



CHECKLIST FOR TELECOMMUNICATION TOWER CO-LOCATION APPLICATIONS

Submittal Requirements:

See the attached copy of Article IX, Telecommunications Regulations (*adopted 05/13/2015*) for detailed submittal information.

- A. For un-licensed co-locations, submit application for Certificate of Compliance (see attached).
- B. For licensed co-locations, if the requirements of Section 86-489 have been fulfilled on the original site plan and have not changed or were not required, please submit a statement in writing to that effect.
 - Submit 2 copies of the plan for review
 - Provide any supplemental information that may be needed for CTC Technology & Energy's review.
 - CTC Technology & Energy provides Louisa County with the results of the review and an okay (or not) to proceed.
 - Louisa County will issue the building permit, if approved.
 - Louisa County will inspect the site for electrical and/or foundation as needed. CTC Technology & Energy will inspect the site for other improvements, if necessary.
 - Louisa County will final (close) the building permit.
 - In cases where additional equipment is needed within the compound identified on the tower's site plan, Louisa County will not require a new site plan. In cases where the compound may need to be expanded, a new site plan would need to be submitted and that process followed.
 - The applicant must provide a letter confirming the following:
 - The applicant will comply with all FCC rules regarding interference to other radio services.
 - The applicant will comply with all FCC rules regarding human exposure to radio frequency energy.

Fees:

- Un-licensed Collocation \$ 100 – Certificate of Compliance
- Licensed Collocation \$500 –Review by CTC Technology & Energy

Checklist for Telecommunication Co-Location Applications (Cont'd.)

Application for Building Permit:

- _____ Development Permit Zoning and Building, completed and signed.
- _____ Copy of the site plan with equipment location indicated (if applicable).
- _____ 2 sets of building plans.
- _____ Owner/Contractor Affidavit Signed and Copy of Contractor's State License.
- _____ Electrical Permit Application.
- _____ Owner/Contractor Affidavit Signed and Copy of Contractor's State License.
- _____ Mechanical Permit Application (if applicable).
- _____ Owner/Contractor Affidavit Signed and Copy of Contractor's State License.

Submit all information regarding the antenna array, its propagation frequencies, etc., ground equipment, existing tower and tower load.

Building Permit Fees:

Estimated Cost of Building: \$ _____

Estimated Cost of Electrical Work: \$ _____

Estimated Cost of Mechanical Work: \$ _____

(See Fee Schedule)

For Office Use Only:

Conditional Use Permit Approved by Board of Supervisors - Date of approval: _____

Site Plan Approval: Date of approval: _____



Telecommunications Certificate of Compliance Application

This application must be completed, signed, dated and submitted to the Louisa County Community Development Department.

1. APPLICANT:

- a. Name of Applicant: _____
- b. If a Corporation, Name of Agent: _____
- c. Mailing address: _____

- d. Telephone Number: _____
- e. Email Address: _____

2. OWNER(S):

- a. Name of Present Owner(s): _____
- b. If a Corporation, Name of Agent: _____
- c. Mailing address: _____

- d. Telephone Number: _____
- e. Email Address: _____

3. PROPERTY LOCATION (Assistance will be given to obtain the following data upon request)

- a. Voting District _____
- b. Tax Map ID _____
- c. Subdivision Name _____
- d. Lot / Parcel # _____
- e. Zoning Designation _____

4. DESCRIPTION OF WORK:

5. GPS LOCATION OF STRUCTURE:

- a. Latitude: _____
- b. Longitude: _____

Signature of Applicant: _____ **Date:** _____