



Planning and Development Services

10 N. Bemiston Avenue • Clayton, Missouri 63105 • 314-290-8453 • FAX 314-863-0296 • TDD 314-290-8435

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 \$135.00 APPLICATION FEE (INCLUDES \$35 NON-REFUNDABLE PROCESSING FEE) MUST ACCOMPANY THIS APPLICATION.**
- **APPLICATIONS AND DRAWINGS MUST BE SUBMITTED AT LEAST FOURTEEN (14) DAYS PRIOR TO THE MEETING DATE.**

Location/Address 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/Type/Materials of screening:

_____ 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: _____

Any Easements?: _____ Description: _____

Who will provide maintenance: _____

FULL LEGAL NAME IS REQUIRED

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

Title: _____

Interest in Property: _____

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

Title: _____

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

**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 1/2 x 11 or 8 1/2 x 14 in size.

_____ All amendments should be "clouded" and note referenced.

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