



VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING COMMISSION ANTENNA ADDENDUM

CARRIER INFORMATION:

Name of Carrier: _____

New Installation Co-Location

Number of Existing Antennas: _____ Number of Proposed Antennas: _____

Type of Antenna(s): _____ Height to Top of Antennas: _____

REQUIRED SUBMITTALS: (INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED)

- Completed General Application
- A current legal description of the subject property. This is typically found on the Plat of Survey.
- A Plat of Survey drawn to scale. Also show all existing improvements such as fences, distances from existing structures and proposed improvements(s) to all property lines.
- A complete set of plans, elevations, and construction details showing the proposed installation.
- A written response addressing each of the Standards for a Special Use, found in this application.
- Hearing fee of \$500.00 (Special Use) and \$750.00 (Site Plan Review). (Checks should be made payable to the Village of Hoffman Estates)
- A completed owner authorization form or letter from the property owner indicating full acceptance of the proposal must be submitted. *(Note: for Village-owned properties a Village authorization to proceed must be obtained before this application may be submitted and before the zoning process can begin. The zoning review process will not begin until the Village has, as property owner, tentatively authorized the use of the property.)*
- Photo simulations of the installation must be submitted showing the building, tower or other structure before and after installation of the antenna(s). Photo simulations from different angles should be submitted to show the installation from surrounding properties and roadways as applicable to the subject site.
- Documentation of the screening and/or camouflaging of the antennas from view must be submitted. Screening must be shown on the photo simulations, plans, and construction drawings. Contact staff to discuss types of screening appropriate for your specific installation.
- All ground equipment must be housed inside a shelter building and cables on-site must be buried and inside the tower. Construction of new equipment shelters must use materials to match adjacent buildings including the use of brick and metal. Metal roofs must be painted to match other shelters as applicable on the subject property. These items must be shown on the plans. Any proposed alternative to a shelter must include full documentation and photo simulations to demonstrate screening equal to a building.
- For new shelter buildings, material samples or documentation that materials will match surrounding similar buildings must be submitted as applicable.
- A landscape plan must be provided to complement all ground equipment. Specific landscaping will vary from site to site, please contact staff in advance of submittal for details.

- The construction plans for the installation must clearly identify the overall height of the antennas above grade, the full dimensions of the antennas, the weight of the antennas with mounting equipment, and the minimum separation of the antennas from other carrier's antennas.
- A structural report completed by a licensed structural engineer. A non-technical executive summary of the results should be provided.
- Propagation or coverage maps must be submitted showing the existing coverage without the proposed siting and the projected coverage after installation in the geographic area around the subject property.

Additional documents or exhibits may be required as necessary upon staff review of the proposed installation, due to unique circumstances of each site.

You are responsible for posting a notification sign(s) on your property 10 days before the Planning & Zoning Commission hearing and removing the sign(s) 10 days after final Village Board action. Specific requirements will be provided by Planning Staff.

SPECIAL USE STANDARDS

No special use shall be recommended by the Planning and Zoning Commission unless said Commission finds that adequate evidence is provided to meet the Special Use Standards. (Respond to each standard as it applies to your request either below or address on a separate sheet)

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;

3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;

4. That adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided;

5. That adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in public streets; and

6. That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except in each instance as such regulations may be modified by the Village Board pursuant to the recommendation of the Planning and Zoning Commission.
