



**APPLICATION FOR CELLULAR PHONE TOWERS  
AND OTHER ANTENNAS AND CELLULAR FACILITIES**  
(Section 12.140 Lehi City Development Code)

For Office Use Only

File #: \_\_\_\_\_ Application Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Planner: \_\_\_\_\_

Fees: New cell tower (Permitted Use) \$200; Revisions or collocation \$50; Conditional Use – see separate application and fee

Name \_\_\_\_\_ Authorized Agent (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Proposed Facility \_\_\_\_\_

Financial or Ownership Interest in Proposed Facility \_\_\_\_\_

Type of Facility Requested \_\_\_\_\_

**PURPOSE:**

Applications to establish cellular phone towers and other antennas and cellular facilities shall be reviewed and considered as a permitted or conditional use within the Zoning Districts authorized pursuant to Section 12.140 of the Lehi City Development Code and shall comply with the following requirements and all other provisions of the Development Code. The purpose of the issuance of a permit for cellular and other antenna facilities is to allow the proper integration into the City of Lehi of these facilities which may be suitable only in specific locations in a zoning district, or only if such uses are designed, arranged, or conducted on the site in a particular manner.

**APPLICATION SUBMITTAL PROCEDURES**

- (1) \_\_\_\_\_ The applicant shall contact a member of the Planning Staff before submitting plans electronically.
- (2) \_\_\_\_\_ The applicant shall create an account and submit all required information electronically through the following link <https://www.lehi-ut.gov/government/public-meetings/planning/applications/>, including:
  - (a) \_\_\_\_\_ the completed application and all other required information from the checklist outlined below.
- (3) \_\_\_\_\_ **Staff will then review the submittal and send out an email with a link for the payment of fees.**
- (4) \_\_\_\_\_ **Conditional Use permit if applicable.**

The deadline for submittal for the meeting of the Reviewing Departments is 5:00 pm on Tuesday for review the following week on Wednesday. All fees need to be paid by noon on Wednesday (a week before the meeting). ***It is the applicant's responsibility to call and confirm their scheduled DRC time.***

**APPLICATION REQUIREMENTS NEW CELL STRUCTURE:**

- (1) \_\_\_\_\_ The applicant shall submit a site plan with sufficient information to determine the location, placement, and height of the proposed communication facility, and information on screening, landscaping, and any other information necessary to evaluate the merits of the proposed facility (please refer to the checklist included in the Application for Site Plan Approval).
- (2) \_\_\_\_\_ Telecommunication facilities that require conditional use approval shall also file an application for conditional use and will be subject to the conditional use requirements of this section and Chapter 9 regarding Conditional Uses.

- (3) \_\_\_\_\_ Burden of Proof. If the applicant desires to locate antennas on a site other than the highest priority site, the applicant shall have the burden of demonstrating to the Planning Commission why it could not locate antennas on sites with a higher priority than the site chosen by the applicant. To do so, the applicant shall provide the following information to the approving authority:
  - (a) \_\_\_\_\_ Higher Priority Sites. The identity and location of any higher priority sites located within the desired service area.
  - (b) \_\_\_\_\_ Reason for Rejection of Higher Priority Sites. The reason(s) why the higher priority sites are not technologically, legally or economically feasible. The applicant must make a good faith effort to locate antennas on a higher priority site. The City may request information from outside sources to justify or rebut the applicant’s reasons for rejecting a higher priority site.
  - (c) \_\_\_\_\_ Justification for Proposed Site. Why the proposed site is essential to meet the service demands of the geographic service area and the citywide network. If the applicant desires to construct a monopole, the applicant shall also submit a detailed written description of why the applicant cannot obtain coverage using existing buildings or structures or stealth facilities.
  
- (4) \_\_\_\_\_ For Monopoles the following information must be provided:
  - (a) \_\_\_\_\_ Justification. If the applicant desires to construct a monopole, the applicant shall first submit a detailed written description of why the applicant cannot obtain coverage using existing buildings or structures or stealth facilities. The description shall include a radio frequency engineering review of the proposed Monopole Telecommunication Facility in relation to the requested height and possible alternative locations.
  - (b) \_\_\_\_\_ Visual Analysis. The applicant shall submit a visual analysis which may include photo simulation, field mockup or other techniques, which identifies the potential for visual impacts of the proposed monopole. The analysis shall consider views from public areas (streets, parks, etc.) and from private residences.

**APPLICATION REQUIREMENTS REVISIONS OR COLLOCATION:**

- (1)\_\_\_\_\_ The applicant shall submit a narrative stating the revisions that are taking place or the collocation. The narrative should include details on any additional structures or visual changes that will take place.
  
- (2)\_\_\_\_\_ The applicant shall submit a site plan with sufficient information to determine the location and placement of any changes to the existing site. Changes should be clearly labeled.

**EFFECTIVE TIME PERIOD**

The approval of a conditional use shall be effective for a period of two (2) years from the date of City approval, at the end of which time the applicant must have established the conditional use. If the conditional use is not established within the two (2) year period, the conditional use permit shall be void, and the applicant shall be required to submit a new application for review and approval subject to the then existing provisions of this Code and the General Plan.

**APPLICANT CERTIFICATION**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_