



CITY OF NICHOLS HILLS, OKLAHOMA
Application for Special Permit
Communication Device

Staff use only
Case # _____
Date filed _____
Fee receipt # _____

Twelve original sets and one electronic version of this completed application (including 12 original sets of the required attachments listed below) and the required fee should be submitted to the Nichols Hills City Clerk, 6407 Avondale Drive, Nichols Hills, Oklahoma 73116.

Applicant is encouraged to consult Sec. 50-127, *Communications Tower and Antenna Regulations*, of the Nichols Hills City Code when completing this Application. Note that Sec. 50-127 does not require a special permit for all communication devices.

This Application requires recommendation for approval by the Nichols Hills Planning Commission and approval of the Nichols Hills City Council.

Attach a separate sheet to provide complete answers if necessary.

Applicant's name: _____

Primary contact: _____

Mailing address: _____

Telephone number(s): _____

Email address(es): _____

This is an application to: [check all that apply]

- Construct a communication tower
- Locate an at-grade dish antenna(s) with a diameter exceeding two meters
- Locate an antenna or antenna array within a structure as an architectural element
- Install an additional antenna(s) or antenna array on an existing communications tower, sign structure, or municipal water tower
- Replace an antenna(s) or antenna array on an existing communications tower, sign structure, or municipal water tower
- Use the City's utility pole(s) (traffic signal poles, street light poles, and flag poles) associated with a distributed antenna system

Address or descriptive location of proposed device(s) ¹: _____

The following must be attached to this Application:

1. **Proof of authority.** Proof of applicant's authority to make this Application as to the property for which the special permit is desired by attaching a copy of the applicable deed evidencing applicant's ownership, a copy of the applicable lease evidencing applicant's leasehold interest, or an affidavit regarding ownership (a form for which is attached to this Application).
2. **Survey and site map.** Certified survey and detailed site map.

¹ If metes and bounds description, please attach.

3. **Project plans.** Detailed and certified project plans.
4. **Structural engineer review.** If a tower or architectural element is included, certified review by a licensed structural engineer.
5. **Scope of proposed work.** A narrative of the need for the proposed device(s) and proposed scope of work in non-technical language in sufficient detail for analysis by the City’s Planning Commission and City Council.
6. **List of Owners of Abutting Property.** A report developed from the current records of the Oklahoma County Assessor and/or the Oklahoma County Clerk within the last 30 days, stating the names, addresses, and contact information for the owners of property abutting the proposed site. If the report is not certified by a licensed and bonded abstractor, Applicant will be responsible for the accuracy and completeness of the information in the report.

This Application will be considered officially submitted and filed only after it is examined by the Director of Public Works and the City Clerk and found to have met the applicable requirements of Sec. 50-127 and those set out in this Application and after the fee of \$750 as required by Sec. 50-327 of the Nichols Hills City Code has been paid. At that time, the City Clerk will set the Application for hearing before the Nichols Hills Planning Commission and the Nichols Hills City Council. Applicant will be advised of the date and time for those hearings. It is highly recommended that applicant attend (or have a representative attend) the hearings and be prepared to answer questions.

The above statements in this Application and all attachments to it are true and correct.

Submitted and agreed to this ___ day of _____, 202__.

Signature: _____

Print applicant’s full legal name: _____

Print signatory party’s title if applicant is a legal entity: _____

Form of affidavit regarding ownership

Affidavit

STATE OF _____

COUNTY OF _____

[Full legal name], being first duly sworn, stated:

1. My name is *[full legal name]*. My address is *[full address]*. I am over the age of 18. I am a resident of the State of *[state]*. I have personal knowledge of the matters stated in this Affidavit.
2. I am the applicant for a special permit for a communication device pursuant to the Nichols Hills City Code.
3. I am the current and legal owner of the property in the City of Nichols Hills with the address of *[insert address]* and more particularly described as:

[Insert legal description]

4. This address and legal description accurately describe the property for which the special permit for a communication device is requested.

I declare to the best of my knowledge and belief that the information in this Affidavit is true, correct, and complete.

Executed this _____ day of _____, 202__.

[Full legal name]

Notary Acknowledgment

Subscribed and sworn to before me this _____ day of _____, 202__.

Notary Public

My Commission Expires: _____

Comm. No. _____

This conveyance was approved on the _____ day of _____, 202__, by the City Council of the City of Nichols Hills, Oklahoma, pursuant to the Nichols Hills Subdivision Regulations as adopted by the Nichols Hills City Code.

By: _____

Printed name: _____

Title: _____