

# CITY OF EDEN PRAIRIE

## LAND USE TELECOMMUNICATIONS APPLICATION 2026

(Please upload completed form with building permit application)



<b>PROJECT TYPE</b> (check all that apply)	_____ EXISTING ANTENNA REPLACEMENT REVIEW _____ NEW ANTENNA PLACEMENT REVIEW _____ NEW TOWER (Less than 80') SITE ZONING LAND USE PLAN REVIEW	*Additional fees and process required for the following project types, please contact Planning Department prior to submission* _____ MAINTENANCE/ REPLACEMENT ON CITY WATER TOWER/TANK _____ NEW LOCATION ON CITY WATER TOWER/TANK _____ NEW, RENEWAL, OR ALTERATION OF LEASE WITH CITY
<b>SITE SPECIFICATIONS</b>	SITE ADDRESS _____ ZONING DISTRICT _____ (If Zoned R1 or adjacent to an R1 property, a Conditional Use Permit will be required. <a href="#">CUP Application</a> )	
<b>APPLICANT INFORMATION</b>	SERVICE PROVIDER: _____ PHONE: _____  AUTHORIZED AGENT FOR SERVICE PROVIDER _____ ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL ADDRESS: _____ PHONE: _____	
<b>REQUIRED INFORMATION</b>	<ol style="list-style-type: none"> <li>1. Does the application modify an existing Tower or Base Station?                          _____ Yes _____ No</li> <li>2. Does the application involve the colocation, removal, or replacement of transmission equipment    Yes _____ No _____</li> <li>3. Does the request modify the Tower in any of the following ways? (Check all applicable modifications)    Yes _____ No _____</li> </ol> <p><input type="checkbox"/> Increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet (as measured from the top of the existing antenna to the bottom of the proposed new antenna), whichever is greater;</p> <p><input type="checkbox"/> Involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than 20 feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater;</p> <p><input type="checkbox"/> Involves installation of more than the standard number of new cabinets for the technology involved, but not to exceed four cabinets;</p> <p><input type="checkbox"/> Entails any excavation or deployment of transmission equipment outside of the current site by more than 30 feet in any direction;</p>	

	<input type="checkbox"/> Would defeat the concealment elements of the structure; or <input type="checkbox"/> It does not comply with previously issued conditions. <p style="text-align: center;"><b>4. Does the request modify the Base Station in any of the following ways? (Check all applicable modifications)</b></p> <input type="checkbox"/> Involves installation of more than the standard number of new cabinets for the technology involved, but not to exceed four cabinets. <input type="checkbox"/> Involves installation of any new equipment cabinets on the ground if there are currently none or involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other existing ground cabinets. (“Equipment cabinets” does not include relatively small electronic components, such as remote radio units, radio transceivers, amplifiers, or other devices mounted on the structure.); <input type="checkbox"/> Entails any excavation or deployment outside the current site; <input type="checkbox"/> It would defeat the concealment elements of the structure; <input type="checkbox"/> It does not comply with previously issued conditions.	
<b>FEES</b> (More than one fee may apply)	<u><b>Administrative Review (Non-refundable: required for all projects)</b></u> \$625  <b>Payment must be mailed via check to City of Eden Prairie Attn: Planning Department. This is a separate fee from the building permit fee.</b>	<u><b>Antenna License Deposit Agreement</b></u> \$5,000.00 Required for any new, renewal or alterations to City Lease Agreement  <u><b>Deposit Agreement</b></u> \$9,000.00 Required for all projects located on City Water tower/tanks. (Agreement forms are available on our website: <a href="https://www.edenprairie.org/city-government/departments/community-development/planning">https://www.edenprairie.org/city-government/departments/community-development/planning</a> )
<b>SUBMISSION REQUIREMENTS/ REVIEW INFORMATION</b>	<ul style="list-style-type: none"> <li>• Review Chapter 11 Section 11.06 entitled “Towers and Antennas”</li> <li>• Administrative Review Process highlighted on page 3</li> <li>• See page 3 and 4 for a proposed <b>new tower</b>. May require a Planning Commission and City Council review if over 80’ in height.</li> </ul>	
<b>CITY CONTACT</b>	<b>Sarah Strain</b> – 952-949-8413, <a href="mailto:sstrain@edenprairiemn.gov">sstrain@edenprairiemn.gov</a>	
<b>REQUIRED SIGNATURES</b>	APPLICANT/AUTHORIZED REPRESENTATIVE _____ DATE _____  PROPERTY/FEE OWNER _____ DATE _____	

# ADMINISTRATIVE REVIEW PROCESS

1. Planning Department reviews Telecommunications Land Use Applications as part of the Building Permit review. Please ensure Land Use Application is included with submission for Building Permit.
2. Building Permit will not be approved until Land Use review is complete and payment is received.
3. Planning Department staff will upload approved Telecommunications Land Use permit into ProjectDox file once review is complete.
4. If application is complete, you will receive the approved Telecommunications Land Use permit within 15 business days. If application is incomplete a letter identifying items that will need to be submitted for a complete application package, will be emailed to you.

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## SUBMISSION REQUIREMENTS FOR A NEW TRANSMISSION TOWER

1. Legal description of property.
2. The location of all existing towers within one mile of the location of the proposed new tower, together with the distances between the existing towers and the proposed tower.
3. A certificate of survey, to scale, showing the location of the tower and tower setbacks from property lines. Location of any ground mounted, ground based telecommunication equipment and/or, accessory structures with setbacks to property lines. **NOTE: (A site plan for co-location sites not required unless otherwise directed by City Staff.)**
4. Description of the tower, including its height, size of base, configuration, design, number of antennas to be attached to the tower, potential for additional antennas, color and camouflage treatment and lighting, if any, and materials out of which the tower will be constructed.
5. Description of any ground mounted equipment and or accessory structures including size, dimensions, and materials of the equipment and/or accessory structures planned. Provide a screening plan for ground based telecommunication equipment located on private property according to City Code Chapter 11, Section 11.03, and screening plan for ground based equipment in public right of way City Code Chapter 11, Section 11.06.

6. A certificate by a qualified registered professional engineer in such form as approved by the City Manager or his designee that the applicant's commercial wireless telecommunications services equipment cannot be accommodated on an existing tower in accordance with City Code, Chapter 11, Section 11.06 and a certificate by a qualified registered professional engineer selected or approved by the City Manager or his designee that the commercial wireless telecommunications services to be accommodated on the proposed tower or increase in size or capacity of an existing tower will not interfere with public safety wireless telecommunications.
7. The application package shall be accompanied by payment of such fees as provided by City Council resolution. Fees shall include reimbursement to City of its costs, including those incurred for consulting and technical advice relating to the proposed tower.
8. Color propagation maps showing area of coverage, that is, current coverage and proposed coverage.
9. Submit an "Antenna License Deposit Agreement" if antenna or tower located on City owned property.