



POLK COUNTY, NC

35 Walker Street • PO Box 308 • Columbus, NC 28722 • Phone: 828-894-2732 • Fax: 828-894-2913

TOWER PERMIT APPLICATION --- NON-ADMINISTRATIVE

PLEASE INCLUDE COMPLETED NON-ADMINISTRATIVE CHECKLIST WITH APPLICATION.

1. APPLICATION TYPE

- New Tower 60+' in Height
- Trans. Equip. Removal / Replacement Substantial
- Other (Describe on Reverse)

2. PROJECT INFORMATION

Date of Application _____ Name of Project _____
 Location _____ Property Size (acres) _____
 Zoning District _____ Tax Parcel Number (s) _____

3. CONTACT INFORMATION

 Property Owner

 Address City, State, Zip

 Telephone E-mail Address

 Applicant / Agent (Registered Engineer, Designer, Surveyor, etc.)

 Address City, State, Zip

 Telephone E-mail Address

If you have any questions regarding these requirements, please contact the Polk County Community Development Department at 828.894.2732.

OWNER / APPLICANT SIGNATURE _____ DATE _____

FOR STAFF USE ONLY			
Administrative <input type="checkbox"/>	Non-Administrative <input type="checkbox"/>	Special Use Permit Required? Yes <input type="checkbox"/>	No <input type="checkbox"/>
Permit Number _____	Flood? Yes <input type="checkbox"/>	Map # _____	No <input type="checkbox"/>
Fee _____	Watershed? Yes <input type="checkbox"/>	Map # _____	No <input type="checkbox"/>
Zoning District _____	Location # _____		
Staff Signature _____	Date _____		

5. NON-ADMINISTRATIVE REVIEW CHECKLIST (BOARD OF ADJUSTMENT APPROVAL REQUIRED)

DATE OF BOARD OF ADJUSTMENT HEARING: _____

Depending on the zoning district in which the tower is located, a Special Use Permit may be required along with the Tower Permit. Please view the Polk County Zoning Ordinance for details, or contact the Community Development department for additional requirements at 828-894-2732.

Content of Application Package – All permit application packages must contain the following:

- Tower Permit Application form signed by applicant and five (5) copies of all supporting documentation identified below for review at least thirty (30) days before a regularly scheduled Board of Adjustment meeting or special meeting called by the Board of Adjustment
- Copy of lease or letter of authorization from property owner evidencing applicant's authority to pursue application. Such submissions need not disclose financial lease terms.
- Drawings which depict improvements related to the applicable requirements including:
 - Property Boundaries
 - Elevation Sketch
 - Setbacks
 - Dimensions of Improvements
 - Topography
- Documentation from a licensed professional engineer of calculation of the fall zone
- Certification from a licensed professional engineer that the wireless support structure has sufficient structural integrity to accommodate the required number of additional users as provided in the ordinance.
- Site Development Plan – A site development plan prepared by a NC Registered Land Surveyor containing the following:
 - Tower applicant's and property owner's names and their addresses
 - Scale
 - North Arrow
 - Vicinity Map
 - Tax Parcel Identification Number
 - Tower's latitude and longitude coordinates
 - Name, address, signature and seal of the surveyor preparing the site development plan
 - Surveyed boundary lines of the parcel(s) that will contain the proposed tower and its fall zone
 - Name, addresses and tax parcel identification numbers of all owners of property abutting the subject property
 - All identifiable structures located on the parcel
 - All private and public roads and highways
 - All underground and overhead utilities
 - All existing towers on the property or any towers whose fall zone encroaches onto the property
 - Proposed tower's location
 - Proposed fall zone
 - Location of all support structures and guy line anchors
 - Ground elevation of the following (all elevations shall be determined using the most recent available datum):
 - Proposed tower's base
 - All proposed support structures
 - Property corners
 - A permanent site bench mark
 - Proposed access roads, easements, or rights-of-ways on or to the site
 - Any other improvements to the site
- Preliminary Design Plan – A preliminary tower design plan prepared by a NC Registered Professional Engineer which shall contain the following:
 - Applicant's name and address
 - Scale
 - North Arrow
 - Vicinity Map

- Tax Parcel Identification Number
- Name, address, signature and seal of engineer preparing the preliminary tower design plan
- A plan showing:
 - The base of the tower
 - Foundations for all guy line anchors and support structures
 - All proposed buildings
 - Any other proposed improvements including access roads and utility connections within and to the proposed site.
- Tower elevation showing proposed lighting, all proposed antennas, and other appendages
- An elevation of each proposed set of guy line anchors
- The proposed tower design loads
- A map and description showing the service area(s) for the proposed tower's antenna(s) and/or other devices
- Wireless support structures shall be subject to the following:
 - Shall be engineered and constructed to accommodate a minimum number of collocations based upon their height (**check one**):
 - Support structures **sixty (60) to one hundred (100) feet** shall support at least two (2) telecommunication providers.
 - Support structures **greater than one hundred (100) feet but less than one hundred-fifty (150) feet** shall support at least three (3) telecommunication providers.
 - Support structures **greater than one hundred-fifty (150) feet** in height shall support at least four (4) telecommunication providers.
 - The equipment compound area surrounding the wireless support structure must be of sufficient size to accommodate accessory equipment for the appropriate number of telecommunications providers in accordance with Section 304(9) (Accessory Equipment, below).
- FAA and FCC Compliance Statements – The applicant shall provide written statements from the Federal Aviation Administration (FAA) and the Federal Communications Commission (FCC) showing that the proposed tower complies with all permit regulations administered by that agency or evidence that the proposed tower is exempt from those regulations.
- Fees – The total fees for reviewing a non-administrative permit application shall be in accordance with the fee schedule as set by Polk County. Applications for new wireless support structures with proposed wireless facilities shall be considered together as one application requiring only a single application fee.
- Concealed wireless facilities shall be designed to accommodate the collocation of other antennas whenever economically and technically feasible. Antennas must be enclosed, camouflaged, screened, obscured or otherwise not readily apparent to a casual observer.
- Setbacks – Unless otherwise stated in the ordinance, each wireless support structure shall be set back from all property lines a distance equal to its engineered fall zone. Property located within the tower's fall zone shall not be subdivided as long as the tower is standing.
- Height – Wireless support structures shall not exceed a height equal to two hundred (200) feet from the base of the structure to the top of the highest point, including appurtenances.
- Lighting and Marking – Wireless facilities or wireless support structures shall not be lighted or marked unless required by the FCC or the FAA.
- Signage – Signs located at the wireless facility shall be limited to ownership and contact information, FCC antenna registration number (if required) and any other information as required by government regulation. Commercial advertising is strictly prohibited. Notwithstanding the foregoing, nothing in the Ordinance shall prohibit signage that is approved for other uses on property on which wireless facilities are located (e.g., approved signage at locations on which concealed facilities are located).
- Structure – Tower colors and materials shall be used that are compatible with the surrounding area, except when otherwise required by applicable Federal or State regulations. The tower and equipment shall be located, designed, and/or screened to blend with the existing natural, or built surroundings to reduce the visual impacts, and to be compatible with neighboring land uses and the character of the community.
- Accessory Equipment – Accessory equipment, including any buildings, cabinets or shelters, shall be used only to house equipment and other supplies in support of the operation of the wireless facility or wireless support structure. Any equipment not used in direct support of such operation shall not be stored on the site.
- Fencing – Ground mounted accessory equipment and wireless support structures shall be secured and enclosed with a fence not less than eight (8) feet in height.