



Application for PLAN OF DEVELOPMENT Wireless & Telecommunications Facilities

The Department of Community Development
Land Use Administration Division
900 E. Broad Street, Room 511
Richmond, Virginia 23219
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- Construction of a wireless communications support structure and installation of related equipment and antennae
- Co-location of antenna and equipment on an existing telecommunications structure (or other existing structure)

Name/Location

Operator/Licensee for Facility: _____ Date: _____

Property Address: _____ Tax Map # _____

Fee: _____ Total Area of Site in Acres: _____

(Please make check payable to the "City of Richmond")

Zoning

Current Zoning: _____

Existing Use: _____

Is this property subject to any previous land use case(s)? Yes No

If Yes, please list the Ordinance Number: _____

Type

Monopole

Building Mounted

Other (Explain): _____

Array Mounting Height: _____

Applicant/Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

E-mail: _____

Company: _____

Property Owner: _____

If Business Entity, title and individual who can sign for the company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

E-mail: _____

Property Owner Signature: _____

(The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.)

NOTE: Please attach the required plans, applicant's narrative, and a check for the application fee.
(See Filing Procedures for POD Wireless & Telecommunications Facilities.)



Checklist of Requirements: POD Wireless & Telecommunications Facilities

Standard Plat Notes:

- Name of project, developer, preparer of plans
- Plan date and revision dates
- Dimensions and bearings of property lines taken from deed or survey
- Vicinity sketch, north arrow, and bar scale
- Land area of site
- Zoning and existing use of subject property and all adjacent properties

Existing Features:

- Physical features including structures, buildings, paved areas, fences, signage, curbs, gutters, fire hydrants, public rights of way (note width), streets, alleys, easements, and/or other adjacent improved or unimproved rights of way
- Trees and other significant vegetative material
- Bodies of water and limits of 100-year floodplain
- Limits of Chesapeake Bay Preservation Areas

Proposed Features:

- Proposed curb cuts and curb improvements for site access
- Location and materials to be used for access and service of site as shown on site plan
- Equipment structure(s): dimensions, materials, color, and use shown on site plan and elevation drawings
- Outside lighting: location, height and type
- Height, character and location of any additional screening (fences, walls, vegetation)
- Detailed landscape plan, including type and size of proposed material, height, character and location of any additional screening (fences, walls, vegetation), and extent of retained vegetation

Project Information:

- Owner of Property, Manager/Operator of Structure (if a monopole or tower)
- Latitude and longitude of structure
- Site elevation
- Type of structure (Building Mount, Power Mount, Monopole)
- Structure height and mounting height of existing (if any) and proposed arrays
- Signal type/ Frequency (PCS, Cellular, Paging, etc.)
- Number of vacant slots made available for co-location
- Narrative describing services provided from site, the site selection process, status of any regulatory review (FCC, FAA, NEPA, etc.), compliance with NIER standards, statement of noninterference with other nearby public safety signals, and noting whether site may be used at no cost for public safety antennas (see Sec. 114-692.2(a) of the City Zoning Ordinance)
- Statement regarding need for height of monopole and availability for co-location (see Sec 114-692.5(3))
- Statement regarding necessity for traditional array if uni-cell or side mount antennas are not utilized (see Sec 114-692.5(d) of the City Zoning Ordinance)

Network Information:

- Map showing location of proposed site and location of existing facilities within city and with 3 miles of city.
- Table with data and all sites noted on map, identifying address, lat./long., type of support structure (tower, monopole, power mount, building, etc.) mounting height of antenna arrange.



Filing Procedures: POD Wireless & Telecommunications Facilities

FILING

Wireless & Telecommunication Plans of Development applications are filed with the Department of Community Development, Land Use Administration Division, Room 511, City Hall, 900 East Broad Street, Richmond, Virginia 23219, Telephone (804) 646-6304. The applicant, prior to submission, should discuss and review with staff any potential issues relating to the City's Master Plan, zoning and any other land use issues that may be involved.

A Plan of Development (POD) is required to be filed for certain land uses as specified in the City's Zoning Ordinance (Chapter 114 of the City Code of 2004) and must be filed prior to an application for a Building Permit or a Land Disturbing Permit. The Director of Community must approve the Plan of Development before permits are issued.

APPLICATION REQUIREMENTS

Application for a telecommunications plan of development must include: 1) Application form, including a completed checklist; 2) folded plans; 3) the applicant's narrative and 4) application fee. Each part is explained below.

1) **Application Form:** The application form is available in the Department of Community Development and online at <http://www.richmondgov.com/departments/communityDev/>. All the owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required.

2) **Plans/Plats:**

- Three (3) paper prints on sheets measuring 11" X 17" are required.
- Plans must be drawn to scale and must show dimensions of the information required.

3) **Applicant's Narrative & Supplemental Materials:** Three (3) copies with submittal package. Please see the next page for details and requirements.

4) **Application Fee**

The appropriate fee must accompany the application. Checks should be made payable to the "City of Richmond". The fees are determined from the following schedule:

Application Type	Fee Required
Initial Application	\$825.00 + \$110 per acre
Amendment (Conversion, Addition or Modification)	\$110.00
Temporary	\$110.00



Applicant's Narrative & Supplemental Materials: POD Wireless & Telecommunications Facilities

Applicant's Narrative & Supplemental Materials:

(Required for ALL Proposed Facilities)

- 1) The applicant's narrative report should be drafted separately from the plans and contain the following information:
 - a. The address and latitude/longitude of the proposed location;
 - b. A description of communications/broadcast services which the applicant intends to provide at the site;
 - c. The methodology behind the site selection (i.e., describe alternative sites considered in the site selection process and why the proposed site is the most suitable);
 - d. A description of any other regulatory review required for the site and the status of that review (Federal Communications Commission, Federal Aviation Administration, NEPA impact report);
 - e. The measures that will be taken to ensure compatibility with surrounding properties;
 - f. A statement acknowledging removal of antennas upon termination of the use;
 - g. A statement indicating compliance with NIER standards;
 - h. A noninterference statement;
 - i. A statement indicating willingness to allow and the feasibility of collocation of other users at the site; and
 - j. A statement indicating whether the site will be shared with the city if needed for public safety purposes.
- 2) A map showing the location of the proposed site and the location of existing facilities operated or owned by the applicant within the city and within three miles of the corporate limits, with an accompanying description of each facility (address, latitude/longitude, height of support structure, mounting height of antenna array, and willingness to allow and feasibility of collocation of other users at site).
- 3) Plans required for applications shall also clearly depict the following:
 - a. The location of the facility within the overall property, the access point from a public street, the location of other structures within 100 feet.
 - b. A detailed layout plan consisting of a site plan, roof plan, floor plan, as applicable to the specific proposal.
 - c. Detailed elevation drawings showing the location and type of antenna array, the structural element to which the array will be affixed, and for mounts using alternative support structures, any architectural device used to incorporate the array into building/structure design, the location and materials of any security fencing where required.
 - d. The location and details of lighting when required.
 - e. The location, type of equipment, noise suppression measures and operational procedure for any emergency power supply.
 - f. The color of antennas, cables, supports structure.
 - g. Landscape plans--minimum evergreen hedge for the base of the support structure and ground-mounted equipment, with additional trees for support structure screening.
- 4) A statement within the applicant's narrative and on the plan that states any antenna, support structure, and/or related electronic equipment which have not been used for the purpose of radio transmission for a continuous period of 12 months shall be deemed to be abandoned and shall be removed from the premises within 90 days of such abandonment.