



For Office Use Only	
Case Number:	
Date Received:	
Amount Paid:	\$ 50.00
Date Paid:	
Check Number:	

## SAPULPA METROPOLITAN AREA PLANNING COMMISSION ANTENNA CO-LOCATION APPLICATION

*Creek County Planning Office \* 317 E. Lee, Suite 101 \* Sapulpa, OK 74066 \* 918.227.6369*

In accordance with Section 8.7.7 of the Creek County Zoning Regulations, a Special Exception is not required for the placement or replacement or co-location of communications antennas on existing conforming or legally non-conforming towers or other antenna support structures, subject to being granted administrative approval. Please contact the Creek County Planning Office at (918) 227-6369 prior to submitting this application to ensure your tower or other antenna support structure qualifies.

### **SUBJECT PROPERTY AND TOWER INFORMATION – Applicant Section**

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION (Attach copy of deed or legal description provided by surveyor): \_\_\_\_\_

TOWER I.D. NUMBER(S) (List all that apply): \_\_\_\_\_ YEAR TOWER BUILT: \_\_\_\_\_  
 TOWER OWNER: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ PARENT TRACT SIZE: \_\_\_\_\_  
 LEASE SITE AREA: \_\_\_\_\_ TOWER HEIGHT (Above grade): \_\_\_\_\_ SPECIAL EXCEPTION YEAR: \_\_\_\_\_  
 TOTAL TOWER HEIGHT (Mean sea level): \_\_\_\_\_ ENGINEERING REPORT ATTACHED? [ ] Y [ ] N

### **INFORMATION ABOUT YOUR PROPOSAL – Applicant Section**

[ ] INITIAL ANTENNA LOAD [ ] REPLACEMENT ANTENNA LOAD [ ] CO-LOCATION ANTENNA LOAD

DESCRIPTION OF PROPOSAL: \_\_\_\_\_

<b>APPLICANT INFORMATION</b>	<b>PROPERTY OWNER INFORMATION</b>
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
FAX	FAX
<b>I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.</b>	
SIGNATURE & DATE: _____	

DOES OWNER CONSENT TO THIS APPLICATION [ ] Y [ ] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

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## INSTRUCTIONS

1. Complete the application and submit to Creek County Planning Office (317 East Lee Ave., Suite 101, Sapulpa, OK 74066).
2. The County Planner shall respond to each application within (5) working days upon receiving a completed application, by either approving or denying the application, or approving with modifications or subject to the submission of additional information. If additional time is necessary to adequately assess the request, the County Planner may exercise an extension of this review period. If a request for administrative approval is denied, the applicant may appeal the decision with the Board of Adjustment, which shall processed as an application for Special Exception.
3. Submit with application:
  - A. A copy of the deed to the property.
  - B. Application review fee of \$50.00 – checks made payable to SMAPC.
  - C. A site plan, at least one (1) of which is sized 11” X 17”, that includes:
    - All existing (“parent tract”) property lines and dimensions.
    - Lease site area.
    - All existing towers or other antenna support structures, buildings and other improvements and their setbacks from (“parent tract”) property lines, parking areas, driveways and their approaches onto adjacent streets or roads, and fencing and landscaping with notation describing the same.
    - Adjacent streets, street widths and existing access limitations.
    - Location of existing easements, if applicable.
    - Existing topographic character of the land including identification of the 100-year and 500-year floodplains, heavily wooded areas, and existing topography at a minimum of 10-contour intervals.
    - North Arrow and scale of drawing.
    - Date of drawing, surveyor’s seal and signature (if prepared by surveyor).
    - Owner and site plan preparer’s contact information.
  - D. Scaled profile/elevation view and supporting drawings.
  - E. Certification of a professional engineer licensed to practice in the State of Oklahoma that the existing structure will accommodate the additional antenna load without requiring structural modifications.

**DISPOSITION** – *For Office Use*

ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_