



Monongalia County Planning Office
 243 High Street, Rm 026
 Morgantown, WV 26505
 304-291-9570
 304-291-9573 (fax)

TOWER ORDINANCE
 NEW TOWER APPLICATION
 PRELIMINARY CHECKLIST
 FINAL CHECKLIST

Applicant: _____ Contact: _____
 Contact No/Email: _____ / _____ Date: _____

SITE INFORMATION

District: _____ Tax Map: _____ Parcel Number: _____
 Site Address: _____
 City: _____ State: _____ Zip Code: _____
 Site Type: Rawland Purchase Rawland Perpetual Easement Rawland Lease
 Other: _____
 Lat: _____ ° _____ ' _____ " Proposed Tower Height: _____ Ft.
 Long: _____ ° _____ ' _____ "
 Is this Leaseable: Yes No Lease Size: _____
 Comments: _____

LANDOWNER INFORMATION

Private Corporation Partnership County City Town
 Owner Name #1: _____ Owner Name #2: _____
 Owner Address: _____ Tel (H): _____
 City: _____ State: _____ Zip Code: _____ Tel (W): _____
 Contact Name: _____ Contact Home Number: _____
 Contact Address: _____ Contact Work Number: _____
 City: _____ State: _____ Zip Code: _____

DIRECTIONS AND VISUAL MARKINGS

NOTE: The site must be visually and physically marked in the field for easy identification for County staff and officials.

UTILITIES

Existing Power at Site: Yes No Power Company: _____
 Existing Telco at Site: Yes No Telephone Company: _____
 Utility Easement Required: Yes No

PERMANENT ACCESS

Is Access obtained in this Agreement: Yes No
 Is there Road Restrictions: Yes No
 Does Existing Access Need Improvements: Yes No
 Existing Access: Width: _____ Length: _____
 New Access: Width: _____ Length: _____



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PRELIMINARY CHECKLIST All items must be included for Preliminary Application to be considered **COMPLETE**

- Inventory and Map of Existing Towers within a three (3) mile radius
- Signed statement that owner will maintain tower in compliance with applicable Federal and State Regulations
- Design drawings and plans stamped by a licensed engineer that describes and illustrates, among other things, maximum structural capacity for co-locations as required by the Ordinance
- Signed statement that proposed tower will meet or exceed current standards and regulations of the American National Standards Institute
- A map illustrating the location of the proposed site
- Signed statement explaining why site was selected
- Signed commitment that Owner/Operator of tower will allow co-locations (Tower Ordinance – Section V, Paragraph G)
- Visual Analysis
- Radio Frequency Propagation (RFP) Maps
- Conceptual Plan illustrating elements contained in Ordinance as well as, parcel boundaries, public roadways, adjacent existing buildings, collapse zone, non-construct zone, etc.
- Hardship Waiver Request Yes No If yes, applicant must submit a technical report and supporting documentation demonstrating one or more of the following:
 - The unavailability of co-location opportunities
 - The unavailability of sites
 - Construction constraints
- Application Fee - \$500 (Fee must be in the form of a check made to: "Sheriff & Treasurer of Monongalia County")

FINAL CHECKLIST All items must be submitted prior to **PERMIT ISSUANCE**

- NEPA Checklist
- Copy of SHPO Review
- Final Site Plan
- Performance Bond, Letter of Credit, or other security acceptable to the County Planner
- A completed "Address Assignment Form" from the Office of Emergency Management/MECCA 9-1-1
- Permit Fee - \$2,000 (Fee must be in the form of a check made to: "Sheriff & Treasurer of Monongalia County")

GENERAL PROVISIONS

APPLICANT to read and sign:

1. Applicant has read and understands the Monongalia County Tower Ordinance dated November 26, 2003
2. No work may start until a permit is issued.
3. The permit may be revoked if any false statements are made herein.
4. If revoked, all work must cease until permit is re-issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant hereby gives consent to the County Planning Office or representative to make reasonable inspections to verify compliance.
8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

_____ (APPLICANT SIGNATURE)

_____ DATE



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PLANNING OFFICE USE ONLY

Submitted _____ Date _____ Application Received: _____ Determined Complete: _____

PRELIMINARY APPLICATION		
<input type="checkbox"/>		Inventory and Map of Existing Towers within a three (3) mile radius
<input type="checkbox"/>		Signed statement that owner will maintain tower in compliance with applicable Federal and State Regulations
<input type="checkbox"/>		Design drawings and plans
<input type="checkbox"/>		Signed American National Standards Institute Statement
<input type="checkbox"/>		A map illustrating the location of the proposed site
<input type="checkbox"/>		Signed statement explaining why site was selected
<input type="checkbox"/>		Signed commitment that Owner/Operator of tower will allow co-locations
<input type="checkbox"/>		Visual Analysis
<input type="checkbox"/>		Radio Frequency Propagation (RFP) Maps
<input type="checkbox"/>		Conceptual Plan
<input type="checkbox"/>		Hardship Waiver Request and supporting documentation
<input type="checkbox"/>		Application Fee (\$500) – Receipt No. _____ Dated _____
FINAL APPLICATION		
<input type="checkbox"/>		NEPA Checklist
<input type="checkbox"/>		Copy of SHPO Review
<input type="checkbox"/>		Final Site Plan
<input type="checkbox"/>		Performance Bond, Letter of Credit, or other acceptable security
<input type="checkbox"/>		A completed "Address Assignment Form" from the Office of Emergency Management/MECCA 9-1-1
<input type="checkbox"/>		Permit Fee (\$2,000) – Receipt No. _____ Dated _____

NOTES:

I have determined that the proposed activity is is not in conformance with the provisions of the Monongalia County Tower Ordinance dated November 26, 2003. The conditional use permit is subject to the conditions attached to and made part of this application. (ATTACH COPY OF CONDITIONAL USE PERMIT OR NOTICE OF REJECTION)

SIGNED _____ DATED _____