

Catawba County Application: Wireless Communication Eligible Facilities Request or Substantial Modification

Type of Project: (please check one on each line)

Eligible Facilities Request Substantial Modification
 New Provider-Existing Tower New Provider-Existing Structure Modification to Existing Equipment

Wireless Provider/Applicant of the Proposed Collocation or Modification

Provider/Applicant _____
Provider's Mailing Address _____ City, State, Zip _____
Provider's Contact Person _____ Contact's Title _____
Provider's Phone # _____ Provider's E-mail _____
Provider's Identification Information for Site: Number _____ Site Name _____
Applicant's Signature _____

Support Structure Information (This section not applicable when attaching to a structure other than a tower.)

Tower Owner _____
Tower Owner's Contact Person _____ Title _____
Tower Owner's Mailing Address _____ City, State, Zip _____
Tower Owner's Phone # _____ Tower Owner's E-mail _____
Tower Identification: Number _____ Site Name _____ FCC Registration _____
Type of Tower (please check one): Lattice Guyed Monopole
Tower Owner's Signature (needed for collocations only) _____

Parcel Information 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 where antenna is constructed.)

Land Owner _____ Phone # _____
Land Owner's Mailing Address _____ City, State, Zip _____
Parcel 911 Address _____ PIN # _____
Tower Enclosure 911 Address _____
Wireless Support Structure Location: Latitude _____ Longitude _____

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

Contact Person _____ Company _____ Phone # _____
Contact's Mailing Address _____ City, State, Zip _____
E-mail _____

This person will follow project through: Obtaining Permit only or Through Construction
If only through Zoning Authorization Permit, who will be the contact through construction? (Name, Company, Address, Phone, E-mail address)

Above Grade Height Project Antennae Location: _____ Height of Support Structure: _____

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).

The following must be included as part of the application.

Legend: R – Required submission.

Note: Please use applicable column 1) New Providers Added or 2) No New Providers Added, and place a check in “Check if Included” column for all items included with the application.

		Eligible Facilities Request or Substantial Modification		Check if included	Status (staff only)	Catawba County Code Ref
		New Providers Added	No New Providers Added			
1.	Complete pre-application meeting.	R	R			44-685.02
2.	One digital and one hard copy application in notebook, with coversheet indicating the date, applicant, project 911 address and type of project (Eligible Facilities Request or Substantial Modification).	R	R			Procedures Manual
3.	Agent authorization document.	R	R			44-685-16(a)
4.	Statement of security compliance.	R	R			44-685.08
5.	Statement verifying that signage exists (or will be installed as part of this project) on the: <ul style="list-style-type: none"> • Equipment Compound showing wireless support structure contact; and • Provider’s shelter/panel with provider contact information. 	R	R			44-685.09
6.	Application fee, per County Fee Schedule.	R	R			44-685-12 44-685.16(b)
7.	Copy of executed lease or letter of agency showing applicant’s right to locate on site.	R				44-685.16(c)
8.	Statement that facility will be constructed and maintained in safe manner and in compliance with all county, state & federal regulations.	R	R			44-685.08 44-685.16(d) 44-685.20
9.	Statement that proposed facility is legally permissible and that applicant is authorized to do business in NC.	R	R			44-685.16(d)
10.	Copy of the FCC license applicable for the intended use of the proposed facility.	R				44-685.16(e)
11.	Narrative showing how facility is designed to blend with the natural surroundings.	R	R			44-685.16(i)
12.	Lighting spec sheets or drawing, if lighting is added or modified. (If no lighting, put NA in “included” column.)	R	R			44-685.07(d) 44-685.16(j)
13.	Statement of understanding that an “as-built” certification is required from a PE, after construction, but before a Certificate of Compliance can be issued. The certification must show the project was according to submitted plans and has been completed.	R	R			44-685.14(e)
14.	Statement on condition of the site access road and scheduling of necessary repairs.	R	R			44-685.16(l)

The following drawings/statements 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.

		Eligible Facilities Request or Substantial Modification		Check if included	Status (staff only)	Catawba County Code Ref
		New Providers Added	No New Providers Added			
1.	Site plan drawing(s) showing the equipment compound, the tower and locations of all existing and proposed equipment panels/shelters, labeled with provider names, and utilities, sealed by a PE.	R	R			44-685.16(k) 44-685.16(m)(2)
2.	If attaching to a tower: Elevation drawing(s) showing type of tower; height of tower; centerline height location of all proposed and existing antenna on the support structure, provider names and height of existing collocations; the proposed project and any related fixtures or structures; materials; color and lighting, sealed by a PE.	R	R			44-685(d) 44-685.16(g) 44-685.17(m)(1)
3.	If attaching to a structure other than a tower: Drawing(s) showing property boundaries, structure where the antenna will be placed, antennae height above the roof, location of related equipment, sealed by a PE.		R			44-685.07(d) 44-685.16(g) 44-685.16(j) 44-685.16(k) 44-685.16(n)
4.	Drawing showing that utilities will be underground, sealed by a PE.	R	R			44-685.16(k)
5.	Copy of the latest ANSI or TIA structural report. <ul style="list-style-type: none"> • Self-supporting towers need a report, completed within the last 5 years, and • Guyed towers need a report completed within the last 3 years. A list must be attached enumerating each item which has not passed or is noted as needing repairs, and detail the measures taken to rectify the deficiency.	R	R			44-685.16(m)(5) 44-685.16 (f)
6.	PE structural analysis report, along with a statement that based on the structural analysis and calculations, the tower or structure being attached to and its foundation are sufficient to support the loading of the existing and proposed equipment.	R	R			44-685.16(m)(4) 44-685.16(f)
7.	To obtain the C/O, get approval to the operate system after construction, and have power connection, a PE Certified Document must be submitted to the County. The Certification must state: <ol style="list-style-type: none"> 1. The project was built according to the submitted plan, and 2. The project is complete. A final physical zoning inspection is also required unless waived by the County.					44-685.14(e)

Note: An “as-built” certification is required from a PE, after construction, but before a Certificate of Compliance can be issued. The certification must show that the project has been done according to submitted plans and has been completed.

Procedures Checklist — Wireless Communication Eligible Facilities Requests or Substantial Modifications

Zoning Permit

- Contact the County Planning office to discuss the type and location of the project, and to set up a time for a site visit.
- Submit copies of the application, fees, and all necessary attachments, as shown in the checklist below.
 - A collocation or facility modification will require 1 complete hard copy and 1 digital copy of the application including all attachments.
 - The hard copy must:
 - Be bound in a notebook;
 - Contain a cover sheet showing the applicant, date, project name, and 911 address of the project;
 - Contain a table of contents listing items in the application; and
 - Contain tabs to categorize items in the application.
- Catawba County will review the application submittal for completeness and content.
- The applicant will be asked to clarify any discrepancies. (The application will be put on hold until all discrepancies are rectified.)
- An Eligible Facilities Request of Substantial Modification on an existing facility/structure will be approved by staff or revisions will be requested on the application. Upon approval notification, a Zoning Authorization Permit will be issued by the Planning Department.

Construction Phase

- The applicant can then 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.

Process to Obtain Zoning Compliance Certificate (C/O, Power, and Right to Conduct Business

- After construction is complete, the applicant must submit an “**As Built**” inspection certification to the Planning Department, sealed by a PE, verifying that the project:
 1. Has been completed, and
 2. Has been built according to the submitted plan.
- Contact the County Planning Department for a final zoning inspection.
- Power cannot be connected and wireless service cannot be provided until:
 - The “as built” certification is received by the County;
 - Both Zoning Department and Building Services Department final inspections have been satisfactorily completed; and
 - A Zoning Compliance Certificate has been issued by the Planning Department.
- If the project involves the addition of a new provider, the County will contact the power company for power connection.
- The applicant/provider can begin providing service to clients.

Any future Eligible Facilities Requests or Substantial Modifications require a separate application and review.