

**Catawba County  
Zoning Authorization Permit Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
 Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
 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 # \_\_\_\_\_  
 The proposed use for this building or land is \_\_\_\_\_  
 The building or land was previously used for \_\_\_\_\_  
 List physical changes to building or land \_\_\_\_\_  
 Business name if different from above \_\_\_\_\_  
 Zoning District \_\_\_\_\_ Overlay District \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**An application for residential development requires a complete application and the submittal of a plot plan. (Drawn to scale).**

**Applications for a non-residential development require complete application along with submittal of a detailed site. (See General Nonresidential Development checklist).**

When 2 or more lots are proposed for one zoning authorization permit, a recorded deed must be submitted combining the lots into one zoning lot.

**FOR COUNTY ZONING USE ONLY**

|                           |                                       |                        |
|---------------------------|---------------------------------------|------------------------|
| _____ Residential         | _____ Residential Accessory Structure | _____ Nonresidential   |
| _____ Nonres. Accessory   | _____ Change in Use                   | _____ Nonres. Addition |
| _____ Change in Occupancy | _____ Other(specify)                  | _____ New Construction |
| _____ Home Occupation     | _____ Temp. Const. Office             | _____ Mfg. Home        |
| _____ Parking/Loading     | _____ Interior Renovations            |                        |

## CATAWBA COUNTY GENERAL NON-RESIDENTIAL DEVELOPMENT CHECKLIST

**Concept Site Plan** – Used as part of the rezoning process for planned development, conditional and special districts.

**Detailed Site Plan** – Required for Non-Residential Zoning Authorization Permits.

**Legend**

G – Generalization and/or approximation as defined above under the Concept Site Plan.

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

PM - Procedures Manual

Note: Applicant to check box in column B or D, if information is shown on the site plan.

|                               |  | <b>A</b>                 | <b>B</b>                           | <b>C</b>                  | <b>D</b>                           | <b>E</b>                 | <b>F</b>                        | <b>G</b>               | <b>H</b>               | <b>I</b>              | <b>J</b>              | <b>K</b>              |
|-------------------------------|--|--------------------------|------------------------------------|---------------------------|------------------------------------|--------------------------|---------------------------------|------------------------|------------------------|-----------------------|-----------------------|-----------------------|
|                               |  | <b>Concept Site Plan</b> | <b>Check if incl. on site plan</b> | <b>Detailed Site Plan</b> | <b>Check if incl. on site plan</b> | <b>General Code Ref.</b> | <b>MUC-O Code Ref.</b>          | <b>CRC-O Code Ref.</b> | <b>FPM-O Code Ref.</b> | <b>WP-O Code Ref.</b> | <b>RP-O Code Ref.</b> | <b>ED-O Code Ref.</b> |
| <b>Traffic/Transportation</b> |  |                          |                                    |                           |                                    |                          |                                 |                        |                        |                       |                       |                       |
| 1.                            | Access – shared (driveway and parking)   | G                        |                                    | R                         |                                    | 44-515(b)                | 44-430.09<br>44-430.09-1        |                        |                        |                       |                       |                       |
| 2.                            | Access – waterfront  | G                        |                                    | R                         |                                    | PM                       |                                 |                        |                        |                       |                       |                       |
| 3.                            | Access points (ingress & egress) for pedestrians – sidewalks                                       | G                        |                                    | R                         |                                    | 44-518(a)                |                                 |                        |                        |                       |                       |                       |
| 4.                            | Access points (ingress & egress) for traffic; including site triangles                             | G                        |                                    | R                         |                                    | 44-407<br>44-406         |                                 |                        |                        |                       |                       |                       |
| 5.                            | Alleys   | G                        |                                    | R                         |                                    | PM                       |                                 |                        |                        |                       |                       |                       |
| 6.                            | Airstrips (if existing or proposed) on site & surrounding properties                               | G                        |                                    | R                         |                                    | 44-404(h)(2)             |                                 |                        |                        |                       |                       |                       |
| 7.                            | Channelization   | G                        |                                    | R                         |                                    |                          | 44-430.09(f)                    |                        |                        |                       |                       |                       |
| 8.                            | Connectivity (community pathways) to adjacent properties via trails, roadways, parking areas, etc. | G                        |                                    | R                         |                                    | 44-517                   | 44-430.09(e)(f)<br>44-430.12(d) |                        |                        |                       |                       |                       |
| 9.                            | Cul-de-sac length  |                          |                                    | R                         |                                    |                          | 44-430.09(i)                    |                        |                        |                       |                       |                       |
| 10.                           | Curbing requirement  |                          |                                    | R                         |                                    |                          | 44-430.09(k)                    |                        |                        |                       |                       |                       |
| 11.                           | Entranceways   | G                        |                                    | R                         |                                    |                          | 44-430.10(b)                    |                        |                        |                       |                       |                       |
| 12.                           | Heavy traffic generators location  | G                        |                                    | R                         |                                    |                          | 44-430.13(b)                    |                        |                        |                       |                       |                       |
| 13.                           | Off-site traffic improvements  | G                        |                                    | R                         |                                    |                          | 44-430.09(c)(d)                 |                        |                        |                       |                       |                       |
| 14.                           | Parking, Bicycle   | G                        |                                    | R                         |                                    |                          | 44-430.12(f)                    |                        |                        |                       |                       |                       |
| 15.                           | Parking, interior  | G                        |                                    | R                         |                                    |                          | 44-430.12(c)(1)                 |                        |                        |                       |                       |                       |
| 16.                           | Parking – off street   | G                        |                                    | R                         |                                    | 44-534-1                 | 44-430.12(a)(1)                 |                        |                        |                       |                       |                       |
| 17.                           | Parking, on street   | G                        |                                    | R                         |                                    |                          | 44-430.12(a)(2)                 |                        |                        |                       |                       |                       |
| 18.                           | Parking – shared   | G                        |                                    | R                         |                                    | 44-535                   |                                 |                        |                        |                       |                       |                       |

|                    |   | <b>A</b>                 | <b>B</b>                           | <b>C</b>                  | <b>D</b>                           | <b>E</b>                     | <b>F</b>                                  | <b>G</b>               | <b>H</b>               | <b>I</b>              | <b>J</b>              | <b>K</b>              |
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| 19.                | Parking facilities – spaces, location, character, scale, commercial | G                        |                                    | R                         |                                    | 44-534-1<br>44-536(1)<br>(3) | 44-430.12(e)                              |                        |                        |                       |                       |                       |
| 20.                | Paving materials  |                          |                                    | R                         |                                    | 44-536(d)                    | 44-430.07(j)                              |                        |                        |                       |                       |                       |
| 21.                | Pedestrian amenities  | G                        |                                    | R                         |                                    |                              | 44-430.13(a)(d)                           |                        |                        |                       |                       |                       |
| 22.                | Roadway classification  | G                        |                                    | R                         |                                    | 44-516(c)<br>and (d)         |   |                        |                        |                       |                       |                       |
| 23.                | Signalization   | G                        |                                    | R                         |                                    |                              | 44-430.09(g)                              |                        |                        |                       |                       |                       |
| 24.                | Site appearance   |                          |                                    | R                         |                                    |                              | 44-430.07(h)                              |                        |                        |                       |                       |                       |
| 25.                | Site standards & design & preservation                              | G                        |                                    | R                         |                                    |                              | 44-430.06<br>44-430.07(b)<br>44-430.09(h) |                        |                        |                       |                       |                       |
| 26.                | Street designation (public/private)                                 | G                        |                                    | R                         |                                    | 44-516(b)                    |   |                        |                        |                       |                       |                       |
| 27.                | Street separation, Internal   | G                        |                                    | R                         |                                    |                              | 4-430.09(b)                               |                        |                        |                       |                       |                       |
| 28.                | Street walls  | G                        |                                    | R                         |                                    |                              | 44-430.07(g)                              |                        |                        |                       |                       |                       |
| 29.                | Existing/Proposed Lots or Blocks                                    | G                        |                                    | R                         |                                    | 44-517                       | 44-430.09(j)                              |                        |                        |                       |                       |                       |
| <b>Landscaping</b> |   |                          |                                    |                           |                                    |                              |   |                        |                        |                       |                       |                       |
| 30.                | Landscaping – planting schedule                                     |                          |                                    | R                         |                                    | 44-523                       |   |                        |                        |                       |                       |                       |
| 31.                | Landscaping – driveways (individual)                                | G                        |                                    | R                         |                                    | 44-523(c)                    |   |                        |                        |                       |                       |                       |
| 32.                | Landscaping – perimeter for parking facilities                      | G                        |                                    | R                         |                                    | 44-523(d)                    | 44-430.11(h)                              |                        |                        |                       |                       |                       |
| 33.                | Landscaping – internal parking area                                 | G                        |                                    | R                         |                                    | 44-523(e)                    |   |                        |                        |                       |                       |                       |
| 34.                | Landscaping – perimeter buffer of parcel                            | G                        |                                    | R                         |                                    | 44-523(f)                    | 44-430.11(a)                              |                        |                        |                       |                       |                       |
| 35.                | Landscaping – foundation plantings                                  | G                        |                                    | R                         |                                    | 44-523(g)                    |   |                        |                        |                       |                       |                       |
| 36.                | Landscaping, existing road buffer and interior street               | G                        |                                    | R                         |                                    |                              | 44.430.10(a)                              |                        |                        |                       |                       |                       |
| 37.                | Landscaping – street trees  | G                        |                                    | R                         |                                    | 44-523(h)                    |   |                        |                        |                       |                       |                       |
| 38.                | Landscaping – trees & shrubs, location of existing                  | G                        |                                    | R                         |                                    | 44-523(f)<br>(3)(b)          |   |                        |                        |                       |                       |                       |
| 39.                | Water body buffers  | G                        |                                    | R                         |                                    |                              | 44-430.11(b)                              |                        |                        | 44-434.12             |                       |                       |
| <b>Screening</b>   |   |                          |                                    |                           |                                    |                              |   |                        |                        |                       |                       |                       |
| 40.                | Loading and service areas (screening & location)                    | G                        |                                    | R                         |                                    | 44-526                       | 44-430.13(c)<br>44-430.12(b)              |                        |                        |                       |                       |                       |
| 41.                | Mechanical equipment – ground (screened)                            |                          |                                    | R                         |                                    | 44-524                       | 44-430.11(d)                              |                        |                        |                       |                       |                       |

|                          |  | <b>A</b>                 | <b>B</b>                           | <b>C</b>                  | <b>D</b>                           | <b>E</b>                 | <b>F</b>               | <b>G</b>               | <b>H</b>               | <b>I</b>              | <b>J</b>              | <b>K</b>              |
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| 42.                      | Mechanical equipment – rooftop (screened)                            |                          |                                    | R                         |                                    | 44-524                   |                        |                        |                        |                       |                       |                       |
| 43.                      | Open storage & required screening                                    | G                        |                                    | R                         |                                    | 44-527                   |                        |                        |                        |                       |                       |                       |
| 44.                      | Solid waste storage area (location & screening)                      |                          |                                    | R                         |                                    | 44-525                   |                        |                        |                        |                       |                       |                       |
| <b>Physical features</b> |  |                          |                                    |                           |                                    |                          |                        |                        |                        |                       |                       |                       |
| 45.                      | Floodplain designation (boundary of the flood hazard area)           | R                        |                                    | R                         |                                    |                          | 44-430.06(b)(2)        |                        | 44-429.07 (a)(2)(3)    |                       |                       |                       |
| 46.                      | Boundary of floodway or non-encroachment areas & BFE (when provided) | R                        |                                    | R                         |                                    |                          |                        |                        | 44-429.07 (a)(4)(5)    |                       |                       |                       |
| 47.                      | Imperviousness   | R                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434                |                       |                       |
| 48.                      | Natural areas – if existing (wetlands, etc.)                         | G                        |                                    | R                         |                                    | 44-503                   | 44-430.06(b)(1)        |                        |                        |                       |                       |                       |
| 49.                      | Slopes in excess of 20% (if existing)                                | G                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |
| 50.                      | Storm water management facility locations                            | G                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434.15(c)          |                       |                       |
| 51.                      | Low impact development for non-residential and multi-family          | G                        |                                    | R                         |                                    |                          |                        | 44-428(g)              |                        |                       |                       |                       |
| 52.                      | Topographical features   | G                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |
| 53.                      | Location of old and new location of watercourse that will be altered | G                        |                                    | R                         |                                    |                          |                        |                        | 44-429.07 (a)(6)       |                       |                       |                       |
| 54.                      | Watershed designation  | R                        |                                    | R                         |                                    | PM                       |                        |                        |                        | 44-434                |                       |                       |
| 55.                      | - <b>WSII-Critical</b> -density & built upon limits & uses           | R                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434.04             |                       |                       |
| 56.                      | - <b>WSII-Protected</b> density & built upon limits & uses           | R                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434.05             |                       |                       |
| 57.                      | <b>WSIII-Critical</b> –density & built upon area & uses              | R                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434.06             |                       |                       |
| 58.                      | - <b>WSIII-Protected</b> – density, built upon area & uses           | R                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434.07             |                       |                       |
| 59.                      | - <b>10/70 Bonus Permit for WSII &amp; WS III</b>                    | R                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434.10             |                       |                       |
| 60.                      | <b>WSIV – Critical</b> -density, built upon area & uses              | R                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434.08             |                       |                       |
| 61.                      | - <b>WSIV-Protected</b> – density, built upon area & uses            | R                        |                                    | R                         |                                    |                          |                        |                        |                        | 44-434.09             |                       |                       |

|                   |   | A                 | B                           | C                  | D                           | E                 | F                            | G                      | H               | I              | J              | K              |
|-------------------|---|-------------------|-----------------------------|--------------------|-----------------------------|-------------------|------------------------------|------------------------|-----------------|----------------|----------------|----------------|
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| 62.               | - High-Density option for WSIV watershed area                                       | R                 |                             | R                  |                             |                   |                              |                        |                 | 44-434.15      |                |                |
| 63.               | Accessory structures  | G                 |                             | R                  |                             | 44-607            |                              | 44-428(h)              |                 |                |                |                |
| <b>Structures</b> |   |                   |                             |                    |                             |                   |                              |                        |                 |                |                |                |
| 64.               | Building entrances  | G                 |                             | R                  |                             |                   | 44-43.07(f)                  |                        |                 |                |                |                |
| 65.               | Building Design Standards/site standards  | G                 |                             | R                  |                             |                   | 44-430.07                    |                        |                 |                |                |                |
| 66.               | Building, front   | G                 |                             | R                  |                             |                   | 44-430.07(c)(1)              |                        |                 |                |                |                |
| 67.               | Building materials  | G                 |                             | R                  |                             |                   | 44-430.07(c)(4)              |                        |                 |                |                |                |
| 68.               | Floor Area Ratio  | R                 |                             | R                  |                             | 44-404-1          |                              |                        |                 |                |                |                |
| 69.               | Façade not visible from R-O-W   | G                 |                             | R                  |                             |                   | 44-430.07(c)(3)              |                        |                 |                |                |                |
| 70.               | Façade visible from road  | G                 |                             | R                  |                             |                   | 44-430.07(c)(2)              |                        |                 |                |                |                |
| 71.               | Façade treatment  | G                 |                             | R                  |                             |                   | 44-430.07(e)                 |                        |                 |                |                |                |
| 72.               | Floodproofing   |                   |                             | R                  |                             |                   |                              |                        | 44-429.07(c)    |                |                |                |
| 73.               | Foundation plan   |                   |                             | R                  |                             |                   |                              |                        | 44-429(d)       |                |                |                |
| 74.               | Light fixtures – type & location (free standing, on buildings, semi or full-cutoff) | G                 |                             | R                  |                             | 44-522            | 44-430.14(c)<br>44-430.14(b) |                        |                 |                |                |                |
| 75.               | Multi-family res. Use & design standards  | G                 |                             | R                  |                             |                   | 44-430.08                    |                        |                 |                |                | 44-436(c)      |
| 76.               | Nonresidential structures   | G                 |                             | R                  |                             |                   |                              |                        |                 |                |                | 44-436(c)      |
| 77.               | Outdoor display/store   | G                 |                             | R                  |                             |                   | 44-430.07(k)                 |                        |                 |                |                |                |
| 78.               | Roof pitch/parapet wall   | G                 |                             | R                  |                             |                   | 44-430.07(d)                 |                        |                 |                |                |                |
| 79.               | Setbacks  | G                 |                             | R                  |                             | 44-404-1          |                              |                        |                 |                | 44-435(b)      |                |
| 80.               | Structures, existing – location, height, use of & size                              | G                 |                             | R                  |                             | 44-404-1          | 44-430.07(a)                 |                        | 44-429.07(a)(1) |                |                |                |
| 81.               | Uses – existing & proposed  | G                 |                             | R                  |                             | 44-403            |                              |                        | 44-429.07(e)    |                |                |                |
| <b>Lot/Size</b>   |   |                   |                             |                    |                             |                   |                              |                        |                 |                |                |                |
| 82.               | Acreage of parcel   | R                 |                             | R                  |                             | 44-404-1          | 44-430.04                    |                        |                 |                |                |                |
| 83.               | Historic sites  | R                 |                             | R                  |                             | 44-503            | 44-430.06(b)(4)              |                        |                 |                |                |                |
| 84.               | Lot (general shape, size, location, slopes, dimensions)                             | R                 |                             | R                  |                             | 44-404-1          | 44-430.06(c)<br>44-430.11(c) | 44-428(d)<br>44-428(e) |                 |                |                |                |
| 85.               | Flag lot allowance  | R                 |                             | R                  |                             |                   |                              | 44-428(f)              |                 |                |                |                |
| <b>Zoning</b>     |   |                   |                             |                    |                             |                   |                              |                        |                 |                |                |                |
| 86.               | Zoning district and land use of site and adjoining sites                            | R                 |                             | R                  |                             | 44-404-1          |                              |                        |                 |                |                |                |

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| 87.                            | Overlay districts listed   | R                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |
| <b>Utilities</b>               |  |                          |                                    |                           |                                    |                          |                        |                        |                        |                       |                       |                       |
| 88.                            | Easements – utilities (underground installation required)                | G                        |                                    | R                         |                                    | 44-519                   | 44-430.07(i)           |                        | 44-429.07 (f)          |                       |                       |                       |
| 89.                            | Utility provider (water & sewer) – confirmation in writing from provider | R                        |                                    | R                         |                                    | 44-521                   |                        |                        |                        |                       |                       |                       |
| <b>Signs</b>                   |  |                          |                                    |                           |                                    |                          |                        |                        |                        |                       |                       |                       |
| 90.                            | Sign – design drawing  | G                        |                                    | R                         |                                    | 44-562                   |                        |                        |                        |                       |                       |                       |
| 91.                            | Sign – freestanding – new sign location, size, height & surface          | G                        |                                    | R                         |                                    | 44-562                   | 44-430.15              |                        |                        |                       |                       |                       |
| 92.                            | Sign – location of existing signs on lot & building(s)                   | G                        |                                    | R                         |                                    | 44-562                   |                        |                        |                        |                       |                       |                       |
| 93.                            | Sign –wall signs (size and location)                                     | G                        |                                    | R                         |                                    | 44-563                   |                        |                        |                        |                       |                       |                       |
| <b>Additional Plan Details</b> |  |                          |                                    |                           |                                    |                          |                        |                        |                        |                       |                       |                       |
| 94.                            | Date of plan   | R                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |
| 95.                            | Name of development  | R                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |
| 96.                            | Name(s) of developer   | R                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |
| 97.                            | North arrow  | R                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |
| 98.                            | Phasing plan noted   | R                        |                                    | R                         |                                    | 44-302                   |                        |                        |                        |                       |                       |                       |
| 99.                            | Scale, no smaller than 1” = 200’   | R                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |
| 100.                           | Vicinity map   | R                        |                                    | R                         |                                    | PM                       |                        |                        |                        |                       |                       |                       |



# SIGN PERMIT REQUIREMENTS

For the sake of uniform treatment of all Sign Contractors, please be aware that the City of Hickory and Catawba County requires the following for all new Signs:

1. A permit application needs to be completed, listing the Electrical Contractor (for any illuminated signs, whether internally or externally illuminated), the square footage, and the cost (all blank spaces must be filled in).
2. A licensed electrician is required for all illuminated signs, and they must submit a signed sub-contractor form for the work on the sign (even if they are hired by the General Contractor for new construction).
3. All signs must meet Appendix H of the North Carolina Building Code to include all design requirements for working stresses from chapter 16 and attachment drawings.
4. All sign applications must include sign details.
  - Wall sign drawings must show the **building** wall width and height where the sign is to be located, existing signage with dimensions, location and dimensional size of new sign to determine allowable signage.
  - Sign material, manufacturers spec sheet showing meets 90 mph wind zone minimum if sign is prefab, type of wall construction, anchor details to include type of anchor and spacing. The anchors for masonry walls must be at least 3/8" inch embedded a minimum of 5" inches.
  - Ground signs that exceed 12' feet above finished grade require an engineer seal. Ground signs not exceeding 12' feet above finished grade must show dimensional size of new sign to determine allowable signage, sign and support material, manufacturers spec sheet showing sign meets 90 mph wind zone minimum if sign is prefab, attachment schedule of sign to support, and footing detail.
  - A notarized letter of permission from owner of land where an off-premise directional sign is to be placed must be provided.

All Signs Require Inspections:

1. All signs require a final sign inspection.
2. Pole/Ground signs additionally require footing and setback inspections before concrete is poured.
3. All illuminated signs (whether internally or externally illuminated) require a final electric inspection.
4. Contractor must provide lift equipment necessary for the Code Official to complete the inspection.

\*\*Only the signs that have a permit are allowed on your property. No other signs are allowed.

\*\*Non-permitted signs may be subject to removal/disposal without prior notice.

## Jurisdictional Contact Information:

City of Hickory Planning and Zoning Department – (828) 323-7410

Catawba County Planning and Zoning Department – (828) 465-8380

**CATAWBA COUNTY SIGN DEVELOPMENT CHECKLIST**

**Plot Plan and Detailed Sign Plan:** Used for administrative review.  
 Show the following on the relative plan.

**Legend**

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

|  |  | Plot Plan | Sign Specifications Plan | Check if included | Status (staff only) | Code Reference |
|--|--|-----------|--------------------------|-------------------|---------------------|----------------|
| 1.                                     | Surface Area Computations  |           | R                        |                   |                     | 44-554         |
| <b>On-Premise Signs (FREESTANDING)</b> |  |           |                          |                   |                     | 44-562         |
| 2.                                     | Number of signs proposed   | R         |                          |                   |                     | 44-562(a)      |
| 3.                                     | Surface area (in square feet)  |           | R                        |                   |                     | Table 44-562-1 |
| 4.                                     | Height   |           | R                        |                   |                     | Table 44-562-1 |
| 5.                                     | Illumination   |           | R                        |                   |                     | Table 44-562-1 |
| 6.                                     | Consolidated (unified) sign  |           | R                        |                   |                     | 44-562(b)      |
| 7.                                     | Multiple frontage lot  | R         |                          |                   |                     | 44-562(d)      |
| 8.                                     | 150 ft. from any other on-premise sign   | R         |                          |                   |                     | 44-562(d)      |
| 9.                                     | 100 feet from any residential district   | R         |                          |                   |                     | 44-562(d)      |
| 10.                                    | Location (outside of all rights-of-way)  | R         |                          |                   |                     | 44-562(e)      |
| 11.                                    | LED-tri-vision, electronic scrolling and electronic messaging- allowed in general or conditional district planned dev. |           | R                        |                   |                     | 44-562(f)      |
| 12.                                    | Multi-tenant sign – to identify planned development  |           | R                        |                   |                     | 44-562(i)      |
| 13.                                    | Multi-tenant sign – for individual buildings in PD   |           | R                        |                   |                     | 44-562(j)      |
| 14.                                    | Home Occupation/Cottage Business/Special or Supplement Use sign  |           | R                        |                   |                     | 44-562(g)      |
| <b>On-Premise wall signs</b>           |  |           |                          |                   |                     | 44-563         |
| 15.                                    | Number of signs  |           | R                        |                   |                     | 44-563(a)      |
| 16.                                    | Multiple street frontage building  | R         |                          |                   |                     | 44-563(b)      |
| 17.                                    | Maximum area of wall sign  |           | R                        |                   |                     | 44-563(c)      |
| 18.                                    | Square footage of wall   |           |                          |                   |                     | PM             |
| 19.                                    | LED, tri-vision, electronic scrolling & messaging  |           | R                        |                   |                     | 44-563(d)      |
| 20.                                    | Home Occupation/Cottage Business/Special or Supplement Use wall sign   |           | R                        |                   |                     | 44-563(e)      |
| <b>Off-premise signs – billboards</b>  |  |           |                          |                   |                     | 44-564         |
| 21.                                    | Number, calculation of surface area  |           | R                        |                   |                     | 44-564(a)      |
| 22.                                    | Maximum surface area   |           | R                        |                   |                     | 44-564(b)      |
| 23.                                    | Height   |           | R                        |                   |                     | 44-564(c)      |
| 24.                                    | Setbacks   | R         |                          |                   |                     | 44-564(d)      |
| 25.                                    | Separation from other structures   | R         |                          |                   |                     | 44-564(e)      |
| 26.                                    | Setback from residential properties  | R         |                          |                   |                     | 44-564(h)      |
| 27.                                    | Distance between signs   | R         |                          |                   |                     | 44-564(i)      |
| 28.                                    | Requirement of executed lease agreement  |           | R                        |                   |                     | 44-564(j)      |
| 29.                                    | Construction materials   |           | R                        |                   |                     | 44-564(k)      |
| 30.                                    | Lighting   |           | R                        |                   |                     | 44-564(l)      |
| 31.                                    | Colors   |           | R                        |                   |                     | 44-564(n)      |
| 32.                                    | Monopole requirement   |           | R                        |                   |                     | 44-564(o)      |
| 33.                                    | Off premise roof signs   |           | R                        |                   |                     | 44-564(p)      |
| 34.                                    | Off-premise wall signs   |           | R                        |                   |                     | 44-564(q)      |
| 35.                                    | Visibility regulations   | R         |                          |                   |                     | 44-407         |
| 36.                                    | Tri-vision sign  |           | R                        |                   |                     | 44-564(s)      |
| 37.                                    | Upgrade or construction of sign with LED technology  |           | R                        |                   |                     | 44-564(t)      |

|                                   |  | Plot Plan | Sign Specifications Plan | Check if included | Status (staff only) | Code Reference         |
|-----------------------------------|--|-----------|--------------------------|-------------------|---------------------|------------------------|
| <b>Off-premise directional</b>    |  |           |                          |                   |                     | 44-565                 |
| 38.                               | Number permitted                           | R         |                          |                   |                     | 44-565(a)              |
| 39.                               | - When permitted                           | R         |                          |                   |                     | 44-565(a)(1)           |
| 40.                               | - Permission from landowner                |           | R                        |                   |                     | 44-565(a)(2)           |
| 41.                               | - Surface area –maximum                    |           | R                        |                   |                     | 44-565(a)(3)           |
| 42.                               | - Unified design for multi users           |           | R                        |                   |                     | 44-565(a)(4)           |
| 43.                               | - Height                                   |           | R                        |                   |                     | 44-565(a)(5)           |
| 44.                               | Nonprofit organizations                    |           | R                        |                   |                     | 44-565(b)              |
| 45.                               | Setback requirements                       | R         |                          |                   |                     | 44-565(c)              |
| 46.                               | Ground area landscaping                    | R         | R                        |                   |                     | 44-566                 |
| <b>Development name markers</b>   |  |           |                          |                   |                     | 44-567                 |
| 47.                               | Maintenance                                |           | R                        |                   |                     | 44-567(a)              |
| 48.                               | Maximum # of signs (2) for each entrance   | R         |                          |                   |                     | 44-567(b)              |
| 49.                               | Setbacks                                   | R         |                          |                   |                     | 44-567(c)              |
| 50.                               | Maximum square footage of sign             |           | R                        |                   |                     | 44-567(d)              |
| 51.                               | Illumination                               |           | R                        |                   |                     | Permitted<br>44-567(e) |
| <b>Limited access user's sign</b> |  |           |                          |                   |                     | 44-568                 |
| 52.                               | Maximum height                             |           | R                        |                   |                     | 44-568(a)              |
| 53.                               | - Exceptions to height & size (BOA)        |           | R                        |                   |                     | 44-568(b)(c)           |
| 54.                               | Setbacks                                   | R         |                          |                   |                     | 44-568(d)              |
| 55.                               | On-premise sign allowed – distance between | R         |                          |                   |                     | 44-568(e)              |
| 56.                               | Maximum square footage of sign             |           | R                        |                   |                     | 44-564(b)              |



**Catawba County Application for a Wireless Communication Facility Collocation or Modification**

**Wireless Provider/Applicant of the Proposed Collocation or Modification**

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

**Owner of Tower (This section not applicable when attaching to structures other than a tower.)**

Tower Owner \_\_\_\_\_  
Tower Owner's Contact Person \_\_\_\_\_  
Tower Owner's Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Contact's Phone # \_\_\_\_\_ Contact's E-mail \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Tower enclosure 911 Address \_\_\_\_\_  
Collocation or Modification Location: Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
Wireless Owner's Tower Identification Information: Number \_\_\_\_\_ Site Name \_\_\_\_\_  
FCC Registration Number of Tower: \_\_\_\_\_  
Tower Owner's Signature \_\_\_\_\_

**Land Owner of Parcel where Tower/Structure is Located (This is the owner of the land which is being leased to the tower company or owner of the other structure.)**

Land Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Land Owner's Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**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 \_\_\_\_\_ E-mail \_\_\_\_\_

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):**

\_\_\_\_ Collocation on Existing Tower    \_\_\_\_ Collocation on Existing Structure    \_\_\_\_ Facility Modification

**Above Grade Height of Collocation: \_\_\_\_\_**

Please describe the wireless communication facility request, the work that is proposed and the reason for the work (e.g. gap in coverage, capacity, change in technology).  
\_\_\_\_\_  
\_\_\_\_\_

### Catawba County Wireless Communication Procedures Checklist

- 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, as shown in the checklist below.
  - A collocation on an existing tower or structure or an existing facility modification will require 3 complete copies of the application including all attachments. All 3 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.)
- A collocation or modification on an existing facility/structure will be approved/denied administratively by staff.
  - Upon approval notification, the applicant should set up an appointment with the Planning Department to obtain a Zoning Authorization Permit, and to obtain necessary related building permits from the Catawba County Building Services Department, in order to begin construction.
- During construction, The Building Services Department will perform necessary in-process building inspections. Upon construction completion, the applicant must contact the County Planning Department to have a final zoning inspection.
- Upon receiving zoning approval, the applicant must contact the County Building Services Department in order to have the final building inspection.
- Upon passing final Building Services Department inspections the applicant should contact the Planning Department to 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, and a Zoning Certificate of Compliance has been issued by the Planning Department.**
- The 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.

|     |   | Collocation on |                    | Modification of Existing Facility | Check if included | Status (staff only) | Catawba County Code Ref |
|-----|---|----------------|--------------------|-----------------------------------|-------------------|---------------------|-------------------------|
|     |   | Existing Tower | Existing Structure |                                   |                   |                     |                         |
| 1.  | Complete pre-application meeting.   | R              | R                  | R                                 |                   |                     | 44-685.02               |
| 2.  | Agent authorization document.   | R              | R                  | R                                 |                   |                     |                         |
| 3.  | Statement of security compliance.   | R              | R                  | R                                 |                   |                     | 44-685.08               |
| 4.  | Statement verifying that a sign exists on the enclosure fence showing necessary tower contact information, and that signage will be installed on the collocater’s equipment shelter/panel with necessary contact information. | R              | R                  | R                                 |                   |                     | 44-685.09               |
| 5.  | Application fee, per Catawba County Fee Schedule.   | R              | R                  | R                                 |                   |                     | 44-685.17(a)            |
| 6.  | Copy of executed lease or letter of agency showing applicant’s right to locate on tower or structure.   | R              | R                  |                                   |                   |                     | 44-685.17(b)            |
| 7.  | Propagation map showing all existing and planned facilities.  | R              | R                  |                                   |                   |                     | 44-685.17(c)            |
| 8.  | Statement that facility will be maintained in safe manner and in compliance with all County, state & federal regulations.   | R              | R                  | R                                 |                   |                     | 44-685.17(d)            |
| 9.  | Statement that proposed facility is legally permissible and that applicant is authorized to do business in NC.  | R              | R                  | R                                 |                   |                     | 44-685.17(e)            |
| 10. | Copy of the FCC license applicable for the intended use of the proposed facility.   | R              | R                  |                                   |                   |                     | 44-685.17(f)(6)         |
| 11. | 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 none, put NA in “Included” column.          | R              | R                  | R                                 |                   |                     | 44-685.17(h)            |
| 12. | Narrative showing how facility and accessory equipment is designed to blend with the natural surroundings.  | R              | R                  | R                                 |                   |                     | 44-685.17(m)            |
| 13. | Statement regarding condition of the site access road and turn around, along with scheduling of necessary repairs.  | R              | R                  | R                                 |                   |                     | 44-685.17(q)            |

**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.

|     |  | Collocation on |                    | Modification of Existing Facility | Check if included | Status (staff only) | Catawba County Code Ref  |
|-----|--|----------------|--------------------|-----------------------------------|-------------------|---------------------|--|
|     |  | Existing Tower | Existing Structure |                                   |                   |                     |  |
| 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                                 |                   |                     | 44-685.17(g)(1)<br>44-685.17(g)(2)<br>44-685.17(o)                       |
| 2.  | <b>Only applicable of attaching to a tower.</b> Elevation drawing(s) showing type of tower, height of the tower, height and provider names of existing collocations, the proposed collocation and any related fixtures or structures, materials, color, lighting, age of tower, make, model, and manufacturer of tower, and structural design calculations, certified by a PE, showing that the tower will accommodate the proposed collocation. | R              |                    | R                                 |                   |                     | 44-685.17(r)(1)<br>44-685.17(r)(2)<br>44-685.17(r)(3)<br>44-685.17(r)(4) |
| 3.  | <b>Only applicable if attaching to a structure other than a tower.</b> Drawing(s) showing all structures on the property, identifying the structure where the collocation will be placed, its size and height. Show collocation equipment, related equipment, height above the roof, and structural design calculations, certified by a PE, showing that the structure will accommodate the proposed collocation.                                |                | R                  | R                                 |                   |                     | 44-685.17(g)(3)<br>44-685.17(k)<br>44-685.17(l)<br>44-685.17(s)          |
| 4.  | Drawing showing azimuth, size, centerline height, identification and location of all proposed and existing antennae on the supporting tower/structure.   | R              | R                  | R                                 |                   |                     | 44-685.17(g)(4)  |
| 5.  | Type, model and number of antennae proposed, and antennas specification sheet(s).  | R              | R                  | R                                 |                   |                     | 44-685.17(g)(5)  |
| 6.  | Lighting drawings or spec sheets, if lighting is used. (If none put NA in “included” column.)  | R              | R                  | R                                 |                   |                     | 44-685.07(d)<br>44-685.17(n)   |
| 7.  | Utilities drawing.   | R              | R                  | R                                 |                   |                     | 44-685.17(p)   |
| 8.  | Drawing of the proposed signage showing collocation/provider’s contact information.  | R              | R                  | R                                 |                   |                     | 44-685.09  |
| 9.  | Copy of the latest ANSI or TIA structural report, along with any subsequent amendments or corrections for: <ul style="list-style-type: none"> <li>• Self-supporting towers 5 years or older, and</li> <li>• Guyed towers 3 years or older.</li> </ul>  | R              |                    | R                                 |                   |                     | 44-685.17(r)(5)  |
| 10. | Statement that construction complies with all local, state and federal regulations. (An “as-built” inspection and certification will also be required from the PE, after construction.)  | R              | R                  | R                                 |                   |                     | 44-685.17(d)<br>44-685.17(j)   |

**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. 44-685.21(a) and Sec. 44-685.17(j))

**This paragraph only applicable when attaching to 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. 44-685.17(r)(5)).

- \_\_\_\_\_ There were no inefficiencies or discrepancies shown on the report; or
- \_\_\_\_\_ All inefficiencies or discrepancies shown on the report have been corrected; (Please attach photos of corrections.) or
- \_\_\_\_\_ Repairs are necessary. The collocation request will be put on hold and a separate Building Permit will be obtained for the changes/repairs. 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 (or structure on which the collocation will be attached) is structurally capable of safely accommodating the proposed facilities. Upon receiving this letter, the collocation will be taken off hold and the process will continue.

I have reviewed the tower’s type, make, model, manufacturer, age and structural design calculations (or structure on which the collocation will be attached). (Sec. 44-685.17(h), Sec. 44-685.17(r)(4), Sec. 44-685.17(s)).

- \_\_\_\_\_ In my professional opinion, I certify that this tower (or structure) is structurally capable of safely accommodating the facilities the applicant is proposing, without any repairs or modifications; or
- \_\_\_\_\_ In my professional opinion, changes/repairs are needed on the tower (or structure on which the collocation will be attached). (Please attach a statement describing necessary changes/repairs.) I understand that the collocation request will be put on hold and a separate Building Permit will be obtained for the changes/repairs. 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 (or structure on which the collocation will be attached) is structurally capable of safely accommodating the proposed facilities. Upon receiving this letter, the collocation will be taken off hold and the process will continue.

\_\_\_\_\_ Tower lighting, or not lighting the tower, complies with FAA’s regulations. The facility is only 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. 44-685.17(n) and 44-685.07(d)).

\_\_\_\_\_ 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. (Sec. 44-685.17(p)).

\_\_\_\_\_ 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 the construction was completed according to plan. I understand that the Zoning Compliance Certificate (CO) will not 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)