



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

TOWER ORDINANCE CO-LOCATION APPLICATION AND CHECKLIST

Applicant: _____ Contact: _____

Contact No/Email: _____ / _____ Date: _____

SITE INFORMATION

District: _____ Tax Map: _____ Parcel Number: _____

Site Address: _____

City: _____ State: _____ Zip Code: _____

Site Type: Tower - Guyed Mobile Lattice Monopole Temporary
 Rooftop Water Tank
 Other: _____

Lat: _____ ° _____ ' _____ " Tower/Structure Height: _____ Ft.
 Long: _____ ° _____ ' _____ "

Comments: _____

CARRIER OWNER INFORMATION

Carrier Company Name: _____

Private Corporation Partnership County City Town

Tax ID or SS #: _____

Company Address: _____ Phone: _____
 City: _____ State: _____ Zip Code: _____ Fax: _____

Contact Name: _____ Contact Number: _____
 Contact Address: _____ Contact Fax: _____
 City: _____ State: _____ Zip Code: _____

PROPERTY OWNER INFORMATION

Tower Owner: _____

Private Corporation Partnership County City Town

Tax ID or SS #: _____

Owner Address: _____ Phone: _____
 City: _____ State: _____ Zip Code: _____ Fax: _____

Contact Name: _____ Contact Number: _____
 Contact Address: _____ Contact Fax: _____
 City: _____ State: _____ Zip Code: _____

Property Owner: _____

Private Corporation Partnership County City Town

Tax ID or SS #: _____

Owner Address: _____ Phone: _____
 City: _____ State: _____ Zip Code: _____ Fax: _____

Contact Name: _____ Contact Number: _____
 Contact Address: _____ Contact Fax: _____
 City: _____ State: _____ Zip Code: _____



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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 <input type="checkbox"/> No <input type="checkbox"/>	Power Company:	_____
Existing Telco at Site:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone Company:	_____
Utility Easement Required:	Yes <input type="checkbox"/> No <input type="checkbox"/>		

PERMANENT ACCESS

Is Access obtained in this Agreement:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there Road Restrictions:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does Existing Access Need Improvements:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Existing Access:	Width: _____ Length: _____
New Access:	Width: _____ Length: _____

PRELIMINARY CHECKLIST All items must be included to be considered **COMPLETE**

- A map illustrating the location of the proposed co-location
- Visual Analysis
- Tower design drawings and illustrations AND findings & recommendations stamped by a licensed engineer relative to the tower/structure integrity and maximum structural capacity for the proposed co-location
- Application Fee - \$500 (Fee must be in the form of a check made to: "Sheriff & Treasurer of Monongalia County")



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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

PLANNING OFFICE USE ONLY

Submitted

Date

Application Received: _____

Determined Complete: _____

PRELIMINARY APPLICATION		
<input type="checkbox"/>		Map illustrating site location
<input type="checkbox"/>		Visual Analysis
<input type="checkbox"/>		Engineer's Finding & Recommendations AND design drawings/illustrations
<input type="checkbox"/>		Signed statement of compliance with applicable Federal and State Regulations
<input type="checkbox"/>		Application Fee (\$500) – Receipt No. ____ Dated _

NOTES (attach as needed):

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 _____