



**Planning and Zoning**  
**Department of Transportation and Development**  
 Development Services Building  
 150 Beaver Creek Road | Oregon City, OR 97045  
 503-742-4500 | zoninginfo@clackamas.us  
 www.clackamas.us/planning

<b>STAFF USE ONLY</b>	
Staff Initials:	File Number:

Land use application for:

**LEVEL ONE WIRELESS TELECOMMUNICATION FACILITY**  
 (Collocation on an approved facility, or placement on an existing/replacement utility pole, *without* an adjustment and *not* for an Essential Public Communication Service in the AG/F, EFU, or TBR Districts)

**Application Fee: \$585**

APPLICANT INFORMATION			
Applicant name:	Applicant email:	Applicant phone:	
Applicant mailing address:	City:	State:	ZIP:
Contact person name (if other than applicant):	Contact person email:	Contact person phone:	
Contact person mailing address:	City:	State:	ZIP:

PROPOSAL
Brief description of proposal:

SITE INFORMATION		
Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #: <i>Township: _____ Range: _____ Section: _____ Tax Lot: _____</i> <i>Township: _____ Range: _____ Section: _____ Tax Lot: _____</i> <i>Township: _____ Range: _____ Section: _____ Tax Lot: _____</i>	Land area:	
Adjacent properties under same ownership: <i>Township: _____ Range: _____ Section: _____ Tax Lot: _____</i> <i>Township: _____ Range: _____ Section: _____ Tax Lot: _____</i>		

Printed names of all property owners:	Signatures of all property owners:	Date(s):
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<b><i>I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.</i></b>	
Applicant signature:	Date:

## A. Review applicable land use rules:

This application is subject to the provisions of [Section 835, Wireless Telecommunication Facilities](#) of the [Clackamas County Zoning and Development Ordinance](#) (ZDO).

It is also subject to the ZDO's definitions, procedures, and other general provisions, as well as to the specific rules of the subject property's zoning district and applicable development standards, as outlined in the ZDO.

## B. Turn in all of the following:

- Complete application form:** Respond to all the questions and requests in this application, and make sure all owners of the subject property sign the first page of this application. Applications without the signatures of *all* property owners are incomplete.
- Application fee:** The cost of this application is **\$585**. Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional card processing fee using the [Credit Card Authorization Form](#) available from the Planning and Zoning website. Payment is due when the application is submitted. Refer to the FAQs at the end of this form and to the adopted [Fee Schedule](#) for refund policies.
- Site plan:** Provide a site plan (also called a plot plan). A [Site Plan Sample](#) is available from the Planning and Zoning website. The site plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The site plan must illustrate all of the following (when applicable):
  - Lot lines, lot/parcel numbers, and acreage/square footage of lots;
  - Contiguous properties under the same ownership;
  - All existing and proposed structures, fences, roads, driveways, parking areas, landscaping, buffering, leased areas, public rights-of-way, and easements, each with identifying labels and dimensions;
  - Setbacks of all structures from lot lines and easements;
  - Significant natural features (rivers, streams, wetlands, slopes of 20% or greater, geologic hazards, mature trees or forested areas, drainage areas, etc.); and
  - Location of utilities, wells, and all onsite wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells).
- Elevation diagrams:** Attach accurate, to-scale drawings of all affected structures, including existing and proposed wireless telecommunication facilities and utility poles. The drawings must indicate dimensions of all components, including the height of support structures and the height of antennas.

## C. For Level One Collocation:

If you are proposing collocation of an antenna on an existing, previously approved wireless telecommunication facility support structure in accordance with ZDO Subsection 835.06(A), accurately answer the following questions in the spaces provided here in Part C. Attach additional pages, if necessary.

1. Collocation proposals involving an existing wireless telecommunication facility *must* have an approved and implemented landscaping plan that complies with ZDO Subsection 835.06(D)(5). In the box below, explain how the landscaping requirements of Subsection 835.06(D)(5) have been approved and implemented:

2. Collocation *cannot* include an increase in the height of the existing wireless telecommunication support structure. How tall is the existing support structure, and how tall will it be with the proposed collocation?

Current height of support structure: \_\_\_\_\_ feet tall

Height of support structure with proposed collocation: \_\_\_\_\_ feet tall

3. The proposed collocated antenna(s) *cannot* be more than 20 feet higher than the existing support structure. How many feet higher than the support structure will your proposed collocated antenna(s) be?

No more than \_\_\_\_\_ feet higher than the support structure

4. All collocation improvements shall be located within a previously approved fenced lease area. Will *all* your proposed collocation improvements be located within a previously approved fenced lease area?

NO

YES, as shown in the attached plans. The fenced lease area was previously approved on the following date(s) and under the following file number(s):

5. The collocation *cannot* involve the removal of any previously approved landscaping or buffering. Does your proposal involve the removal of any previously approved landscaping or buffering?

NO

YES

## D. For Level One Placement on a Utility Pole:

If you are proposing placement of a wireless telecommunication facility on an existing or replacement utility pole (electric, cable, telephone, etc.) in accordance with ZDO Subsection 835.06(B), accurately answer the following questions in the spaces provided here in Part D. Attach additional pages, if necessary.

1. Describe the wireless telecommunication facility that you propose to place on a utility pole, and identify the utility services the pole will support (e.g., electrical service, cable service, telephone service):

2. a. Will the wireless telecommunication facility be placed on an *existing* utility pole or on a *replacement* utility pole?

- Existing utility pole (*Skip to Question D.3*)
- Replacement utility pole (*Answer Questions D.2.b-d*)

- b. How tall is the existing utility pole that will be replaced?

Existing pole height: \_\_\_\_\_ feet

- c. How tall will the replacement utility pole be?

Replacement pole height: \_\_\_\_\_ feet

- d. In the box below, explain *why* it is necessary to replace the existing pole:

3. For placement on a utility pole, the utility pole shall be within a public right-of-way. Will the utility pole that your proposed wireless telecommunication facilities be placed on be in a public right-of-way?
- NO
  - YES, as shown in the attached plans.
4. Any equipment shelters for the wireless telecommunication facility shall be located on the utility pole and within the public right-of-way. Will your proposed wireless telecommunication facilities have any equipment shelters?
- NO
  - YES, and those shelters will be located on the proposed utility pole and within the public right-of-way, as shown in the attached plans.

## FAQs

### When is a “Level One” Wireless Telecommunication Facility permit required?

The County’s Zoning and Development Ordinance (ZDO) allows wireless telecommunication facilities in prescribed areas, subject to standards in ZDO [Section 835, \*Wireless Telecommunication Facilities\*](#). Section 835 includes standards for:

- Collocation of antennas on a previously approved wireless telecommunication facility support structure;
- Placement of wireless telecommunication facilities on an *existing* utility (electric, cable, telephone, etc.) pole; and
- Placement of wireless telecommunication facilities on a *replacement* utility (electric, cable, telephone, etc.) pole of no greater height than the existing pole.

Each of the three land uses listed above is considered a “Level One” wireless telecommunication facility, unless they are for Essential Public Communication Service (police, fire, or other emergency communications network) in the AG/Forest (AG/F), Exclusive Farm Use (EFU), or Timber (TBR) District. Level One facilities without an adjustment pursuant to ZDO Subsection 835.07 require a Level One Wireless Telecommunication Facility permit.

### What is the permit application process?

Level One Wireless Telecommunication Facility permits are subject to a “Type I” land use application process, as provided for in [Section 1307](#) of the ZDO – unless an adjustment is requested pursuant to ZDO Subsection 835.07, in which case the Level One facility is subject to a “Type III” land use application process.

Public notice of Type I applications and decisions is not provided. A written decision on a Type I application is made by Planning and Zoning staff, and there is no County-level process to appeal that decision. If the application is approved, the applicant must comply with any conditions of approval identified in the decision.

### How long will it take the County to make a decision about an application?

The County makes every effort to issue a decision on a Type I land use application within 20 days of when we deem the application to be complete.

### If an application is submitted and then withdrawn, will a refund be given?

If a submitted Type I application is withdrawn before a decision on the application is issued, 75% of the application fee paid, or the fee paid minus \$250, whichever is less, will be refunded. No refund will be given after a decision is issued.

### Who can help answer additional questions?

For questions about the County’s land use permit requirements and this application form, contact Planning and Zoning at **503-742-4500** or [zoninginfo@clackamas.us](mailto:zoninginfo@clackamas.us). You can also find information online at the Planning and Zoning website: [www.clackamas.us/planning](http://www.clackamas.us/planning).

*Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or [drenhard@clackamas.us](mailto:drenhard@clackamas.us).*

**503-742-4545:** ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?

翻译或口译? | Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?