



BUILDING DEPARTMENT

CELL TOWER PERMIT APPLICATION PACKAGE

CELL TOWER APPLICATION CHECKLIST

- 1. Application
- 2. Site Plan showing location of tower, setbacks, distance from residential uses, all existing structures, and proposed changes.
- 3. Coverage area map if a part of a special use/exception or variance approval
- 4. Special use/exception and/or variance approvals if applicable <http://www.sjcindiana.com/apc>
- 5. Construction plans

NEW CELL TOWERS

If applying to construct a new tower, submit application to:

Area Plan for County Properties: <http://www.sjcindiana.com/formcenter/area-plan-commission-forms-23/cell-tower-permit-application-89>

City Zoning for City Properties: <https://southbendin.gov/departement/community-investment/planning-community-resources/zoning/>

ADDITIONS & SUBSTANTIAL CHANGES TO EXISTING TOWERS

If making additions or substantial changes to existing cell towers, complete Sections 1 through 4 below and submit application to the Building Department. ***Permits are not required for work on external parts of antennas.**

SUBSTANTIAL CHANGES TO EXISTING TOWERS

If making substantial changes to an existing tower, current development standards must be met and/or variances must be applied for. A substantial change includes the following:

- 1.If new tower height is more than 10% higher than current height
- 2.If the tower is proposed to exceed 200ft
- 3.If the total number of cabinets for this application exceeds 4
- 4.If the distance between the new antenna and the antenna below it is less than 20 feet
- 5.If a new appurtenance protrudes 20 feet or more than the width of the tower at the point of installation (whichever is greater)
- 6.If the compound is being expanded more than 2,500 sq/ft
- 7.If excavation is required outside of the boundaries of the leased of owned property or to any access or utility easements related to the site
- 8.If you are making substantial changes that cause the tower to be less then 500ft from a residential use or district
- 9.If you are doing any electrical work that is not considered maintenance (work must be performed by an electrical contractor licensed with our department)

DEMOLITION OR REMOVAL OF CELL TOWER OR EQUIPMENT

If demolishing a tower or removing equipment permanently fill out Sections 1-3 and sign at the end of Section 4.

WORK NOT REQUIRING PERMITS

If swapping out existing equipment or doing work that is considered maintenance no permit is required. If you are not sure of what is considered maintenance feel free to contact us.

***Permits are not required for work on external parts of antennas.**

CELL TOWER PERMIT APPLICATION

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

HELPFUL LINKS

CURRENT DEVELOPMENT STANDARDS

City of South Bend visit <https://southbendin.gov/departement/community-investment/planning-community-resources/zoning/>

St. Joseph County visit <http://sjcindiana.com/DocumentCenter/View/1425>

State Codes visit <https://statecodesfiles.justia.com/indiana/2015/title-8/article-1/chapter-32.3/chapter-32.3.pdf>

Variance & Special Exception/Use Information <http://www.sjcindiana.com/apc>

SECTION 1. APPLICANT/OWNER INFORMATION

APPLICANT: _____	ORG/BUSINESS: _____			
PHONE: _____	EMAIL: _____			
ADDRESS: _____	_____	_____	_____	
	Address	City	State	Zip
PROPERTY OWNER: _____				
PHONE: _____	EMAIL: _____			
ADDRESS: _____	_____	_____	_____	
	Address	City	State	Zip

SECTION 2. PROPERTY INFORMATION

ADDRESS: _____	_____	_____	_____	_____				
	Address	City	Zip	Township				
ZONING: _____	VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	_____		
	Zoning					Approval Date		
<ul style="list-style-type: none">• Cell Towers within the City have Use Specific Standards.• For zoning and variance/special exception information visit https://southbendin.gov/zoning/• Confirm if they are special exception in the COUNTY here http://sjcindiana.com/383/St-Joseph-Zoning-Ordinance• For variance/special exception information visit http://www.sjcindiana.com/apc								
OVERLAY:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	DESIGN APPROVAL	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	_____
								Approval Date
<i>If your property is in an Overlay the designs must be submitted to the Design Review Specialist for approval.</i>								
ENCROACHING IN PUBLIC ROW	<input type="checkbox"/> YES	<input type="checkbox"/> NO	PUBLIC WORKS APPROVAL	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	_____
								Approval Date
<i>If "yes" your designs must be submitted to Public Works for approval before a permit can be issued.</i>								
HISTORIC DISTRICT:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	HISTORIC APPROVAL	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	_____
								Approval Date
<i>If your property is in an Historic District the designs must be approved by Historic Preservation.</i>								
FLOOD PLAIN OR WETLAND:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	FLOODPLAIN/WETLAND APPROVAL	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	_____
								Approval Date
<i>If your property is in a flood plain or wetland you will need prior approval from the applicable authority.</i>								

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ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

SECTION 3. PROJECT INFORMATION

PROJECT TYPE: VALUE \$ _____

NEW

ADDITION*

REMOVAL

SECTION 4. ADDITION TO EXISTING TOWER

SECTION 4.1. ADDITIONS/CHANGES

# OF NEW PLATFORMS	# OF NEW CABINETS	# OF NEW EQUIPMENT SHELTERS	Current Tower Height	New Tower Height
_____	_____	_____	_____	_____
Height of proposed antenna from ground (ft)	Distance of new antenna from antenna below (ft)	Length of protrusion from tower (ft)	Width of tower at location of antenna (ft)	

Is excavation required outside of the boundaries of the leased or owned property or to any access or utility easements related to the site? YES NO

Is the compound being expanded more than 2,500 sq/ft? YES NO

SECTION 4.2. EXPLAIN REASONS FOR ADDITIONS/CHANGES

If proposed additions/changes are considered a substantial change as defined in the application instructions at the beginning of this application package complete Sections 4.3 to 4.6.

SECTION 4.3. LAND

LAND SIZE:

Current Area (sq/ft)	New Area (sq/ft)	New Length (ft)	New Width (ft)	New Other (ft)
_____	_____	_____	_____	_____

SET BACKS:

From residential uses **Must be >500ft**	Front Lot Line (ft)	Side Lot line (ft)	Side Lot line (ft)	Rear lot line (ft)	Other (ft)
_____	_____	_____	_____	_____	_____

SECTION 4.4. FENCING

FENCING:

Height (ft) *Must be 6'-10'*	BLACK VINYL COATED <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	POINTED INWARD AND DOWN <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	SECURITY WIRE <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
	FENCE OPEN SPACE *Affects landscaping*	> 50% <input type="checkbox"/>	20%-50% <input type="checkbox"/>	< 20% <input type="checkbox"/>		
PROVIDING FENCING AS REQUIRED	<input type="checkbox"/> YES <input type="checkbox"/> NO	VARIANCE APPROVAL <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>		

Approval Date _____

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SECTION 4.5. LANDSCAPING

LANDSCAPING	PROVIDING LANDSCAPING AS REQUIRED	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	VARIANCE APPROVAL	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	_____
											Approval Date

SECTION 4.6. ACCESS DRIVE

ACCESS DRIVES AND WALK WAYS	HARD SURFACE AS REQUIRED	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	VARIANCE APPROVAL	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	_____
											Approval Date

I certify the above to be a true and accurate to the best of my knowledge.

APPLICANT SIGNATURE

DATE

PRINT NAME