

## Pre-Application Information and Fee Schedule

Due to the advancement in telecom technologies and complexities of Federal, State, and local laws and zoning ordinances, the City of Rogers has initiated a pre-application process to help its staff and consultants direct telecom applicants to the right zoning and building permit application process. This pre-application process and fee schedule will enable the City to collect the necessary initial information on a proposed telecom project; engage a telecom consultant to conduct pre-application interviews; correctly identify the exact application process and time frame to an application; and communicate that process to the applicant so that they may make a valid application without unnecessary delay. This pre-application process should enable a more organized, timely, and successful telecom application.

Date Drafted \_\_\_\_\_ Date Received by City \_\_\_\_\_

A. Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Name of Applicant's Agent/contact \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Office # \_\_\_\_\_ Cell # \_\_\_\_\_ email \_\_\_\_\_

B. Name of Structure owner (existing or proposed) \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Office # \_\_\_\_\_ email \_\_\_\_\_

C. Name of land owner (existing or proposed) \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Office # \_\_\_\_\_ email \_\_\_\_\_

D. Name of Wireless Operator \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip code \_\_\_\_\_

Name of RF Engineer for Project \_\_\_\_\_

Contact # \_\_\_\_\_ email \_\_\_\_\_

Name of Real Estate Manager for Project \_\_\_\_\_

Contact # \_\_\_\_\_ email \_\_\_\_\_

E. Brief Description of Project \_\_\_\_\_

Location/Address of proposed site or project. \_\_\_\_\_

Type of Structure (Monopole, Water Tank, Light Pole, etc.) \_\_\_\_\_

Height of structure \_\_\_\_\_ CL of Antennas \_\_\_\_\_

Width of structure at base \_\_\_\_\_ Width of structure at top \_\_\_\_\_

Number of Antennas \_\_\_\_\_ Size of Antennas \_\_\_\_\_

Type of Antenna Mount \_\_\_\_\_ Close \_\_\_\_\_ Arm \_\_\_\_\_ Platform \_\_\_\_\_ Concealed

Proposed Operating Frequencies \_\_\_\_\_

Size of Ground Mounted Equipment \_\_\_\_\_

Backup Generator \_\_\_\_\_ Size \_\_\_\_\_ Operating DB's \_\_\_\_\_

Fencing \_\_\_\_\_ Height \_\_\_\_\_ Type of Material \_\_\_\_\_

F. Type of Proposed Telecom Project

\_\_\_\_\_ Co-location on or Modification of an existing Wireless Service Facility that does **not** substantially change the physical dimensions of Tower or Base Station. **Fill out Appendix I.**

\_\_\_\_\_ Co-location on or Modification of an existing Wireless Service Facility that does substantially change the physical dimensions of Tower or Base Station. **Fill out Appendix II.**

\_\_\_\_\_ New site build that is Co-located on a structure that was not previously a Wireless Service Facility. **Fill out Appendix III.**

\_\_\_\_\_ New Site Build with new structure. **Fill out Appendix IV.**

To complete Pre- Application Form, please make sure that all appropriate Sections/Appendices were filled out and all additional information is submitted that is required by the proposed wireless project. Fill in all the appropriate amounts on lines 1 through 5 and total up. Sign the bottom of the form and deliver/mail/ a hard copy along with a check with appropriate amount to the City of Rogers, Public Works Department, 22350 South Diamond Lake Road, Rogers, MN 55374. Also, send an electronic copy to [joeegge@gmail.com](mailto:joeegge@gmail.com).

**G. Pre-Application Fee Calculation**

Line 1. \_\_\_\_\_ Base Fee from Appendix I, II, III, or IV  
Line 2 \_\_\_\_\_ RF Engineer Interview Fee\*  
Line 3 \_\_\_\_\_ ROW Fee from Appendix V  
Line 4 \_\_\_\_\_ City Owned Property Fee from Appendix VI  
Line 5 \_\_\_\_\_ Expedited Service Fee\*\*  
**Total \_\_\_\_\_ Amount of Check to be made out to the City of Rogers**

\* For RF engineers with offices located in Metro Area fill in \$500.00; for RF engineers located in outstate Minnesota fill in \$700.00; and for RF engineers located in other states contact [joeegge@gmail.com](mailto:joeegge@gmail.com) for correct amount.

\*\* Expedited Service fee is \$250.00 for processing in 2 weeks (depends on availability of wireless carriers RF engineer). Otherwise, normal processing on form is up to 30 days.

In addition to this form, the following is attached (check all that apply): \_\_\_ Appendix I; \_\_\_ Appendix II; \_\_\_ Appendix III; \_\_\_ Appendix IV; \_\_\_ Appendix V; \_\_\_ Appendix VI; \_\_\_ Other (describe/list)

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I hereby submit this pre-application form, and I acknowledge that the information above is complete and accurate. Any items not completed or found inaccurate, may result in delays in processing and/or correct fees not being charged. Incorrect information and the paying of all appropriate fees will be necessary in order for applicant to make the appropriate zoning/ROW/building permit applications.

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\_\_\_\_\_  
Applicant's Printed Name                      Applicant's Signature                      Date Signed

Upon complete processing and appropriate applicant/RF engineer interview's, the appropriate application process will be determined and applicant will be notified via email what that process is; and what application forms and schedule of submittals will be required to make a valid application.

## Appendix I

### Co-location on or Modification of an existing Wireless Service Facility that does not substantially change the physical dimensions of Tower or Base Station.

**A. Yes No**

Tower or Base Station is in public right of way? If **No** go to **B**; if **Yes** go to **C**.

**B. Yes No**

Was existing Tower or Base Station approved under applicable zoning or siting process by laws that were existing at time of its construction?

Does the modification/co-location increase the height of the originally approved tower structure by more than 10% or 20 feet, whichever is greater (10% or 10 feet, whichever is greater for a non-tower structure)?

Does the modification/co-location involve adding an appurtenance to body of the originally approved tower structure that would protrude from edge of tower 20 feet or more than width of the antenna platforms near the level of appurtenance, whichever is greater (6 feet from edge of non-tower structure)?

Does the modification/co-location involve installation of more than four equipment cabinets or one new equipment shelter?

Does the modification/co-location entail any excavation or deployment outside the current site of Tower or Base Station?

Does the modification/co-location defeat the existing concealment of elements of Tower or Base Station?

Does the modification/co-location fail to comply with all the conditions associated with prior approval of construction or modifications of the Tower or Base Station?

If the answers in **B** were **No** to the first question and any **Yes** to the rest of the questions, this proposed application involves a substantial change to an existing Tower or Base Station. Stop filling out **Appendix I** and proceed to filling out **Appendix II**.

If the answers in **B** are **Yes** to the first question and **No** to the rest of the questions, this proposed application does not involve a substantial change to an existing Tower or Base Station.

Is this proposed site on city-owned property or a city-owned structure? **Yes**  **NO**  If **Yes** fill out **Appendix VI** in addition to rest of **B**.

Is this a modification of an existing site being operated by wireless carrier? **Yes**  **NO**

1. If **Yes**, go to Section G on Page 3 of Pre-Application Form and fill in \$500.00 on **line 1** of pre-application fees.
2. If **No**, then this site is classified as a new co-location site and will require an interview of the RF engineer responsible for designing site. Go to Section G on Page 3 of Pre-Application

Form and enter \$500.00 on **line 1** and the appropriate amount on **line 2** for the RF engineer interview.

**C. Yes No**

\_\_\_ \_\_\_ Was existing Tower or Base Station approved under applicable zoning or siting process by laws that were existing at time of its construction?

\_\_\_ \_\_\_ Does the modification/co-location increase the height of the originally approved Tower/Pole structure by more than 10% or 10 feet, whichever is greater?

\_\_\_ \_\_\_ Does the modification/co-location involve adding an appurtenance to body of the originally approved Tower/Pole structure that would protrude from edge of structure 6 feet or more?

\_\_\_ \_\_\_ Does the modification/co-location involve installation of any new equipment on the ground if there are no pre-existing ground cabinets associated with structure (if ground equipment exists, involve adding ground equipment more than 10% larger in overall height or volume)?

\_\_\_ \_\_\_ Does the modification/co-location entail any excavation or deployment outside the current site of Tower or Base Station?

\_\_\_ \_\_\_ Does the modification/co-location defeat the existing concealment of elements of Tower or Base Station?

\_\_\_ \_\_\_ Does the modification/co-location fail to comply with all the conditions associated with prior approval of construction or modifications of the Tower or Base Station?

If the answers in **C** were **No** to the first question and any **Yes** to the rest of the questions, this proposed application involves a substantial change to an existing Tower or Base Station. Stop filling out **Appendix I** and proceed to filling out **Appendix II**.

If the answers in **C** are **Yes** to the first question and **No** to the rest of the questions, this proposed application does not involve a substantial change to an existing Tower or Base Station.

Is this a modification of an existing site being operated by wireless carrier? **Yes**\_\_\_ **NO**\_\_\_

1. If **Yes**, fill out **Appendix V** and go to Section G on Page 3 of Pre-Application Form and fill in \$500.00 on **line 1** of pre-application fees.
2. If **No**, this site is classified as a new collocation site and will require an interview of the RF engineer responsible for designing site. Fill out **Appendix II**, go to Section G on Page 3 of Pre-Application Form and enter \$500.00 on **line 1** and the appropriate amount on **line 2** for the RF engineer interview.

## Appendix II

### Co-location on or Modification of an existing Wireless Service Facility that does substantially change the physical dimensions of Tower or Base Station

**A. Yes No**

\_\_\_ \_\_\_ Tower or Base Station is in public right of way? If **No** go to **B**; if **Yes** go to **C**.

**B. Yes No**

\_\_\_ \_\_\_ Is proposed project a modification of existing Wireless Facility?

\_\_\_ \_\_\_ Is proposed project a new co-location on an existing Wireless Facility?

\_\_\_ \_\_\_ Was existing Tower or Base Station approved under applicable zoning or siting process by laws that were existing at time of its construction?

\_\_\_ \_\_\_ Does the modification/co-location defeat the existing concealment of elements of Tower or Base Station?

\_\_\_ \_\_\_ Does the modification/co-location fail to comply with all the conditions associated with prior approval of construction or modifications of the Tower or Base Station?

Is this proposed site on city-owned property or a city-owned structure? **Yes**\_\_\_ **NO**\_\_\_ If answer is **Yes**, fill out **Appendix VI** in addition to rest of **B**.

1. If answer to question 1 in **B** is **Yes**, go to Section G on Page 3 of Pre-Application Form fill in \$750.00 on **line 1** of pre-application fees.

2. If answer to question 2 in **B** is **Yes** then this site is classified as a new co-location site and will require an interview of the RF engineer responsible for designing site. Go to Section G on Page 3 of Pre-Application Form and enter \$750.00 on **line 1** and the appropriate amount on **line 2** for the RF engineer interview.

**C. Yes No**

\_\_\_ \_\_\_ Is proposed project a modification of existing Wireless Facility?

\_\_\_ \_\_\_ Is proposed project a new co-location on an existing Wireless Facility?

\_\_\_ \_\_\_ Was existing Tower or Base Station approved under applicable zoning or siting process by laws that were existing at time of its construction?

\_\_\_ \_\_\_ Does the modification/co-location defeat the existing concealment of elements of Tower or Base Station?

\_\_\_ \_\_\_ Does the modification/co-location comply with all the conditions associated with prior approval of construction or modifications of the Tower or Base Station?

1. If answer to question 1 in **C** is **Yes**, fill out **Appendix V**, go to Section G on Page 3 of Pre-Application Form and fill in \$750.00 on **line 1** of pre-application fees.
2. If answer to question 2 in **C** is **Yes**, then this site is classified as a new co-location site and will require an interview of the RF engineer responsible for designing site. Fill out **Appendix V**, go to Section G on Page 3 of Pre-Application Form and enter \$750.00 on **line 1** of pre-application fees and the appropriate amount on **line 2** for the RF engineer interview.

## Appendix III

**New site build that is Co-located on a structure that was not previously a Wireless Service Facility.**

**A. Yes No**

\_\_\_ \_\_\_ Structure is in public right of way? If **Yes**, fill out **Appendix V** in addition to rest of **Appendix III**.

\_\_\_ \_\_\_ Is proposed co-location fully concealed or stealth?

\_\_\_ \_\_\_ Is proposed co-location partially concealed or stealth?

\_\_\_ \_\_\_ Does proposed co-location include the addition of any ground mounted equipment?

\_\_\_ \_\_\_ Does co-location meet all current zoning regulations?

\_\_\_ \_\_\_ Is proposed collocation on city-owned structure or property (other than a ROW)?  
If **Yes**, continue filling out **Appendix III** and also fill out **Appendix V**.

Go to Section G on Page 3 of Pre-Application Form and enter \$900.00 on **line 1** of pre-application fees and the appropriate amount on **line 2** for the RF engineer interview.

## Appendix IV

### New Site Build with new structure

**A. Yes No**

\_\_\_ \_\_\_ Structure is in public right of way? If **Yes**, fill out **Appendix V** in addition to rest of **Appendix IV**.

\_\_\_ \_\_\_ Is proposed new site fully concealed or stealth?

\_\_\_ \_\_\_ Is proposed new site partially concealed or stealth?

\_\_\_ \_\_\_ Does proposed new site include the addition of any ground mounted equipment?

\_\_\_ \_\_\_ Does new site meet all current zoning regulations?

\_\_\_ \_\_\_ Is proposed new site on city-owned property (other than a ROW)? If **Yes**, fill out **Appendix VI** in addition to rest of **Appendix IV**.

B. What are the proposed setbacks to the following property lines(NA for ROW deployments):  
Front \_\_\_\_\_ Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_ Rear \_\_\_\_\_

C. What is the proposed engineered Fall Zone of structure? \_\_\_\_\_

D. How far away is the nearest co-location structure that is at least 80% the height of new proposed structure? \_\_\_\_\_

Was this co-location structure considered as a possible location for this site? \_\_\_\_\_

Why was it not considered or used? \_\_\_\_\_

\_\_\_\_\_

Name and contact information of co-location structure owner (if within 1 mile of the search area). \_\_\_\_\_

E. Additional submittals to be included in with this Pre-application Form are the search area and any SCIP type reports created for this site.

Go to Section G on Page 3 of Pre-Application Form and enter \$1000.00 on **line 1** of pre-application fees, and the appropriate amount on **line 2** for the RF engineer interview.

## Appendix V

### Installations in Right of Ways

A. In whose ROW is the proposed project in? \_\_\_ State \_\_\_ County \_\_\_ City

If in State or County, attach any documents or applications filed or given to them to this Pre-application Form

B. Has structure owner filed with MPUC as a public utility? \_\_\_\_ If **Yes**, attach proof of filing and annual reports for last 5 years.

**C. Yes No**

\_\_\_ \_\_\_ Has structure/equipment owner Registered with the City of Rogers as a ROW user.

\_\_\_ \_\_\_ Has equipment owner completed a pole attachment agreement with City?

\_\_\_ \_\_\_ Is there a zone-able site within ¼ mile outside of ROW?

\_\_\_ \_\_\_ Is this a stealth structure/installation?

D. Where is auxiliary equipment located? \_\_\_ On ground \_\_\_ On surface of Pole \_\_\_ Inside Pole

E. Where are antennas located? \_\_\_ Inside concealment canister \_\_\_ Exposed on Ant Mount

F. What method of Backhaul is used? \_\_\_\_ Microwave \_\_\_\_ Fiber \_\_\_\_ Part of RF transmitting spectrum

G. What are the following setback's (if new structure)? Sidewalk \_\_\_\_\_ Curb/road edge \_\_\_\_\_  
Street intersection \_\_\_\_\_ Closest private property line \_\_\_\_\_

H. If co-locating on existing structure, what is primary use of existing structure? \_\_\_\_\_

I. If a small cell deployment, how many small cells are involved with this deployment? \_\_\_\_\_  
(If more than one, attach additional information asked above for each type of small cell structure, map of placement of each small cell depicting spacing and setbacks for each small cell, ownership of each structure, and height of each structure.)

J. For each type of structure/attachment proposed, attach a picture of it to this Pre-application form.

Go to Section G on Page 3 of Pre-Application Form, enter \$400.00 on **line 3** of pre-application fees for first structure and **\$200.00** for each additional structure.

## Appendix VI

### Installations on City Property or Structures

- A. Does applicant currently have a lease with the City for this site? \_\_\_\_ If **No** go to **B**. If **Yes**, please send in a copy of executed lease along with this Pre-application form and finish filling out A.

What equipment does lease cover? \_\_\_\_\_  
\_\_\_\_\_

Does this lease include any ground space? \_\_\_\_ If **Yes**, what are the dimensions of this space?  
\_\_\_\_\_ Will more ground space be needed? \_\_\_\_ If **Yes**, how much more? \_\_\_\_\_

Will any other issues be needed to be addressed in amendment to current lease other than space?  
\_\_\_\_ If **Yes**, what are they? \_\_\_\_\_  
\_\_\_\_\_

Does applicant currently have any existing utility of access easements for this site? \_\_\_\_ If **Yes**, what are they? \_\_\_\_\_

Will these easements need to be changed in any way? \_\_\_\_ If **Yes**, How? \_\_\_\_\_  
\_\_\_\_\_

The City will be drafting the amendment language. Go to Section G on Page 3 of Pre-Application Form and fill in **\$600.00** on **line 4** of the Pre-Application fees to cover the cost of the initial draft.

B. What terms is the applicant seeking in a new lease? \_\_\_\_\_  
\_\_\_\_\_

What are the applicants specific space needs? \_\_\_\_\_  
\_\_\_\_\_

The City will draft the lease language using its own template. Go to Section G on Page 3 of Pre-Application Form and add **\$1200.00** to **line 4** of the Pre-application fees to cover the cost of the initial draft.

- C. Will a site visit with the applicant by the City's representative be required? \_\_\_\_ **Yes** \_\_\_\_ **No**  
If yes add **\$400.00** to line 4 of Section G on Page 3 of Pre-Application Form **in addition** to any fees added above.

D. Will a site sketch of preliminary drawing approval be needed from City? \_\_\_\_ **Yes** \_\_\_\_ **No**

If yes add **\$250.00** to **line 4** of Section G on Page 3 of Pre-Application Form in **addition** to any added above.



