

Wireless Communication Facilities (WCF) Minor Modification Review Process

APPLICABILITY

Prior to submitting, please confirm with a member of the Planning Division that the proposed project qualifies as a “Minor Modification” per Land Development Code Section 5.404.B. Modifications.

Typical minor modifications to WCF use permits include:

- Upgrading the capacity of an existing facility to replace antennas at the same mounting height on a pole.
- Additional replacement antennas that will not dramatically change the visual impact of the existing facility.
- A slight increase (1'-2') in individual antenna height, which is visually insignificant at a 50' or 60' mounting height.
- Additional equipment added within an existing equipment shelter that remains screened by the existing walls.

Please note: Maintenance of legal and conforming WCFs shall not require approval of a use permit (minor modification). WCF maintenance is the realignment of antennas, replacement, or repair of a part or portion of a WCF required by ordinary wear, tear, or damage, with like material, size, color, and design.

PROCEDURE

Please include the following when making your application:

- Address or parcel number of the subject property.
- Case number of the previously approved Use Permit.
- Brief narrative describing the proposed changes (in detail) to the existing facility. Include the contact information for the applicant.
- One (1) digital and one (1) 11x17 hard-copy set of plans (including site plan, elevations, antenna plans and details).
- \$305 fee – when submitting a request, this will be processed as a Zoning Administrator Interpretation.

TIMELINE

- Once the application is received, Planning Staff will review content to make sure it is complete.
- A Notice of Decision will typically be issued within 14 calendar days and will be sent via e-mail to the applicant listed in the narrative.
- After this approval is received, the applicant may submit for a construction permit with the Plan Review and Inspection Division.

QUESTIONS?

Please contact our Planning Technician at (480) 503-6759 or email Elizabeth.Stupski@gilbertaz.gov. Our address is Town of Gilbert Planning Division, 90 E. Civic Center Dr., Gilbert, AZ 85296.