



DEPARTMENT OF PUBLIC WORKS

One Detjen Drive | Crestwood, MO 63126 | 314-729-4720

Telecommunications Facilities Permit Guide

Different types of telecommunication installations require different types of permit approvals. This document is to help decide what process best fits your work and the process associated with that work.

The following work requires only a **Commercial Zoning Review Permit** from the City of Crestwood and subsequent building permit from St. Louis County Department of Public Works*:

1. Collocation and replacement of existing antennas or equipment.
2. The mounting of antennas on any building or structure such as a water tower, provided that the presence of the antennas is concealed by architectural elements or camouflaged by painting a color identical to the surface to which they are attached.
3. The installation of antennas or the construction of a wireless facility or wireless support structure on buildings or land owned by the City following the approval of a lease agreement by the Board of Aldermen.
4. The installation of antennas or the construction of a wireless facility or wireless support structure on buildings or land owned by the state or any agency of the federal government.

Please see the **Commercial Zoning Review Permit** application for instructions on the procedures for approval.

*See Chapter 26, Section 26-77 (D) for full details.

The following work requires a **Telecommunications Tower & Facilities Permit** from the City of Crestwood and subsequent building permit from St. Louis County*: *See Chapter 26, Section 26-77 (E) for full details.

1. The construction of a disguised support structure, provided that all related equipment shall be placed underground when the structure is located on property zoned for residential use. Equipment may be placed in a cabinet if the disguised support structure is incidental to a multifamily, institutional, or nonresidential use.
2. The installation of wireless facilities or the construction of a wireless support structure on buildings or land owned by a political subdivision of the state.
3. The placement of dual solar panel antennas on wooden or steel utility poles, not to exceed 40 feet in height, provided that all related equipment is contained in a cabinet.
4. Wireless support structures erected and maintained for a period not to exceed 30 days for the purpose of replacing an existing tower, testing an existing or proposed network, or special events requiring mobile towers.

Procedures for a **Telecommunication Tower & Facilities Permit** review and approval are as follows:

1. Submit the application, fee, and six (6) hard copies of a Boundary & Improvements Survey of the host parcel and a detailed site plan, drawn to scale and identifying the following information
 - a. Proposed improvements including buildings, drives, walkways, parking and other structures
 - b. Public right of way and private easements
 - c. Zoning category of the subject property and adjoining properties
 - d. The location of and distance to off-site residential structures

- e. Required setbacks, buffers, and landscaped areas
 - f. Hydrologic features
 - g. The coordinates and height above ground level of the existing or proposed wireless facilities and/or wireless support structures
 - h. Manufacturer's specs and design details of the proposed antenna, equipment, and cabinet installation and support structure
2. The application and plans will be administratively reviewed by city staff, and comments & request for revisions or additional information will be promptly issued to the applicant.
 3. Once any and all revisions have been resubmitted to staff satisfaction, plans will be administratively approved and stamped by the City.
 4. The applicant will then pick up the stamped plans and submit three (3) stamped copies to the St Louis County Department of Public Works for building permit review.

All proposals to install, build, or modify a wireless facility or support structure not covered above shall require a **Conditional Use Permit (CUP)** from the City of Crestwood in addition to the **Telecommunications Tower & Facilities Permit** and subsequent building permit from St. Louis County. Please see the **Development Review Procedures** reference sheet for instructions.



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Telecommunications Tower & Facilities Permit Application

See Section 26-77 of the Municipal Code and the Telecommunications Facilities Permit Guide for additional information

Application Fee, see Fee Schedule

Application Date: _____

WORK SITE ADDRESS: _____

Property Owner Name: _____

Address, State, and Zip Code: _____

Phone: _____ Email: _____

Contractor Business Name: _____

Address, State, and Zip Code: _____

Contact: _____ Phone: _____ Email: _____

Description of work: _____

FCC Tower Registration #: _____ Missouri Site ID#: _____

Tower Owner Name: _____

RESPONSIBLE OWNER, PARTNER OR CORPORATION OFFICER AUTHORIZING THAT ALL INFORMATION PROVIDED ON THIS FORM IS CORRECT TO THE BEST OF HIS/HER KNOWLEDGE

Name: _____ Company Title: _____

Business Address: _____

Phone (Business): _____ Email: _____

Signature: _____

Company Officers: _____ Title: _____ Phone: _____

Business Ownership: Individual _____ Partnership _____ Corporation _____

Office Use Only

Permit #: _____

Approved by: _____

Title: _____ Date: _____

Note: A Contractor's Business License is required for all contractors that do not have a CRESTWOOD BUSINESS LICENSE.

Payment Section
Date Paid: _____ Payment Amount: _____
Payment: Cash _____ Check _____
Received By: _____ CBL #: _____