



COMMUNITY DEVELOPMENT DEPARTMENT  
**APPLICATION FOR**  
DISTRIBUTED ANTENNA SYSTEMS (DAS)

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## DISTRIBUTED ANTENNA SYSTEMS (DAS) APPLICATION INSTRUCTIONS

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### FLOWCHART

The following steps are designed to guide you through the process of completing the DAS process. Proceed to Step 1. *Please note that this flowchart is only intended to provide a general outline of the process. The actual process may vary slightly depending on additional requirements.*

STEP 1.

**Preliminary Approval**

The petitioner shall make a complete submittal to staff for DAS Approval, which shall indicate if the proposed location(s) are within residential right-of-way or a Design Review Overlay District. If so, proceed to Step 2. If not, applicant may proceed to Step 6.



STEP 2

**Notification**

Petitioner shall provide notification to all properties within 250' of proposed DAS location, subject to all ordinance requirements (O2012-36).



STEP 3

**Zoning and Public Safety Committee Meeting (4<sup>th</sup> Monday)**

Following proper notification, the applicant will appear before the ZPS. Should the ZPS find the request satisfactory, they will provide a recommendation as such. After a seven (7) day waiting period, the applicant would proceed to Step 6, provided no additional process is required. Should additional process be required, the applicant will proceed to Step 4.

STEP 4

**Village Board Meeting**

1<sup>st</sup> & 3<sup>rd</sup> Tuesday



STEP 5

**Final Submittal**

Applicant will revise and submit to staff, any exhibits reflecting changes or alterations recommended and/or required by the Board of Trustees.



STEP 6

**Administrative Approval**

The Village Manager shall either approve the application, with or without reasonable conditions, or deny the application.

Application for DAS approval must be made ***at least*** thirty (30) days prior to the Zoning and Public Safety (ZPS) Committee meeting at which the matter might be heard. The ZPS meets the 4<sup>th</sup> Monday of the month. See calendar below. ***Please note that failure to submit a completed application by the deadline below may result in delays.***

**CALENDAR FOR DAS APPLICATIONS**

<b>Application Deadline</b>	<b>ZPS Comittee Meeting @ 7:30</b>	<b>Village Board Meeting @ 7:30 (If Required)</b>
December 27, 2013	January 27, 2014	February 4, 2014
January 24, 2014	February 24	March 4
February 21	March 24	April 8
March 28	April 28	May 6
April 25	May 26	June 3
May 23	June 23	July 15
June 27	July 28	August 12
July 25	August 25	September 2
August 22	September 22	October 7
September 26	October 27	November 4
October 24	November 24	December 9
November 21	December 22	January 6, 2015

**Asterisk (\*) Indicates Special Meeting  
DATES ARE TENTATIVE AND SUBJECT TO CHANGE**

**FEE SCHEDULE:**

Application Fee for Applications Subject to ZPS Review:     **\$250.00**

**CRITERIA FOR DISTRIBUTED ANTENNA SYSTEM APPLICATIONS:**

All submitted material must be legible and should contain the following:

## **CRITERIA FOR DISTRIBUTED ANTENNA SYSTEM APPLICATIONS:**

All submitted material must be legible and should contain the following:

- A **Site Plan** clearly and accurately identifying the location(s) of any proposed DAS, including a visual representation of all single-family residences (including addresses) within 250 feet of the proposed DAS location.
- Coverage Maps** accurately illustrating the coverage for all proposed and existing DAS units and adequately identifying why the proposed location is the best.
- Comprehensive List** of alternative sites considered with responses **to each address** identifying why they were not viable locations.
- For residential applications, provide a **General Summary** as to why a non-residential location will not work.
- Registration Documents** providing proof that the telecommunications carrier or provider is registered with the Village pursuant to Section 13-2-1 of the Hinsdale Municipal Code.
- Where a ZPS appearance is required, the applicant shall provide, as part of a complete application, a list of all taxpayers within 250 feet of the proposed DAS location, as well as proof of certified mailing once the mailing has been completed. Only the list of taxpayers within 250 shall be required for a complete application, with the proof of certified mailing being submitted after the mailing has been completed.

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# DAS APPLICATION

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TO: ENGINEERING DEPARTMENT  
19 E. Chicago Avenue  
Hinsdale, Illinois 60521  
(630) 789-7033

Date Filed: \_\_\_\_\_, 20\_\_\_\_\_

DAS Location: \_\_\_\_\_

Closest Intersection: \_\_\_\_\_

PLEASE CHECK ONE:

Residential ROW:            Non-Residential ROW:            Design Review Overlay District:

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Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Applicant's Phone/Fax Number: \_\_\_\_\_

Applicant's E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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## **FOR OFFICE USE ONLY**

Accompanying this application are the following:

- DAS Application
- Coverage Maps
- Site Plan(s)
- Comprehensive List of Alternative Locations Considered
- Registration Documents for Provider/Carrier
- Letter Explaining Need for Residential Location (where applicable)
- Certified Mailing List (where applicable)
- Application Fee in the Amount of \$ 250.00 (Applications Requiring ZPS Review Only)