



# Wireless Transmission Facility

## Application Information

### **Included in this Packet:**

Application Requirements

Application

# DEVELOPMENT PACKET FOR WIRELESS TRANSMISSION FACILITY APPLICATIONS

This Development Packet provides the requirements for obtaining a permit for all forms of Wireless Transmission Facilities (WTF's) in the City of Round Rock. **Please note, WTF's are not regulated by the City in the Extra Territorial Jurisdiction (ETJ); therefore, an application and building permit is not required.**

The information contained herein is based on The City of Round Rock Code of Ordinances, Part III, Sec. 2-97. – Wireless Transmission Facilities (WTFs).

Prior to installation, all WTF's shall receive a Building Permit and may require a Site Development Permit (*please see the below WTF Application Requirements*). Processes for obtaining those permits must be followed in conjunction with this application.

The City of Round Rock has implemented a Land Development and Permit eSystem accessible by project Applicants and/or their representatives. This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections and more. The most efficient way to find what you are looking for is to search by permit number, which will be given by the department you submit your application to. Click on this [link](#) and save it to your favorites in order for this site to be easily accessible in the future.

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## DEFINITIONS

Wireless Transmission Facility (WTF): an antenna and associated equipment intended for transmitting or receiving television, am/fm radio, digital, microwave cellular, telephone or similar forms of electronic communication.

Monopole: a WTF constructed as a free-standing structure which consists of a single vertical pole, fixed into the ground and/or attached to a foundation with no guy wires containing one or more externally mounted antennas and associated equipment.

Self-Enclosed Monopole: a WTF constructed as a free-standing structure which consists of a single vertical pole, fixed into the ground and/or attached to a foundation with no guy wires containing one or more antennas and associated equipment no larger than thirty-six (36) inches in diameter at any given point with no externally mounted or visible antennae.

Attached Wireless Transmission Facility (Attached WTF): a WTF that is attached to a Monopole, Self-Enclosed Monopole, building or other permanent structure.

Stealth Wireless Transmission Facility (Stealth WTF): a WTF that is screened, disguised, concealed or otherwise camouflaged as a natural structure, structure or part of a structure such that the WTF is indistinguishable from other natural structures, structures or the structure that it is attached to or within.

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## Permitted Zoning Districts

Zoning District		Type of WTF Permitted (with conditions)
SF-R	Single Family – Rural	Self-Enclosed Monopole
SF-1	Single Family – Large Lot	Self-Enclosed Monopole
SF-2	Single Family – Standard Lot	Self-Enclosed Monopole
SF-3	Single Family – Mixed Lot	Self-Enclosed Monopole
SF-D	Single Family – Downtown	Self-Enclosed Monopole
SR	Senior	Attached, Stealth
MF-1	Multifamily – Low Density	Attached, Stealth
MF-2	Multi-Family – Medium Density	Attached, Stealth
MF-3	Multi-Family – Urban	Attached, Stealth
C-1	General Commercial	Self-Enclosed Monopole, Attached, Stealth
C-1a	General Commercial – Limited	Self-Enclosed Monopole, Attached, Stealth
C-2	Local Commercial	Attached, Stealth
OF-1	General Office	Attached, Stealth
OF-2	Mid-Rise Office	Attached, Stealth
BP	Business Park	Self-Enclosed Monopole, Attached, Stealth
LI	Light Industrial	Monopole, Self-Enclosed Monopole, Attached, Stealth
I	Industrial	Monopole, Self-Enclosed Monopole, Attached, Stealth
MI	Mining	Attached, Stealth
PF-1	Public Facilities – Low Intensity	Attached, Stealth
PF-2	Public Facilities – Medium Intensity	Attached, Stealth
PF-3	Public Facilities – High Intensity	Self-Enclosed Monopole, Attached, Stealth
OS	Open Space	Self-Enclosed Monopole, Attached, Stealth
MU-1	Mixed-Use Historic Commercial Core	Stealth
MU-1	Mixed-Use Downtown Medium Density	Stealth
MU-R	Mixed-Use Redevelopment and Small Lot	Attached, Stealth
MU-G	Mixed-Use Green Field and Large Lot	Attached, Stealth

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## City of Round Rock Location Prioritization Criteria

The location of proposed WTF's shall be considered in this order:

1. Attached to an existing WTF.
2. Attached to a Utility Infrastructure, as defined in Chapter 44 of this Code.
3. Attached as a Stealth WTF to an existing building or structure in a non-residential zoning district.
4. Attached to an existing building or structure in a non-residential zoning district.
5. Located as a free-standing Stealth WTF in a permitted non-residential zoning district.
6. Located as a Self-Enclosed Monopole in a permitted non-residential zoning district.
7. Located as a Monopole in a permitted non-residential zoning district.
8. Attached as a Stealth WTF to an existing non-residential building or structure in a residential zoning district.
9. Attached to an existing non-residential building or structure in a residential zoning district.
10. Located as a free-standing Stealth WTF on a lot of a non-residential use within a residential zoning district.
11. Located as a Self-Enclosed Monopole on a lot of a non-residential use within a residential zoning district.

Please be advised of the following prior to submitting your application request:

- a.) External antennae may be added to existing monopoles;
- b.) External antennae may not be added to self-enclosed monopoles; and
- c.) External antennae may be added to stealth towers if visually obscured and consistent with the original design intent.

## Wireless Transmission Facility Application Requirements

The below information is required for the following:

- Applications for new WTF towers
- Expansions of the ground mounted equipment area for existing WTF towers:

\_\_\_\_\_ **WTF Application**

\_\_\_\_\_ An **inventory of all existing WTF's** used by the Applicant within the City of Round Rock and its ETJ, including, but not limited to, the location, height and design of each existing WTF.

\_\_\_\_\_ **Written explanation** of why the WTF must be located where it is proposed in order to service the Applicant's service area and why the WTF must be the proposed type. (This explanation must address each of the City's location prioritization criteria, referenced above, that cannot be met.)

\_\_\_\_\_ Evidence of **written contact with all wireless service providers** which supply service within a quarter mile of the proposed facility, demonstrating that the Applicant has inquired about potential collocation opportunities at all technically feasible locations. (The contacted providers shall be requested to respond in writing to the inquiry within thirty (30) days.)

\_\_\_\_\_ Documentation that the owner of the property has granted an **easement** or entered into a **lease** for the proposed facility and that vehicular access is provided to the facility, if applicable.

\_\_\_\_\_ **Building Permit application** with detailed **construction plans**, in compliance with the National Electric Code and sealed by a Professional Engineer and/or Licensed Architect, as applicable. These plans should be submitted to the Building Inspection Office and the Planning and Development Services Department, 1<sup>st</sup> Floor.

\_\_\_\_\_ A **site plan** and fee for the proposed WTF in accordance with the requirements of Section 46 - 92 of the Round Rock Code of Ordinances, as applicable (please refer to the Site Development Packet for process and fee requirements).

\_\_\_\_\_ An **application to the Zoning Board of Adjustment** for a Special Exception, if the proposed Self-Enclosed Monopole is located in a SF-R, SF-1 or SF-2 zoning district.

Additional Items required for *Stealth WTF's*:

\_\_\_\_\_ An **artist's rendering** of the proposed Stealth WTF, along with **images of comparable structures**, both of similar Stealth WTF's and of the actual structures that the WTF will be mimicking.

**In addition to the requirements listed above, the project engineer shall provide a letter certifying that the WTF was constructed in accordance with the approved plans after the WTF has been built.**

## Wireless Transmission Facility Application Requirements

The below information is required for the following:

- Applications for attaching equipment to existing WTF towers (no ground mounted equipment area expansion).
- Roof Mounted WTFs:

\_\_\_\_\_ **WTF Application**

\_\_\_\_\_ **Written explanation** of why the WTF must be located where it is proposed in order to service the Applicant's service area and why the WTF must be the proposed type. (This explanation must address each of the City's location prioritization criteria, referenced above, that cannot be met.)

\_\_\_\_\_ Documentation that the owner of the property has granted an **easement** or entered into a **lease** for the proposed facility and that vehicular access is provided to the facility, if applicable.

\_\_\_\_\_ **Building Permit application** with detailed **construction plans**, in compliance with the National Electric Code and sealed by a Professional Engineer and/or Licensed Architect, as applicable. Two (2) sets of these documents shall be submitted to the Building Inspection Office.

Additional Items required for a Roof Mounted WTF

\_\_\_\_\_ An **engineer's certification** that the roof will support the proposed WTF and associated roof-mounted equipment, *if the Applicant is proposing to install a roof-mounted WTF.*

# Wireless Transmission Facility Application

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

NAME OF AGENT: \_\_\_\_\_

MAILING ADDRESS AND PHONE NUMBER OF AGENT: \_\_\_\_\_

\_\_\_\_\_

NAME OF SERVICE PROVIDER: \_\_\_\_\_

TYPE OF WTF PROPOSED (circle one):

Monopole      Self-Enclosed Monopole      Attached      Stealth

ZONING OF PROPERTY WHERE WTF WILL BE LOCATED: \_\_\_\_\_

ADDRESS OF PROPERTY WHERE WTF WILL BE LOCATED:

\_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY WHERE WTF WILL BE LOCATED:

\_\_\_\_\_ acres out of the \_\_\_\_\_ Survey,

Abstract # \_\_\_\_\_.

(or)

\_\_\_\_\_ Subdivision; Lot \_\_\_\_\_, Block \_\_\_\_\_

NAME, MAILING ADDRESS AND PHONE NUMBER OF OWNER OF PROPERTY WHERE WTF WILL BE LOCATED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
AGENT'S SIGNATURE

\_\_\_\_\_  
RECEIVED BY

\_\_\_\_\_  
DATE

# City of Round Rock Development Contacts

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## **Planning and Development Services Department (PDS)**

301 W. Bagdad, Suite 210, Round Rock, TX 78664	512-218-5428	Fax: 512-218-3286
<b>Easement Dedications/Vacations and Fiscal Posting</b>		
Roxanne Flores, Senior Engineering Technician	512-218-6658	<a href="mailto:rflores@roundrocktexas.gov">rflores@roundrocktexas.gov</a>
<b>Encroachment Agreements</b>		
Veronica Chandler, Planner	512-341-3320	<a href="mailto:vchandler@roundrocktexas.gov">vchandler@roundrocktexas.gov</a>
<b>Floodplain and Drainage Requirements</b>		
Jeff Dunsworth, PE, CFM, Senior Engineer	512-341-3363	<a href="mailto:jdunsworth@roundrocktexas.gov">jdunsworth@roundrocktexas.gov</a>
<b>Forestry and Landscaping</b>		
Lindsay Darden, Senior Planner	512-218-5429	<a href="mailto:ldarden@roundrocktexas.gov">ldarden@roundrocktexas.gov</a>
<b>Historic Preservation</b>		
Joelle Jordan, Principal Planner	512-218-5422	<a href="mailto:jjordan@roundrocktexas.gov">jjordan@roundrocktexas.gov</a>
<b>Platting Application Requirements, Review and Approval Process, and Plat Recordation</b>		
Cait Reeves, Senior Planner	512-341-3327	<a href="mailto:creeves@roundrocktexas.gov">creeves@roundrocktexas.gov</a>
Cecilia Chapa, Planning Technician	512-671-2727	<a href="mailto:cchapa@roundrocktexas.gov">cchapa@roundrocktexas.gov</a>
<b>Presubmittal Meetings</b>	512-218-5428	<a href="mailto:pdsintake@roundrocktexas.gov">pdsintake@roundrocktexas.gov</a>
Savina McCarter, Planning Technician Jasmine Macias, Planning Technician		
<b>Project Closeout</b>		
Hazel Sherrod, Planning Technician	512-341-3161	<a href="mailto:hsherrod@roundrocktexas.gov">hsherrod@roundrocktexas.gov</a>
<b>Signs</b>		
Veronica Chandler, Planner	512-341-3320	<a href="mailto:vchandler@roundrocktexas.gov">vchandler@roundrocktexas.gov</a>
<b>Utilities and Subdivision Improvements</b>		
Jeff Brooks, Engineering Associate	512-341-3363	<a href="mailto:jbrooks@roundrocktexas.gov">jbrooks@roundrocktexas.gov</a>
<b>Zoning and PUD Applications, Annexation</b>		
Clyde von Rosenberg, AICP, Senior Planner	512-341-3174	<a href="mailto:cvonrosenberg@roundrocktexas.gov">cvonrosenberg@roundrocktexas.gov</a>
<b><u>Fire Department</u></b>		
203 Commerce Blvd., Round Rock, TX 78664	512-218-5590	Fax: 512-218-5594
<b>Fire Code</b>		
Mark Selby, Prevention Division Captain	512-218-6633	<a href="mailto:selby@roundrocktexas.gov">selby@roundrocktexas.gov</a>
<b><u>Parks and Recreation Department (PARC)</u></b>		
301 W. Bagdad, Suite 250, Round Rock, TX 78664	512-218-5540	Fax: 512-218-5548
<b>Parkland Dedication and Trails</b>		
Katie Baker, Park Development Mgr.	512-341-3355	<a href="mailto:kbaker@roundrocktexas.gov">kbaker@roundrocktexas.gov</a>
<b><u>Transportation Department</u></b>		
3400 Sunrise Road, Round Rock, TX 78664	512-218-7044	Fax: 512-218-3242
<b>Transportation Requirements</b>		
Ed Polasek, Transportation Senior Planner	512-341-3167	<a href="mailto:epolasek@roundrocktexas.gov">epolasek@roundrocktexas.gov</a>