

Wireless Telecommunication Facility Application (ROW) 2025



(Please upload completed form with building permit application)

PROJECT TYPE (check all that apply)	_____ Small-Cell Facilities on Existing Utility Structures (up to 15 sites may be submitted per application) _____ Replacement Wireless Support Structure in ROW	*Additional fees and process required for the following project types, please contact Planning Division prior to submission* _____ Standard Small Wireless Facility Master and/or Co-Location Agreement (required for Small Wireless Facilities locating on City-owned, ground-mounted equipment in ROW) _____ New Wireless Support Structure in ROW
SITE SPECIFICATIONS	Street intersection or property address where facility will be located: _____ Zoning District: _____ Surrounding Zoning Districts: _____ (if zoned R1 or adjacent to R1 property, a Conditional Use Permit is required – CUP Application) (if more than one site, identify additional site addresses on separate sheet)	
APPLICANT INFORMATION	Service Provider: _____ Phone: _____ Authorized Agent: _____ Address: _____ City/State/Zip: _____ Email: _____ Phone: _____	
REQUIRED INFORMATION	1. Does the application modify an existing Tower or Base Station? ____ Yes ____ No 2. Does the application involve the colocation, removal or replacement of transmission equipment? ____ Yes ____ No 3. Does the request modify the Tower in any of the following ways? (Check all applicable modifications) ☐ 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;	

REQUIRED INFORMATION	☐ 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; ☐ Involves installation of more than the standard number of new cabinets for the technology involved, but not to exceed four cabinets; ☐ Entails any excavation or deployment of transmission equipment outside of the current site by more than 30 feet in any direction; ☐ Would defeat the concealment elements of the structure; or ☐ It does not comply with previously issued conditions. 4. Does the request modify the Base Station in any of the following ways? (check all applicable modifications) ☐ Involves installation of more than the standard number of new cabinets for the technology involved, but not to exceed four cabinets. ☐ 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.); ☐ Entails any excavation or deployment outside the current site; ☐ It would defeat the concealment elements of the structure; ☐ It does not comply with previously issued conditions.	
FEES	Administrative Review (non-refundable; required for all projects for up to 15 small wireless facilities) \$600	Standard Small Wireless Facilities Co-Location Agreement \$570
SUBMISSION REQUIREMENTS/ REVIEW INFORMATION	• Review City Code Chapter 6, Sections 6.01, 6.02, 6.03 • Review City Code Chapter 11 Section 11.06 titled “Towers and Antennas” • Review City Code Chapter 11 Section 11.41 regarding Conditional Use Permit • Administrative Review Process highlighted on page 3	
CITY CONTACT	Sarah Strain: 952-949-8413, SStrain@edenprairie.org	
REQUIRED SIGNATURES	_____ Applicant/Authorized Representative _____ Date _____ Property/Fee Owner _____ Date	

ADMINISTRATIVE REVIEW PROCESS

1. Planning Division reviews Telecommunications Land Use ROW Applications as part of the Building Permit review. Please ensure Land Use ROW Application is included with submission for Building Permit.
2. Building Permit will not be approved until Land Use ROW review is complete and payment is received.
3. Planning Division staff will upload approved Telecommunications Land Use ROW permit into ProjectDox file once review is complete.
4. If application is complete, you will receive the approved Telecommunications Land Use ROW 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.
5. The review period starts when an application package is determined to be complete. The City may take up to 90 days for co-location projects and up to 150 days for new site tower locations. The anticipated review time is 2 to 4 weeks depending on complexity of the application package, need for outside agency reviews and what legal documents need execution.
 - Any towers located in or near wetlands, floodplains, conservation areas, shoreland areas, county roads, state highways, City property and Flying Cloud Airport may involve additional review by other City, County, State, Federal agencies.
6. After the review is completed, a Conditional Use Permit or administrative permit will be issued by the Planning Division and uploaded into ProjectDox.

SUBMISSION REQUIREMENTS FOR SMALL CELL FACILITIES/WIRELESS SUPPORT STRUCTURES IN THE RIGHT OF WAY

1. Legal description of property.
2. Location of all proposed small wireless support structures including the general street number of the property adjacent to the site or a street intersection
3. The location of all existing wireless facilities within (1) one mile of the location of the proposed small wireless facility or new/replacement support wireless structure, together with the distances between the existing towers and the proposed tower.
4. If privately owned wireless support structure, a letter from the owner of the authorizing placement of small cell facilities on the wireless support structure(s).
5. Project information submitted electronically via ProjectDox.
6. 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.

7. 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.
 8. 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 of the City Code 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. Propagation maps required.
 9. 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.
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CITY COUNCIL ACTION

Standard Small Wireless Facility Collocation Agreement will be referred to Public Works Director. Standard Small Wireless Facility Co-location Agreement will require a City Council approval process.