



**PLANNING & ZONING COMMISSION
HEARING REQUEST
FOR TOWERS/CO-LOCATION
OF EQUIPMENT**

***** FOR OFFICIAL CITY OF PHARR USE ONLY *****

Present Property Zoning: _____
 Site Plan Attached? YES NO
 \$1,000.00 Paid in Full: Money Order Check # _____ Cash

Application Date: ____/____/____

Company Name or Business Entity: _____

Applicant: _____ Phone No.: _____
 (First) (Middle) (Last)

Mailing Address: _____
 (Address) (City) (State) (Zip)

Email: _____

Property Owner: _____ Phone No.: _____
 (First) (Middle) (Last)

Owner Mailing Address: _____
 (Address) (City) (State) (Zip)

New Tower Location New Owner Existing Tower Location New Co-Location of Equipment

Property Address: _____

Property Legal Description: _____
 (Subdivision) (Block) (Lot)

Current use of Property: _____ Proposed use of Property: _____

I hereby certify that the information provided above is true and correct to the best of my knowledge. By signing this application, I hereby grant the City of Pharr authorization to do the background and information check(s) necessary to process this application. I also hereby grant employees of the City of Pharr to enter the premises and conduct any inspections necessary to process this application. Alterations, changes or deviations from the plans authorized by this permit are unlawful without written authorization. The applicant hereby agrees to comply with all City Ordinances, Code, Subdivision Regulations, Restrictions, Local, State and Federal Laws and assumes all responsibility for such compliance. I understand that the City of Pharr does not enforce any private restriction, covenant rule, or regulation that may be imposed. If permit becomes invalid for any reason, no refunds will be issued.

I hereby request a hearing before the Planning and Zoning Commission and I acknowledge receiving the Guidelines/Restrictions, as they will apply to the proposed use.

 (Owner Signature) (Date)

 (Owner Print Name) (Date)

 (Applicant Signature) (Date)

 (Applicant Print Name) (Date)

**PLANNING & ZONING
COMMISSION HEARING
REQUEST GUIDELINES**

**QUESTIONS FOR APPLICANT
(TO BE FILLED OUT BY CITY STAFF)**

- Present Property Zoning: _____
 Site Plan Attached? YES NO
 Is there an existing building? YES NO
 How many parking spaces proposed? _____
 Will there be a sign? YES NO
 Does proposed tower meet 1000 Foot Radius? YES NO

GUIDELINES

The following document must be submitted to the Department of Development Services in order for the department to process your request for a Permit.

1. A copy of the property's Lease Agreement and Warranty Deed with Owner consent.
2. If you are acting as an agent/representative for the property, you must bring a letter signed and notarized by the owner stating his consent for the request being applied for.
3. A completely filled out application.
4. A processing fee of \$1,000.00 is due upon submission of your application.
5. A site plan of your property. The site plan shall contain the following items:
 - A. The location of all structures on the subject property and on adjoining property;
 - B. Landscaping and/or fencing of yards and setback areas and proposed changes.
 - C. Design of ingress and egress;
 - D. Off-street parking and loading facilities;
 - E. Height of all structures;
 - F. Proposed uses; and
 - G. The location and type of all signs, including lighting and heights.
6. Requirements pursuant to, Appendix A, Article III, Sec.1.49, D) 1-3:
 - A. *Inventory of existing sites.* To facilitate the co-location of towers and/or antennas, each applicant seeking to locate a new tower or antenna, relocate an existing tower or antenna, modify any such existing structures, shall provide to the department of planning and community development an inventory of its existing towers or alternative tower structures. The inventory shall include all such structures that are within the corporate limit of the City of Pharr and its extra-territorial jurisdiction. Inventory shall include specific information about the location.
 - B. *Design requirements.* In addition to all applicable building and safety codes, all towers, except amateur radio towers, shall be designed to accommodate the co-location of cellular telecommunication antennas according to Section 1.49, D) 2.
 - C. *Availability of suitable existing structures.* No new structures, except amateur radio towers, shall be permitted unless the applicant demonstrates that no existing tower or tower structure can accommodate the applicant's proposal. Evidence submitted to demonstrate that no existing tower or tower structure can accommodate the proposed antenna shall be pursuant to Section 1.49, D) 3.

*Note: Site plan may be preliminary; however, during building permit process a final site plan showing all city requirements and/or conditions must be submitted along with all other required plans for review and approval. *

EXAMPLE SITE PLAN

