

Catawba County Application for a Board of Adjustment Decision

Applicant _____ Phone # _____
Applicant's Fax _____ Applicant's Email _____
Applicant's Mailing Address _____ City, State, Zip _____
Property Owner _____ Phone # _____
Property Owner's Mailing Address _____ City, State, Zip _____
Parcel 911 Address _____ PIN # _____
Subdivision Name and Lot # _____

Type of Application:

- Special Use Permit**
 - A detailed site plan and the general information listed below shall be submitted with the application.
 - Special Use requested including Unified Development Ordinance Section Reference _____
 - Documentation must be submitted addressing all standards found in UDO Section 44-328(f)(2) and the specific criteria for the special use.

- Variance**
 - Documentation must be submitted supporting all criteria found in UDO Section 44-329 (f)(1).
 - A plot plan sealed by a licensed professional and the general information listed below must be included with the application.

- Extension or Change of a Nonconforming Use**
 - A detailed site plan and the general information listed below shall be submitted with the application.
 - Documentation must be submitted addressing all standards found in UDO Section 44-704(b)(4).

- Appeal**
 - An appeal must be submitted in writing and filed with the recording secretary of the board of adjustment within 30 days of the date of the Planning Director's decision. Sec. Ref. _____

General Information to be attached:

- 12 copies of plan at a scale no smaller than 1 inch equals 200 feet, on either a 18 x 24 or 24 x 36 inch map and either one 8.5 x 11 or 11 x 17 inch map (including digital copies in .pdf or .jpg format); complete application and any attachments.
- If applicable, a legal description of the property
- If applicable, a detailed statement of all other circumstances, factors, and reasons, which applicant offers in support of the appeal.
- Appropriate completed checklist (special use permit, variance, extension or change of a nonconforming use) found in Procedures Manual.
- Filing Fee: Per Catawba County Fee Schedule

Applicant's Signature _____ Date _____
Property Owner's Signature _____ Date _____

**CATAWBA COUNTY EXTENSION OR CHANGE OF NONCONFORMING USE-DEVELOPMENT CHART
(Quasi-Judicial Hearing- Board of Adjustment)**

Detailed Site Plan: used for:

- Change of Nonconforming Use - Applications must meet the requirements of Article VII, Section 44-703 (b) and Article V of the Unified Development Ordinance.
- Extension of Nonconforming Use (Board Review) - Applications must meet the requirements of Article VII, Section 44-704.

Legend

R - Required to be shown on plan, if applicable to the development project.

PM - Procedures Manual

*Applicant to check box in Column B if information has been submitted on site plan.

		Detailed Site Plan	Check if included on site plan	Status (Staff only)	Code Reference
1.	Access – waterfront	R			44-515
2.	Accessory structures	R			PM
3.	Date of plan	R			PM
4.	Easements, reservations & right-of-ways (existing and proposed)	R			44-519
5.	Floodplain denoted & delineation of area	R			44-429
6.	Name(s) of applicant	R			PM
7.	Name(s) of property owner (if different from applicant)	R			PM
8.	Natural areas – if existing (wetlands, etc.)	R			44-503
9.	North arrow	R			PM
10.	Parcel, includes metes & bounds description, acreage and parcel i.d. minimum size, location, dimensions	R			PM
11.	Roadway classification and designation (public or private)	R			44-516
12.	Scale, 1"=200' or less preferred	R			PM
13.	Setbacks – required for district	R			Table 44-404-1
14.	Structures, existing - location, height & use	R			PM
15.	Structures, residential proposed - types, number units, height and outline	R			PM
16.	Structures- non-residential, proposed –number, height, outline and square footage	R			PM
17.	Topographical features – 5 ft. or less contours	R			PM
18.	Utilities provider (water & sewer or well and septic tank) – if applicable	R			44-521
19.	Vicinity Map	R			PM
20.	Watershed designation & delineation & % of imperviousness	R			44-434
21.	Zoning district and land use of adjoining sites	R			PM
22.	Zoning district of site, existing	R			PM

**CATAWBA COUNTY SPECIAL USE PERMIT-DEVELOPMENT CHART
(Quasi-Judicial Hearing - Board of Adjustment)**

Detailed Site Plan: used for:

- All special use applications which must meet the requirements of Section 44-328, Article VI, Division 3, and Article V of the Unified Development Ordinance.

Legend

R - Required to be shown on plan, if applicable to the development project.

PM - Procedures Manual

*Applicant to check box in Column B if information has been submitted on site plan.

		A	B	C	D
		Detailed Site Plan	Check if included on site plan	(Staff only)	Code Reference
1.	Access management	R			44-515
2.	Access – waterfront	R			PM
3.	Accessory structures	R			PM
4.	Airstrips (if existing or proposed) on site & surrounding properties	R			
5.	Date of plan	R			PM
6.	Easements, reservations & right-of-ways (existing and proposed)	R			44-519
7.	Floodplain denoted & delineation of area	R			44-429
8.	Floor Area Ratio	R			44-404(d)
9.	Historic sites (location of existing, if applicable)	R			
10.	Landscaping – driveways	R			44-523(c)
11.	Landscaping - foundation plantings	R			44-523(g)
12.	Landscaping - internal parking area	R			44-523(e)
13.	Landscaping - perimeter buffer of parcel	R			44-523(f)
14.	Landscaping - perimeter for parking facilities	R			44-523(d)
15.	Landscaping - street trees	R			44-523(h)
16.	Landscaping - trees & shrubs, berms- location of existing/proposed–preservation	R			44-503
17.	Lighting standards - type & location (free -standing & on buildings)	R			44-522
18.	Loading & service areas (screening & location)	R			44-526 44-537
19.	Mechanical equipment – ground/rooftop (screened)	R			44-524
20.	Name of development	R			PM
21.	Name(s) of developer	R			PM
22.	Natural areas – if existing (wetlands, etc.)	R			PM
23.	North arrow	R			PM
24.	Open storage with required screening	R			44-527
25.	Parcel, includes metes & bounds description, acreage and parcel i.d.	R			PM
26.	Parking - off street	R			44-534

		A	B	C	D
		Detailed Site Plan	Check if included on site plan	(Staff only)	Code Reference
27.	Parking facilities – access to adjacent street, aisle dimension, spaces (numbered and dimension), and location.	R			44-535 44-536
28.	Roadway classification	R			PM
29.	Scale, 1"=200' or less preferred	R			PM
30.	Setbacks	R			44-404-1
31.	Sign – wall signs - location & size of	R			Art. V, Div. 7 44-563
32.	Sign - design drawing	R			PM
33.	Sign - location of existing signs on lot & building(s)	R			PM
34.	Sign – freestanding - new sign location, size, height, surface and landscaping	R			44-562
35.	Sign – Off-premise directional	R			44-565
36.	Slopes in excess of 20% (if existing)	R			
37.	Solid waste storage area (location & screening)	R			44-525
38.	Storm water management facilities locations (retention basins, etc.)	R			
39.	Street designation, internal (public or private)	R			PM
40.	NCDOT driveway permit approval				PM
41.	Street trees	R			44-523(h)
42.	Structures, existing/proposed - location, height	R			
43.	Topographical features – 5 ft. or less contours	R			PM
44.	Traffic improvements-off site (turn lanes, etc.)	R			
45.	Traffic patterns – existing & proposed - circulation/channelization, access, visibility,	R			44-515
46.	Utilities provider (water & sewer or well and septic tank) - confirmation in writing from provider	R			44-521
47.	Vicinity Map	R			PM
48.	Watershed designation and percentage of imperviousness	R			44-434
49.	Zoning district and land use of adjoining sites	R			PM
50.	Zoning district of site, existing	R			PM

**CATAWBA COUNTY VARIANCE REQUEST-DEVELOPMENT CHECKLIST
(Quasi-Judicial Hearing - Board of Adjustment)**

Plot Plan: used for:

- All variance request applications must meet the requirements of Section 44-329 and Article V of the Unified Development Ordinance.

Legend

R - Required to be shown on plan, if applicable to the development project.

*Applicant to check box in Column B if information has been submitted on plot plan.

		A	B	C	D
		Detailed Site Plan	Check if included on site plan	(Staff only)	Code Reference
1.	Accessory structures	R			PM
2.	Date of plan	R			PM
3.	Easements, reservations & right-of-ways	R			44-519
4.	Floodplain denoted & delineation of area	R			44-429
5.	Name(s) of applicant	R			PM
6.	Name(s) of property owner (if different from applicant)	R			PM
7.	North arrow	R			PM
8.	Parcel, includes metes & bounds description (acreage and parcel i.d.)	R			PM
9.	Scale, 1"=200' or less preferred	R			PM
10.	Setbacks – required for district	R			44-404-1
11.	Setbacks – proposed	R			PM
12.	Street designation (public or private)	R			44-516
13.	Structures, existing - location, height & use	R			PM
14.	Structures, proposed	R			PM
15.	Topographical features, if applicable	R			PM
16.	Vicinity Map	R			PM
17.	Watershed designation and percentage of imperviousness	R			44-434
18.	Zoning district and land use of adjoining site	R			PM
19.	Zoning district of site	R			PM

**Catawba County Application for a Wireless Communication New Tower or Combination New Tower/Collocation
(Quasi-Judicial Hearing - Board of Adjustment)**

Owner of Tower/Applicant

Tower Owner/Applicant _____
Tower Owner's Mailing Address _____ City, State, Zip _____
Tower Owner's Contact Person _____ Phone # _____
Parcel 911 Address _____ PIN # _____
Tower enclosure 911 Address _____
Tower Location: Latitude _____ Longitude _____
Wireless Owner's Tower Identification Information: Number _____ Site Name _____
FCC Registration Number of Tower: _____
Applicant's Signature: _____

Wireless Provider/Co-Applicant of the Proposed Collocation (This section does not apply if there is not a collocation at this time.)

Provider/Applicant _____
Provider's Mailing Address _____ City, State, Zip _____
Provider's Contact Person _____ (Typically not the same person preparing the application or the primary contact prior to construction.)
Contact's Phone # _____ Contact's E-mail _____
Provider's Identification Information for Site: Number _____ Site Name _____
Co-Applicant's Signature: _____

Land Owner of Parcel where Tower/Structure is Proposed (This is the owner of the land which is being leased to the tower company.)

Land Owner _____ Phone # _____
Land Owner's Mailing Address _____ City, State, Zip _____
Land Owner's Signature: _____

Person Preparing Application/Site Acquisition or Zoning Specialist (Primary Contact in Obtaining Permit)

Contact Person _____ Phone # _____
Contact's Mailing Address _____ City, State, Zip _____
Contact's Fax _____ Email _____
This person will follow project through: _____ Obtaining Permit only, or _____ Through Facility Construction
If only through Zoning Authorization Permit, who will be the contact through construction? (Name, Company, Address, Phone, E-mail address)

Type of Facility (please check one):

_____ New Tower Only _____ Combination New Tower and Collocation

Above Grade Proposed Height of Tower: _____

Please describe the request, proposed work and the reason for the work (e.g. gap in coverage, capacity, change in technology). _____

Procedures Checklist – Wireless Communication New Tower, or increasing the Height of Existing Tower

- Contact the Planning, Parks, and Development office to discuss the type of facility request that you have, the location of the facility, and set up a time for a site visit.
- A copy of the application/checklist will be sent to the contact person representing the wireless communication company.
- The contact person will submit copies of the application, fees, and all necessary attachments, shown on the tables below.
 - Increasing the height and collocating on an existing tower will require 14 complete copies of the application including all attachments. At least 3 of these copies must be bound in a notebook, and contain tabs and a table of contents to categorize items.
- Catawba County will review the application submittal for completeness.
- Catawba County will review the content of the application.
- The applicant will be asked to clarify any discrepancies. (The application will be put on hold until all discrepancies are rectified.)
- The applicant must advertise and conduct a balloon test, meeting the requirements of Sec. 44-685.15, and submit 14 copies of the report to the Planning Department for inclusion in the Board of Adjustment meeting packets.
- The Board of Adjustment (BOA) will hold a public hearing to consider the Special Use for the tower.
 - If the request is for a tower only, the Special Use will be put on hold upon BOA approval, until a collocation is contracted to go on the tower. Tower construction cannot begin and applicable permits will not be issued until a collocation contract is signed and submitted to the Planning Department.
 - If the request is a joint application for the tower and a collocation, applicable permits can be issued for tower construction upon Special Use approval by the BOA. (Collocation permits will not be issued, and collocation construction cannot begin until the tower passes all inspections shown below.)

Tower Construction:

- During tower construction, Building Services will perform necessary in-process building inspections.
- Upon tower completion, the applicant must have a PE submit certification that the project is complete, that the tower was built according to the plans, and is ready for any final County inspections.
- Upon tower completion, the applicant must contact the County Planning Department to have a final zoning inspection.
- After successfully passing the zoning inspection, Building Services can be contacted to perform the final building inspection for the tower.
- Upon passing final Building Services Department inspections the Planning Department will issue a Zoning Compliance Certificate for the tower.

Collocation Construction

- The applicant should set up an appointment with the Planning Department to obtain a Zoning Authorization Permit for the collocation.
- The applicant can obtain necessary related building permits from the Catawba County Building Services Department, in order to begin construction of the collocation.
- During collocation construction, Building Services will perform necessary in-process building inspections.
- Upon collocation completion, the applicant must have a PE submit certification that the project is complete, that the collocation was built according to the plans, and is ready for any final County inspections.
- The applicant must contact the County Planning Department to have a final zoning inspection.

- After successfully passing the zoning inspection, done by the Planning Department, Building Services can be contacted to perform the final building inspection for the collocation.
- Upon passing final Building Services Department inspections the Planning Department will issue a Zoning Compliance Certificate for the collocation.

The County will contact the power company for power connection.

Power cannot be connected and wireless service cannot be provided until both Zoning Department and Building Services Department final inspections have been satisfactorily completed.

The co-applicant provider can begin providing service to clients.

Any future modifications require a separate application and review.

The following documents must be included as part of the application.

Legend: R – Required submission.

Note: Applicant to place a check in “Check if Included” column for all items included with the application.

		New Tower		Increase Height of Existing Facility	Check if included	Status (staff only)	Catawba County Code Reference
		Tower Only	Tower with Collocation				
1.	Complete pre-application meeting	R	R	R			44-685.02
2.	Agent authorization document. Any agreement that would preclude the applicant to share the new tower must be disclosed.	R	R	R			44-685.14(r)
3.	Statement that tower will not be over 120’, or proof of need for additional height. (An additional tower may be required if taller tower is deemed visually obtrusive.)	R	R	R			44-685.06(a) 44-685.06(c)
4.	Statement that tower will be structurally designed to support at least 6 collocations.	R	R	R			44-685.06(b)
5.	Statement as to the type, materials, color and lighting of tower.	R	R	R			44-685.07
6.	Statement of security compliance	R	R	R			44-685.08
7.	Statement verifying that a sign will be placed on the enclosure fence showing necessary tower contact information, and that signage will be installed on the collocator’s equipment shelter/panel with necessary provider contact information.	R	R	R			44-685.09
8.	Application fee, per Catawba County Fee Schedule.	R	R	R			44-685.14(a)
9.	Propagation map showing all existing and planned facilities. Must demonstrate that the site, tower and collocations are the least intrusive as possible.	R	R	R			44-685.14(i) 44-685.14(t)
10.	Computer generated “zone of visibility map,” photo simulations of “before and after” views, written description of visual impact of facility, and documentation on how facility base will be screened.	R	R	R			44-685.14(j)

		New Tower		Increase Height of Existing Facility	Check if included	Status (staff only)	Catawba County Code Reference
		Tower Only	Tower with Collocation				
11.	Statement that facility will be constructed and maintained in safe manner and in compliance with all County, state & federal regulations	R	R	R			44-685.14(m) 44-685.14(p)
12.	Proof that landowner agrees to proposed facility, it is legally permissible, & applicant's business is authorized in NC.	R	R	R			44-685.14(q)
13.	Copy of the FCC license applicable for the intended use of the proposed facility	R	R	R			44-685.14(h)
14.	Only applicable for height increases on existing towers. Narrative explaining any repairs or modifications that need to be done to the tower or structure, why they are needed and who will be responsible for overseeing the changes. (If no repairs/modifications necessary, put NA in "Included" column.)			R			44-685.14(z)
15.	Narrative showing how facility and accessory equipment is designed to blend with the natural surroundings.	R	R	R			44-685.14(k)
16.	Statement regarding creation/condition of the site access road and turn around, along with scheduling of necessary repairs.	R	R	R			44-685.14(l)
17.	Written report demonstrating efforts to collocate on an existing tower or structure. (Copies of written requests and responses for shared use within 1-mile must be included.) If locating in major subdivision, in the Mixed Use Overlay, or on Bakers or Anderson Mountain, documentation must show that the area cannot be served from outside the district.		R				44-685.14(s)(1) 44-685.14(s)(2)
18.	Letter of intent from tower owner stating that good faith efforts will be made to allow for future collocations.	R	R	R			44-685.14(u)
19.	Statement from the tower owner stating that the Catawba County Planning Department will be notified if any tower or collocation modification takes place.	R	R	R			44-685.14(v)
20.	Balloon test must be conducted and reports must be forwarded.	R	R	R			44-685.15
21.	Performance and removal security.	R	R	R			44-685.18

The following drawings, sealed by a PE, must be included as part of the complete application.

Legend: R – Required submission.

Note: Applicant to place a check in “Check if Included” column for all items included with the application.

		New Tower		Increase Height of Existing Facility	Check if included	Status (staff only)	Catawba County Code Ref
		Tower Only	Tower With Collocation				
1.	Plan view drawing, showing zoning district, parent property area in sq. feet, lot lines, dimensions, tower & structure locations and tower fall zone, site access, type, location of all existing buildings. & landscaping. Landscaping to screen facility, to a height of 10 ft. in 2 years.	R	R	R			44-685.14(g)(1) 44-685.14(g)(2) 44-685.14(g)(3) 44-685.14(g)(5) 44-685.14(g)(8) 44-685.14(j)(4) 44-685.14(l)
2.	Elevation drawing(s) showing height of the tower, the proposed collocation and related fixtures or structures, materials, color, lighting, age of tower, type of tower, make, model, and manufacturer of tower, and height and provider names of existing collocations (if increasing the height of an existing tower). Collocations must be flush mounted to the extent possible.	R	R	R			44-685.14(g) 44-685.14(g)(1) 44-685.14(g)(2) 44-685.14(g)(4) 44-685.14(g)(9) 44-685.14(o) 44-685.14(r)(2) 44-685.14(x)(1) 44-685.14(x)(2)
3.	Tower and foundation structural design calculations, certified by a PE, showing that the tower will accommodate a total of 6 collocations. Basis for the calculations.	R	R	R			44-685.14(g)(9) 44-685.14(s)(3)
4.	Drawing showing azimuth, size, centerline height, identification and location of proposed antennae on the supporting tower.	R	R	R			44-685.14(g)(6)
5.	Type, model and the number of antennae proposed, along with a copy of the specification sheet(s) for the antennas.	R	R	R			44-685.14(g)(7)
6.	Lighting drawings or spec sheets, if lighting is used. Only fast flashing strobes are permissible. (If none mark N/A.)	R	R	R			44-685.14(w)
7.	Utilities drawing.	R	R	R			44-685.10 44-685.14(j)(5)
8.	Drawing of the proposed signage showing collocation/provider’s contact information.	R	R	R			44-685.09
9.	Statement that construction complies with all local, state and federal regulations. (An “as-built” inspection & certification will be required after construction.)	R	R	R			44-685.14(m) 44-685.14(p) 44-685.14(x)(4)
10.	Only applicable if increasing height of an existing tower. Copy of the latest ANSI or TIA structural report, along with any subsequent amendments or corrections for: <ul style="list-style-type: none"> • Self-supporting towers 5 years or older, and • Guyed towers 3 years or older. 	R		R			44-685.14(s)(3) 44-685.14(x)(3)

Professional Engineer (PE) Sign-Off Sheet

A PE who is licensed in the State of North Carolina, must verify the adequacy and accuracy of the attached application, drawings and documents, by initialing the following statements and signing/sealing this document. Catawba County Unified Development Ordinance (UDO) code numbers are shown in parentheses by each statement.

_____The project complies with all County, state and federal regulations, including FAA and FCC requirements and RF emission standards. (Sec. 44-685.14(m), (Sec. 44-685.14(p) and (Sec. 44-685.14(x)(4))

This paragraph only applicable when increasing the height of an existing tower.

I have reviewed the attached copy of the latest ANSI Report, done pursuant to the latest edition of ANSI-EIA/TIA for any self-supporting tower that is 5 years or older or for a guyed tower that is 3 years or older, as required by federal/state law. (If an ANSI report has not been done pursuant to the preceding schedule, an ANSI report must be done and submitted as part of the application.) (Sec. 44-685.14(s)(3) and (Sec. 44-685.14(x)(3)

_____There were no inefficiencies or discrepancies shown on the ANSI report; or

_____All inefficiencies or discrepancies shown on the report have been corrected; (Please attach photos of corrections.) or

_____Repairs are necessary. Please attach a list of any necessary repairs. The collocation request will be put on hold and a separate Building Permit will be obtained for the changes/repairs. The height increase and repairs will be completed and pass related inspection(s), prior to obtaining the Zoning Authorization Permit and Building Services building permits to begin working on the collocation. Upon completion, I will inspect the changes/repairs and submit a letter indicating that according to my calculations, the tower is structurally capable of safely accommodating the proposed facilities. Upon receiving this letter, the collocation process can continue.

I have reviewed the proposed tower’s type, make, model, manufacturer, age and structural design calculations. (Sec. 44-685.14(z), Sec. 44-685.14(x)(2), Sec. 44-685.14(s)(3), Sec. 44-685.14(g)(9)).

_____ **Request for a tower only.** According to my calculations, this proposed tower is structurally capable of supporting a total of at least 6 typical collocations that may be proposed at a later date; or

_____ **Joint application requests for a tower and the 1st collocation.** According to my calculations, this proposed tower is structurally capable of supporting the facilities the applicant is proposing, and also 5 additional typical collocations that may be proposed at a later date; or

_____ **Request for increasing the height of an existing tower and adding a collocation.** According to my calculations, this tower is structurally capable of supporting the additional height, the weight from the height increase and the proposed collocation.

_____Tower lighting, or not lighting the tower, complies with FAA’s regulations. The facility may only be lit if required to do so by law. Any lighting must be a fast flashing strobe, which includes technology that enables light to be seen as intended from the air, but prevents the ground scatter. (Sec. 44-685.14(w)).

_____All utilities will be installed underground and in compliance with all County, state and federal regulations including the National Electrical Safety Code and the National Electrical Code. The facility will be effectively grounded and installed with appropriate surge protectors to protect persons and property. (Sec. 44-685.10) (Sec. 44-685.14(j)(5).

_____Upon completion of a new tower or extension of an existing tower and again at the completion of a collocation, I will do an “as built” inspection and send certification that construction was completed according to plan. I understand that neither the Zoning Compliance Certificate (CO) for the tower, nor the Zoning Compliance Certificate (CO) for the collocation, will be issued until the County has received my report.

Professional Engineer Acknowledgment: As a Professional Engineer, I have verified the applicable documents and statements related to the attached application, and to the best of my knowledge believe the information to be adequate and accurate, as shown by my initials beside each statement. I understand issuance of the Zoning Authorization Permit is contingent upon the above information being complete and correct.

Professional Engineer (printed name)

Company of Employment

Professional Engineer (signature)

(PE Seal)