

# APPLICATION FOR CELL TOWER BUILDING PERMIT

## ST. JOSEPH COUNTY/SOUTH BEND BUILDING DEPARTMENT

### APPLICANT INFORMATION

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

**OWNER:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Address City State Zip

**APPLICANT:** \_\_\_\_\_ **ORG/BUSINESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Address City State Zip

### PROPERTY INFORMATION

**ADDRESS:** \_\_\_\_\_  
Address City Zip Township

**ZONING:** \_\_\_\_\_ **SPECIAL USE/EXCEPTION APPROVAL (IF APPLICABLE)** \_\_\_\_\_  
Zoning Approval Date

**OVERLAY:** YES NO **DESIGN APPROVAL (IF APPLICABLE)** \_\_\_\_\_  
Approval Date

**FLOODPLAIN:** Yes No **WETLANDS:** Yes No **WELLHEADS:** Yes No

**DESIGN/NNZO :** Yes No **HISTORIC DISTRICT:** Yes No

- To confirm zoning visit <http://goo.gl/QRcUSH>
- To confirm if you are in a overlay or not visit <http://goo.gl/y3chB4>
- If a cell tower is considered a special use/exception in the zoning district you will have to apply to the ABZA for approval.
- To confirm whether or not a cell tower is considered a special exception in the CITY visit <http://goo.gl/Tu5rv>
- To confirm whether or not a cell tower is considered a special use in the COUNTY visit <http://goo.gl/svwYyS>
- To confirm if you're in a flood plain or wetland visit <http://www.southbendin.gov/government/content/flood-plains-wetlands>
- To confirm if you're in a design/NNZO district visit <http://www.southbendin.gov/residents/content/overlay-districts>

### PROJECT INFORMATION

**VALUE:** \_\_\_\_\_

<b>PROJECT TYPE:</b>	NEW	EXISTING	REMOVAL	
	PLATFORM	CABINET	EQUIPMENT SHELTER	ADDITION
				Tower Height (ft) *Must be <200ft*

- If the tower is greater than 200ft high you will have to apply for a variance.
- For variance information visit <http://www.southbendin.gov/government/content/area-board-zoning-appeals-abza>

**LAND SIZE:** \_\_\_\_\_  
Area (sq/ft) Length (ft) Width (ft) Other (ft)

**SET BACKS:** \_\_\_\_\_  
From residential uses  
\*\*Must be >500ft\*\* Front Lot Line (ft) Side Lot line (ft) Side Lot line (ft) Rear lot line (ft) Other (ft)



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

**SIGN 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

**CELL TOWER APPLICATION CHECKLIST**

	Application
	Owner Affidavit
	Site Plan showing location of tower, setbacks, distance from residential uses
	Coverage area map if a part of a special use/exception or variance approval
	Special use/exception and/or variance approvals if applicable
	Construction plans
	Application fee <b>**SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES</b>