

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

**Type of Facility (please check one):**    \_\_\_\_\_ New Tower Only            \_\_\_\_\_ Combination New Tower/Collocation

**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: \_\_\_\_\_  
Type of Tower Construction (please check one):        \_\_\_\_\_ Lattice    \_\_\_\_\_ Guyed    \_\_\_\_\_ Monopole  
Tower Total Height \_\_\_\_\_ Height of Collocation (if proposed) \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_

**Wireless Provider/Co-Applciant 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-Applciant's Signature: \_\_\_\_\_

**Land Owner of Parcel where Tower 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 \_\_\_\_\_ Company \_\_\_\_\_ 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) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.
  - Constructing a new tower, or increasing the height and collocating on an existing tower by more than 10%, 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.
    - One digital copy of the application and all attachments.
- 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 balloon test 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 structure 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 structure.
- 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			44-685.04
3.	Statement that tower will not be over 120’, or proof of need for additional height. (An additional tower may be required if a taller tower is deemed visually obtrusive.)	R	R	R			44-685.06(a)
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			44-685.15(a)
9.	Map showing all existing and planned facilities. Must demonstrate that the site, tower and collocations are the least intrusive as possible.	R	R	R			44-685.15(e)
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			44-685.15 (f)(1)(2)
11.	Statement that facility will be constructed and maintained in safe manner and in compliance with all County, state & federal regulations	R	R	R			44-685.15(l)
12.	Proof that landowner agrees to proposed facility, it is legally permissible, & applicant’s business is authorized in NC.	R	R	R			44-685.15(m)
13.	Copy of the FCC license applicable for the intended use of the proposed facility	R	R	R			44-685.15(d)
14.	<b>Only applicable for height increases on existing towers.</b> 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 are necessary, as shown by the ANSI report, put NA in “Included” column.)			R			44-685.16(f)

		New Tower		Increase Height of Existing Facility	Check if included	Status (staff only)	Catawba County Code Reference
		Tower Only	Tower with Collocation				
15.	Narrative showing how facility and accessory equipment is designed to blend with the natural surroundings.	R	R	R			44-685.15(e)(g)
16.	Statement regarding creation/condition of the site access road and turn around, along with scheduling of necessary repairs.	R	R	R			44-685.15(h)
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				44-685.15(p)
18.	Letter of intent from tower owner stating that good faith efforts will be made to allow for future collocations.	R	R	R			44-685.15(t)
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.	Performance and removal security.	R	R	R			44-685.17
21.	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	R			Procedures Manual

**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			44-685.1(c)
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			44-685.15(c) 44-685.15(e) 44-685.15(v)
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			44-685.15(k) 44-685.15(r)
4.	Drawing showing azimuth, size, centerline height, identification and location of proposed antennae on the supporting tower.	R	R	R			44-685.15(c)(5)
5.	Type, model and the number of antennae proposed, along with a copy of the specification sheet(s) for the antennas.	R	R	R			44-685.15(c)(5)
6.	Lighting drawings or spec sheets, if lighting is used. Only fast flashing strobes are permissible. (If none mark N/A.)	R	R	R			44-685.15(v)
7.	Utilities drawing, showing that all utilities will be underground.	R	R	R			44-685.10
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			44-685.15(l)
10.	<b>Only applicable if increasing height of an existing tower.</b> 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			44-685.16(m)(5)