



City of Clayton
10 North Bemiston Avenue
Clayton, Missouri 63105
(314) 290-8453 FAX: (314) 863-0296

**APPLICATION FOR
SPECIAL ANTENNA PERMIT**

(please type or print)

ALL APPLICABLE SECTIONS OF APPLICATION* MUST BE COMPLETED AND CONSISTENT WITH SUBMITTED MATERIALS.

11 SETS OF SIGNED & SEALED DRAWINGS AND \$100.00 APPLICATION FEES MUST ACCOMPANY THIS APPLICATION. APPLICATION FOR BUILDING PERMIT (ATTACHED), \$30 APPLICATION FEE & 3 ADDITIONAL PLAN SETS MUST ALSO BE SUBMITTED. APPLICATIONS AND DRAWINGS MUST BE SUBMITTED AT LEAST FOURTEEN (14) DAYS PRIOR TO THE MEETING DATE.

Location of Project : _____

Project Description: _____

PART A: PARTIES IN INTEREST

The full legal name of each party listed below (partnership, corporation, etc.) is required.

Name and Title of Applicant: _____

Physical Address & E-Mail Address: _____

Phone Number: _____

Interest in Property: _____

Name of Applicant's Agent - if different than above: _____

Physical Address & E-Mail Address _____:

Phone Number: _____

Name of Property Owner(s) - if different than above: _____

Physical Address & E-Mail Address: _____

Phone Number: _____

Name of Architect, Landscape Architect, Planner or Engineer:

Name/Position: _____

Physical Address & E-Mail Address: _____

Phone Number: _____

PART B: SITE DESCRIPTION

Legal Address of Property: _____ Locator No. _____

Lot Number: _____ Block Number: _____ Current Zoning: _____

Current Use of Site: _____

Height of Existing Structure: _____ No. of Stories : _____

PART C: ANTENNA INSTALLATION

Location of Antenna(s): _____ Type of Antenna(s): _____
No. of Antenna(s) : _____ Dimension(s): _____

Location of cabinets(s): _____ Type of cabinets(s):: _____
No. of cabinets(s) : _____ Dimension(s): _____

Location of wiring/cable: _____ Type of wiring/cable: _____
Lineal Feet : _____ How will wiring/cable
be screened: _____

Location of screening/ Type of screening(s)
Enclosures: _____ enclosures: _____
Dimension(s): _____ Color/Description: _____

Will any illumination be used : _____ By what method : _____

PART D: LEASE AND MAINTENANCE

Fully executed lease: _____ How long is lease for: _____
Yes / No

Any Easements: _____ Description: _____
Yes / No

Who will provide any maintenance: _____ Description: _____

FULL LEGAL NAME IS REQUIRED

Signature of Applicant (Required): _____ *Date:* _____

Title: _____

Relation to the Property Owner: _____

Signature of Property Owner (Required): _____ *Date:* _____

Title: _____

***This application is submitted in lieu of the Application for Architectural Review Board (ARB)**

**PART E: FOR CITY USE - -
CHECKLIST**

_____Fourteen (14) sets of drawings (11 for submittal to Architectural Review Board & 3 for Building Permit application)

_____Site Plan of entire property with building footprints. Scale for Site Plan shall be minimum of 1"=20'-0".

_____Plan View of specific area of installation. Scale for this Plan View shall be a minimum of 1/4"=1'-0".

_____Elevation(s) depicting each entire façade, and the proposed installation. Scale for Elevation(s) shall be minimum of 1/4"=1'-0". Elevations from all sides showing the proposed installation. Specify all colors and materials.

_____Name, address, and telephone number of the person or firm submitting the documents and the person or firm to whom the review comments should be forwarded.

_____Location map showing north arrow.

_____Location and identification of all easements (existing and proposed).

_____Type, location, height and degree of brightness of all existing and proposed lighting.

_____Photo simulations.

_____Details are required on the plan which depict the size, materials and proportion of all existing and proposed screening.

_____The seal, signed and dated, of the licensed person who prepared the drawing or under whose immediate personal supervision the drawing has been prepared.

_____Presentation at the meeting of all color and materials samples, including type antenna, cable, screening and paint chips/swatches.

_____Plans/blueprints are to be folded to approximate 8 ½ x 11 or 8 ½ x 14 in size.

_____All amendments should be "clouded" and note referenced.

_____Other materials deemed appropriate by staff and/or the Architectural Review Board