

# Telecommunications Tower Ordinance Checklist

<p>Owner: _____</p> <p>Contact: _____</p> <p>Address: _____</p> <p>Phone: _____ Fax: _____</p> <p>E-mail: _____</p>	<p>Surveyor: _____</p> <p>E-mail: _____</p> <p>Engineer: _____</p> <p>E-mail: _____</p> <p>PIN: _____</p>
<p><b>14 Administrative Reviews</b></p> <p><input type="checkbox"/> Tower permit application with supporting documents (14.2)</p> <p><b>15 New Towers</b></p> <p><input type="checkbox"/> Tower permit application with supporting documents</p> <p><input type="checkbox"/> Notice submitted to media and adjoining property owners</p> <p><b>16.1 Site Development Requirements</b></p> <p><input type="checkbox"/> Site Development Plan Prepared by Registered NC Land Surveyor</p> <p><input type="checkbox"/> The tower applicant's name and property owner's name and their addresses</p> <p><input type="checkbox"/> Scale</p> <p><input type="checkbox"/> North Arrow</p> <p><input type="checkbox"/> Vicinity Map</p> <p><input type="checkbox"/> Tower's latitude and longitude coordinates</p> <p><input type="checkbox"/> Surveyor's name, address, signature and seal</p> <p><input type="checkbox"/> Parcel boundary lines of towers fall area</p> <p><input type="checkbox"/> Adjoining property owners name, address and parcel identification number</p> <p><input type="checkbox"/> Existing buildings or structures</p> <p><input type="checkbox"/> Private and public roads</p> <p><input type="checkbox"/> Underground and overhead utilities</p> <p><input type="checkbox"/> Any existing towers on property</p> <p><input type="checkbox"/> Tower's location</p> <p><input type="checkbox"/> Proposed fall area</p> <p><input type="checkbox"/> Location of support structures and guy line anchors</p> <p><input type="checkbox"/> Ground elevation of tower's base, support structures and property corners</p> <p><b>16.2 Tower Design Plan</b></p> <p><input type="checkbox"/> Tower Design Plan Prepared by Registered NC Professional Engineer</p> <p><input type="checkbox"/> Tower permit applicants name and address</p> <p><input type="checkbox"/> Scale</p> <p><input type="checkbox"/> North Arrow</p> <p><input type="checkbox"/> Vicinity Map</p> <p><input type="checkbox"/> Engineer's name, address, signature and seal</p> <p><input type="checkbox"/> Tower base and foundations for all guy line anchors and support structures</p> <p><input type="checkbox"/> Access Roads</p> <p><input type="checkbox"/> Utility Connections</p> <p><input type="checkbox"/> Tower elevation showing proposed lighting and antennas</p> <p><input type="checkbox"/> Elevation of each proposed set of guy line anchors</p> <p><input type="checkbox"/> Tower design loads</p> <p><input type="checkbox"/> Tower Elevation on Proposed Site</p>	<p><b>16.3</b></p> <p><input type="checkbox"/> Written statements from the FAA and the FCC showing that the tower complies with all permit regulations administered by that agency or evidence that the tower is exempt from those regulations</p> <p><input type="checkbox"/> FAA Date _____</p> <p><input type="checkbox"/> FCC Date _____</p> <p><b>16.4 - 14</b></p> <p><input type="checkbox"/> All other possible alternatives identified within the service area for the tower's antenna(s)</p> <p><input type="checkbox"/> Explanation why the tower is necessary and why existing towers and structures cannot accommodate the proposed antenna(s)</p> <p><input type="checkbox"/> Variances Requested</p> <p><input type="checkbox"/> Visual Impact Assessment</p> <p><input type="checkbox"/> Copy of Lease Letter</p> <p><input type="checkbox"/> 16.9 Statement</p> <p><input type="checkbox"/> NEPA Report</p> <p><input type="checkbox"/> Insurance Certificate</p> <p><input type="checkbox"/> Removal Bond</p> <p><b>18 Tower Approval Standards</b></p> <p><input type="checkbox"/> All ice-fall or debris from tower failure is contained on site</p> <p><input type="checkbox"/> Minimum distance from the tower's base to the property line is equal to the tower's height</p> <p><input type="checkbox"/> Set-back from other on-site and off-site towers and supporting structures</p> <p><input type="checkbox"/> Tower lighting does not exceed the minimum standards of the FAA</p> <p><input type="checkbox"/> Base of tower is surrounded by a fence or wall at least eight (8) feet in height</p> <p><input type="checkbox"/> Tower is engineered and constructed to accommodate one (1) additional antenna that is at least as large as the proposed antenna</p> <p><input type="checkbox"/> Tower owner agrees to allow future collocation of other antenna(s)</p> <p><input type="checkbox"/> Tower does not exceed 200' in height</p> <p><input type="checkbox"/> Tower is light gray in color</p> <p><input type="checkbox"/> Statement that property located within the tower's fall area shall not be subdivided as long as the tower is standing</p> <p><input type="checkbox"/> Not located within 2,640 ft. of another tower</p> <p><input type="checkbox"/> Certificate of Insurance in the amount of \$1,000,000</p> <p><input type="checkbox"/> Not located at or above 3,000 ft.</p>

**Planning and Community Development**

Mark Burrows, Director  
 Joy Fields, Planner  
 Kalen Lawson, Program Assistant



106 East Morgan Street, Suite 207  
 Brevard, NC 28712  
 828.884.3205  
 Planning.TransylvaniaCounty.org

# Telecommunications Tower Ordinance Checklist

Page 2 of 2

## Other

- Site Development Plan Records in Register of Deeds Office – required prior to issuance of building permit
- Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Fee Paid Received By: \_\_\_\_\_ Date: \_\_\_\_\_
  - \$5,000 (new tower)
  - \$2,000 (substantial modification, monopole or replacement poles in public right of way and/or carrier on wheels in place for over 120 days)
  - \$1,000 (administrative review for collocations)
  - \$100 (variance)

## Property Owners Notified

Name

Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Local Media Notified

Name

Date

_____	_____
_____	_____

## OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Conditionally by: \_\_\_\_\_ Date: \_\_\_\_\_

Requirements Not Met: \_\_\_\_\_  
\_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

S:\Ordinances\Telecommunications Tower\Form - Tower Ordinance Checklist.docx

Form Date: 05-25-2017

**Planning and Community Development**  
Mark Burrows, Director  
Joy Fields, Planner  
Kalen Lawson, Program Assistant



106 East Morgan Street, Suite 207  
Brevard, NC 28712  
828.884.3205  
Planning.TransylvaniaCounty.org