



- If you are less than 500ft from a residential use you will need to apply for a variance.
- Verify setbacks in the CITY for your zone here <http://www.stjosephcountyindiana.com/departments/Areaplan/ordinancesb.htm>
- Verify setbacks in the COUNTY for your zone here [http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances\\_zoning\\_county.htm](http://www.stjosephcountyindiana.com/departments/Areaplan/new/ordinances_zoning_county.htm)
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

	BLACK VINYL COATED	Yes	No			
	SECURITY WIRE	Yes	No	POINTED INWARD AND DOWN	Yes	No
<b>FENCING:</b>	FENCE OPEN SPACE *Affects landscaping*	> 50%	20%-50%	< 20%		
	PROVIDING FENCING AS REQUIRED BY ORDINANCE			VARIANCE APPROVAL (IF APPLICABLE)		

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Approval Date

- If fence is less than 6ft high or more than 10ft high you will need to apply for a variance.
- If installing security wire (e.g. barb wire) it must point towards the tower and downward.
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

<b>LANDSCAPING:</b>	PROVIDING LANDSCAPING AS REQUIRED BY ORDINANCE	VARIANCE APPROVAL (IF APPLICABLE)
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Approval Date

- To confirm the type of landscaping required in the CITY visit <http://goo.gl/ITu5rv>
- To confirm the type of landscaping required in the COUNTY visit <http://goo.gl/svwYyS>
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

<b>ACCESS DRIVES AND WALK WAYS:</b>	HARD SURFACE AS REQUIRED BY ORDINANCE	VARIANCE APPROVAL (IF APPLICABLE)
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Approval Date

- If not providing hard surface access drives and walkways a variance will have to be applied for.
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

I certify the above to be a true and accurate to the best of my knowledge.

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**APPLICANT SIGNATURE**

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**DATE**

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**PRINT NAME**

**CELL TOWER APPLICATION CHECKLIST**

1. Application
2. Owner Affidavit (IF FOR A NEW CELL TOWER)
3. Site Plan showing location of tower, setbacks, distance from residential uses
4. Coverage area map if a part of a special use/exception or variance approval
5. Special use/exception and/or variance approvals if applicable
6. Construction plans
7. Application fee **\*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

**ST. JOSEPH COUNTY/SOUTH BEND  
BUILDING DEPARTMENT**

**CELL TOWER AFFIDAVIT**

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

I, \_\_\_\_\_, have legal holdings at  
PROPERTY OWNER

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
ADDRESS CITY STATE ZIP

on which the proposed CELL TOWER is to be erected; and have read and agree to the following:

1. St. Joseph County and City of South Bend shall be held harmless from any claims, damages, liabilities, losses, actions, suits, or judgments which may be brought, presented, sustained, or obtained against the County or City or its officials because of negligence of the cell tower owner, contractor, or his/her agents, or by reasons of defects in the construction, or damages resulting from the collapse or failure of any structure related to this application.
2. The owner will guarantee removal of the cell tower when the use is terminated at that particular location.
3. The owner or his/her agent shall maintain the cell tower site as approved by the St. Joseph County and City of South Bend Zoning Administrator. Should the owner fail to maintain the cell tower as outlined herein within forty-five (45) days after written notice, the County or City may issue fines as per the respective zoning ordinance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
DAY MONTH YEAR

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL