



# Monroe County Planning Commission



## Wireless Telecommunications Facilities Permit Application

### Instructions

1. Complete all fields below. Incomplete applications may be rejected.
2. Mail the completed application to:  

Monroe County Clerk  
 PO Box 350  
 Union, WV 24983
3. Remit \$500.00 for an Application Fee with completed application. Make checks payable to: **Monroe County Sheriff**. Please note on check: **"WTF Permit Application"**

Note that applications are not complete until the Application Fee is received. Application Fee is nonrefundable. If the permit is approved, and this is a new construction, then there will be an additional \$2,500.00 charge. If this is an improvement on an existing tower, then the additional charge is not required. The permit is valid for one (1) year from the date approval is granted.

### APPLICANT INFORMATION

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Point of Contact Name: \_\_\_\_\_

### TOWER OWNER INFORMATION

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Point of Contact Name: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY / SITE INFORMATION**

Coordinates in Decimal Degrees: \_\_\_\_\_ County: \_\_\_\_\_

Physical E911 Address: \_\_\_\_\_

Driving directions to tower base: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What coverage area is designed with completion of the project? \_\_\_\_\_

\_\_\_\_\_

Tower/Site Name or Company ID\*: \_\_\_\_\_

\*Not the FCC ID. Identifier that can be used if additional information is required.

Existing Carriers (Please list all): \_\_\_\_\_

Tax Parcel, District & Map: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_

Total Acres: \_\_\_\_\_

Engineer conducting survey: \_\_\_\_\_

Credentials of engineer: \_\_\_\_\_

\_\_\_\_\_

**ACTIVITY/CONSTRUCTION INFORMATION**     *Please Check All That Apply*

New or Replacement Cell Tower      Equipment replacement / upgrade      Increase height

New Co-Location      Other (explain): \_\_\_\_\_

Anticipated Construction Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

Anticipated Use Start Date: \_\_\_\_\_

Estimated Cost (labor and materials): \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

WV License #: \_\_\_\_\_ Phone: \_\_\_\_\_

**IMPROVEMENT INFORMATION**

*This section is to be completed only if New or Replacement Cell Tower*

General Description of Proposed Construction: \_\_\_\_\_  
\_\_\_\_\_

Tower Base Perimeter: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Co-Location Capable? Yes (how many?) \_\_\_\_\_ No (Explain): \_\_\_\_\_  
\_\_\_\_\_

Distance of Proposed Improvement to Nearest Property Line: \_\_\_\_\_

Distance of Proposed Improvement to Nearest Non-Facility Related Structures: \_\_\_\_\_

Any other communications structures within 1000' of proposed construction?  Yes  No

If Yes, list coordinates and FCC IDs for each: \_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION SIGNATURE**

UNDER PENALTY OF INTERNATIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable ordinance and this application. I further certify that all easements, deed restrictions or other encumbrances restricting the use of the property are shown on the site plans submitted with this application. I have been given authorization from the property owner to obtain this permit. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit herein applied for and approval of plans on connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any applicable ordinance or to excuse the owner of his/her successors in title from complying therewith.

**I understand that applying for this permit, I am consenting to the inspection of this property and to the entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections during normal business hours for the duration of the permit.**

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This section is to be completed by the Monroe County Planning Commission**

Permit Status: \_\_\_\_\_ (Approved, Denied or Conditional)

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Monroe County Planning Commission Official

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Monroe County Commission President

Date App Received: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Document ID: \_\_\_\_\_

Date Fee Received: \_\_\_\_\_ Fee Check #: \_\_\_\_\_ Fee Check Date: \_\_\_\_\_