



# POLK COUNTY, NC

35 Walker Street • PO Box 308 • Columbus, NC 28722 • Phone: 828-894-2732 • Fax: 828-894-2913

## TOWER PERMIT APPLICATION --- ADMINISTRATIVE

**PLEASE INCLUDE COMPLETED CHECKLIST WITH APPLICATION.**

**FOR BOLDED TYPES BELOW, PLEASE REFER TO NON-ADMINISTRATIVE APPLICATION.**

### 1. APPLICATION TYPE

- |                                     |                          |                                 |                          |
|-------------------------------------|--------------------------|---------------------------------|--------------------------|
| New Tower < 60' in Height           | <input type="checkbox"/> |                                 |                          |
| Replacement Pole                    | <input type="checkbox"/> | <b>New Tower 60+' in Height</b> | <input type="checkbox"/> |
| Collocation                         | <input type="checkbox"/> | Carrier on Wheels (COW)         | <input type="checkbox"/> |
| Trans. Equip. Removal / Replacement |                          | Small Wireless Facility         | <input type="checkbox"/> |
| Not Substantial                     | <input type="checkbox"/> | Maintenance of Existing Tower   | <input type="checkbox"/> |
| <b>Substantial</b>                  | <input type="checkbox"/> | Other (Describe on Reverse)     | <input type="checkbox"/> |

### 2. PROJECT INFORMATION

Date of Application \_\_\_\_\_ Name of Project \_\_\_\_\_  
 Location \_\_\_\_\_ Property Size (acres) \_\_\_\_\_  
 Zoning District \_\_\_\_\_ Tax Parcel Number (s) \_\_\_\_\_

### 3. CONTACT INFORMATION

Property Owner \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Applicant / Agent (Registered Engineer, Designer, Surveyor, etc.) \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

If you have any questions regarding these requirements, please contact the Polk County Community Development Department at 828.894.2732.

**OWNER / APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>FOR STAFF USE ONLY</b>		Administrative <input type="checkbox"/>	Non-Administrative <input type="checkbox"/>	Special Use Permit Required? Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit Number _____	Flood? Yes <input type="checkbox"/> No <input type="checkbox"/>	Map # _____		
Fee _____	Watershed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Map # _____		
Zoning District _____	Location # _____			
Staff Signature _____	Date _____			

---

**4. GENERAL DESCRIPTION OF PROJECT (USE ADDITIONAL PAGE(S) AS NECESSARY)**

---

---

---

---

---

**5. ADMINISTRATIVE REVIEW CHECKLIST (SEE SECTION 301 FOR EXEMPTIONS)**

The following types of permit applications are subject to the review process as provided below:

- 1. New wireless support structures that are less than sixty (60) feet in height as measured from the ground.
- 2. Replacement poles located on public property or within utility easements or rights-of-way
- 3. Carrier on Wheels or Cell on Wheels (COWs)
- 4. Collocations
- 5. Removal or replacement of transmission equipment on an existing wireless tower or base station that does not result in a substantial modification as defined in the ordinance
- 6. Ordinary maintenance of existing wireless facilities and wireless support structures, as defined in the ordinance
- 7. Small Wireless Facilities including facilities placed on utility poles

---

**Content of Application Package – New Sites, < 60’ in height, COWs (#s 1 and 3 above):**

- Tower Permit Application form signed by applicant
- Copy of lease or letter of authorization from property owner evidencing applicant’s authority to pursue application. Such submissions need not disclose financial lease terms.
- Drawings which depict improvements related to the applicable requirements including:
  - Property Boundaries
  - Setbacks
  - Topography
  - Elevation Sketch
  - Dimensions of Improvements
  - For COWs (#3 above)**, height shall not exceed 120’ and must be located 150’ from any structure and 150’ from any property line.
- Documentation from a licensed professional engineer of calculation of the fall zone
- Certification from a licensed professional engineer that the wireless support structure has sufficient structural integrity to accommodate the required number of additional users as provided in the ordinance.

---

**Content of Application Package – All other sites / facilities (#s 2, 4, 5, 6, and 7 above):**

- Tower Permit Application form signed by applicant
- For **collocations (#4 above)**, written verification from a licensed professional engineer certifying that the host support structure is structurally and mechanically capable of supporting the proposed additional antenna or configuration of antennas, or a fall zone that measures at a minimum within the parcels lot lines, a circle whose center is the base of a telecommunications tower and whose radius is equal to one and one-half the tower’s height documented by a NC licensed engineer and shall be marked by signage indicating the perimeters of the fall zone.