



TELECOMMUNICATIONS APPLICATION PACKET

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and to avoid processing delays due to inadequate information. Land use applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town. Please review Article XXX of Chapter 16 of the [Town of Windsor Municipal Code](#) for complete requirements.

APPLICATION SUBMITTAL REQUIREMENTS:

**Planning
Department
Checklist**

**Applicant
Checklist**

1

- | | | |
|-------|-------|--|
| _____ | _____ | Completed checklist. Items not checked are explained in the narrative |
| _____ | _____ | Application fee consistent with the Town of Windsor Fee Schedule |
| _____ | _____ | A detailed narrative description of all proposed improvements to be completed to the site (new tower, new facility, facility upgrades, co-location) both existing and what is proposed |
| _____ | _____ | One (1) pdf copy of the Site Plan |
| _____ | _____ | One (1) pdf copy of the Construction Drawings. The drawings that are submitted for a building permit are sufficient |
| _____ | _____ | One (1) pdf copy of the Product Specification sheets of the upgrades/ additions to the site |
| _____ | _____ | Information for the Telecommunications Provider Agreement: <ul style="list-style-type: none"> • the full name and address of the organization/provider • the state of incorporation • the full name and title of the person signing the agreement |

The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the checklist and Municipal Code requirements for all applications. Staff will review the submittal and advise you of its completeness for processing.

2

Project Name*: _____

Legal Description*: _____

Address/Location*: _____

PROPERTY OWNER:

3

Name(s)*: _____

Company: _____

Address*: _____

Phone #*: _____ Email*: _____

Section 3 cont.

TELECOMMUNICATION PROVIDER (APPLICANT):

Name*: _____

Company: _____

Address*: _____

Phone #*: _____ Email*: _____

AUTHORIZED REPRESENTATIVE:

Name: _____

Company: _____

Address: _____

Phone #: _____ Email: _____

All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature: _____ **Date:** _____

(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: _____ **Required fields*

(Please email completed application packet and requirements to planningtechs@windsorgov.com)

Note: Upon final review and confirmation for signatures of the “Telecommunications Provider Agreement,” the provider shall issue a Bond to the Town of Windsor in accordance with Chapter 16, Article XXX of the Windsor Municipal Code. Upon receipt of the Bond and executed Provider Agreement, the Town will accept any required building permit applications.

Note: Any new facilities or site improvements beyond the co-location of antennae, as determined by the Town, shall require approval of a Conditional Use Grant. The Conditional Use Grant process for telecommunication facilities is subject to the Application and Public Hearing requirements of Chapter 16, Article VII for Conditional Use Grants.