access to your property through an easement? Yes () No () Name of easement? _____

Additional Property Information

Owner / Applicant Information

Property Owner Name: _____

Mailing Address: _____ email: _____

City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____

Applicant's Name (Please print): _____ Title: _____

Signature of Applicant: _____ Date: _____ Daytime Phone: _____

For Office Use Only

| Fees | Office Use | Initial | Date |
|---|----------------------|---------|------|
| No. of Addresses Issued X \$110.00 = | Agencies Notified: | | |
| No. of Fire Markers Issued X \$25.00 = | Road Modification: | | |
| Date Paid: _____ () Check () Cash () CC | GIS Changes: | | |
| Total Amount Due: _____ | E911 (new range): | | |
| Office Use Assigned by: _____ Date: _____ | Planning Approval #: | | |
| New Address _____ | Comments: | | |
| Postal District: _____ | | | |

SITE PLAN PAGE MUST BE COMPLETED FOR THIS APPLICATION TO BE ACCEPTED

Site Plan

Draw or attach map showing ALL boundaries of your lot. The map shall include the location of the building or structure to be addressed. If the subject property is located within the CITY limits, you must indicate the location or proposed location of the front entrance to the home and driveway location. If the subject property is located within the COUNTY outside of the city limits, you must indicate the exact location of the driveway entrance.

