

TOWN OF CROSS  
BROADBAND FORWARD COMMUNITY ORDINANCE  
ORDINANCE # 11-9-2020

WHEREAS, the Town of Cross Board wishes to create a framework for the approval of broadband networks within the Town of Cross and does hereby ordain:

**SECTION 1. GENERAL PROVISIONS.**

**1.1 Purpose and policy.** The purpose of this chapter is to encourage the development of broadband access in the Town of Cross by reducing administrative obstacles to broadband service providers and coordinating the review of applications to ensure such applications are timely processed. This chapter shall at all times be construed consistent with the foretasted purpose.

**1.2 Definitions.** In this chapter:

(1) “Applicant” means a person applying for a permit for a broadband network project.

(2) “Broadband network project” means the construction or deployment of wireline or wireless communications facilities to provide broadband communications services in the Town of Cross.

(3) “Permit” means any local permit, license, certificate, approval, registration, or similar form of approval required by policy, administrative rule, regulation, ordinance, or resolution with respect to a broadband network project.

(4) “Written” or “in writing” means information that is inscribed on a tangible medium or that is stored in an electronic or other intangible medium and is retrievable in perceivable form.

**1.3 Point of contact.** The Town of Cross shall appoint a single point of contact for all matters related to a broadband network project. The Town of Cross shall provide on its public website the contact information, including the e-mail address, for the point of contact authorized to receive a broadband network project application.

**SECTION 2. ELECTRONIC SUBMISSION OF APPLICATIONS.** An applicant may sign and file all forms, applications and documentation related to a broadband network project electronically.

**SECTION 3. REVIEW OF APPLICATIONS.** Notwithstanding any other provision in Town of Cross’s ordinances, resolutions, regulations, policies or practices to the contrary, the following

process shall apply exclusively upon receiving a broadband network project application:

**3.1 Completeness review.** Upon receiving a broadband network project application the Town of Cross shall:

(1) Determine whether an application is complete and notify the applicant of the determination by the Town of Cross in writing within 10 calendar days of receiving an application. If the Town of Cross does not notify the applicant in writing of its completeness determination within 10 calendar days of receiving the application, the application shall be considered complete.

(2) If the Town of Cross determines that an application is not complete, the written notification to the applicant shall specify in detail the required information that is not complete. The applicant may resubmit an application as often as necessary until the application is complete.

**3.2 Approval or denial of complete applications.**

(1) Within 60 calendar days of receiving an application that is complete, or considered complete under sub. (1), the Town of Cross shall approve or deny the application and provide the applicant written notification of the approval or denial. If the Town of Cross does not notify the applicant of its approval or denial within 60 calendar days of receiving a complete application, the application shall be considered approved and any required permit shall be considered issued.

(2) If the Town of Cross denies an application, the written notification of the denial under sub. (1) shall include evidence that the denial is not arbitrary and capricious.

**SECTION 4. FEES.** Any fee imposed by the Town of Cross to review an application, issue a permit, or perform any other activity related to a broadband network project shall be reasonable. An application fee that exceeds \$100 is unreasonable.

**SECTION 5. INITIAL APPLICABILITY.** The treatment of this ordinance first applies to applications received by the Town of Cross on or after the effective date of this ordinance.

**SECTION 6. EFFECTIVE DATE.** This ordinance takes effect on the day after publication.

Adopted this 9<sup>th</sup> Day of November

By the Town Board of the Town of Cross, Buffalo County, Wisconsin:

Leonard Litscher, Town of Cross Chair

Carrie Venner-Adams, Town of Cross Clerk