



## Wireless Communication Facility Permit Checklist

We encourage you to contact Niall Connolly, our Principal Planner, at [nconnolly@springdale.utah.gov](mailto:nconnolly@springdale.utah.gov) or (435) 522-4130 before making an application. All facility types also require design/development review approval.

Our Community Development Department has created this checklist to make the application process for a Wireless Communication Facility Permit as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### Application Process

Application for a wireless communication facility permit is made online through the Town's permit application portal. You can access the wireless communication facility permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

### Property Owner Contact Information

Property owner's first and last name, telephone number, contact email, and mailing address.

### Point of Contact Information

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

### Site Information

Site Address  
Lot # (if applicable)  
Parcel #  
Subdivision  
Acres

### Project Information

**Is this application for a colocation on an eligible facility?**

**Will you be using small cell/DAS technology (or similar technology that reduces the overall size required for facilities and antennas?**

**Wireless type applying for**

Enclosed, concealed attached, nonconcealed attached, concealed freestanding, nonconcealed freestanding

**Will the facility be mounted on streetlights or utility poles?**

**Zone (if unsure, refer to the GIS Map or call the office)**

**Collocation of PWSF Information**

**Documentation evidencing that any structure proposed to be replaced or modified has previously been subject to zoning/development approval by the Town**

**Documentation evidencing the replacement/modification does not create a substantial change in the underlying support structure or tower, or a statement that it does create a substantial change**

**If the replacement/modification does create a substantial change; please attach documentation that the proposed modifications will be used to provide personal wireless services**

**Attachments**

**Letter of Authorization**

Attach a letter from the owner of the property authorizing you to make this application

**Justification Letter**

Attach a letter stating why the chosen facilities listed as a higher preference are not feasible

**Justification Letter**

Attach a letter stating why the chosen zoning districts listed as a higher preference are not feasible

**Visual Impact Analysis**

Must be a written report