



Date \_\_\_\_\_

The purpose of this Checklist is to provide general information that will help County staff identify the appropriate review process(es) for a proposed Telecommunications Use And/Or Structure. Completion of the Checklist does not constitute an official County determination. The Department of Building and Development and the Department of Planning and Zoning will make a final decision regarding the applications required for the proposed Telecommunications Use And/Or Structure. In all cases a building permit and zoning permit will be required.

**A completed Checklist must accompany all permits and applications for a Commission Permit, Special Exception, Site Plan, Building Permit and Zoning Permit for a Telecommunications Use And/Or Structure at time of submission. Without a completed Checklist your application will not be accepted.**

Please visit the County's web page for all telecommunications use and/or structure questions, documents, form and procedures at <https://www.loudoun.gov/Telecommunications>

### Applicant Information

Applicant's Name \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_

Telecommunication Equipment Owner's Name \_\_\_\_\_

### Parcel Information

Parcel Identification Number (PIN) \_\_\_\_\_

Address of Property Where Work is Being Performed \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

### **Section 1: Telecommunications Use And/Or Structure, No Portion of Which Exceeds a Height of 60 Feet.**

1. Is this a Telecommunications Use And/Or Structure 60 feet or less in height at its tallest point as measured from natural ground elevation? ☐ Yes ☐ No
2. Will antennas and/or equipment be colocated on an existing or replacement utility or light pole? ☐ Yes ☐ No
3. Is the utility or light pole in a VDOT right-of-way? ☐ Yes ☐ No

*If your answer is Yes to question 1., 2., or 3. above, proceed to Section 4: Building Permit and Zoning Permit Application.*

4. Will antennas and/or equipment be colocated on an existing building or structure? ☐ Yes ☐ No
  - a. What type of building or structure will the antennas and/or equipment be colocated on? \_\_\_\_\_
5. Will a standalone antenna support structure be constructed? ☐ Yes ☐ No
  - a. What type of support structure will be constructed? \_\_\_\_\_

*If your answer is Yes to question 4. or 5. above, proceed to Section 3: Site Plan and/or Site Plan Amendment Requirements.*



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## **Section 2: Telecommunications Use And/Or Structure, Any Portion of Which Exceeds a Height of 60 Feet.**

6. Is this a Telecommunications Use And/Or Structure that exceeds 60 feet in height at its tallest point as measured from natural ground elevation? ☐ Yes ☐ No

7. Are you colocating or replacing a telecommunications use on a building or structure that previously received County approval for telecommunication uses? ☐ Yes ☐ No

*If your answer is Yes, provide approved Commission Permit and/or Special Exception number(s) below:*

Commission Permit #

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Special Exception #

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8. Is the proposed Telecommunications Use And/Or Structure located within an overhead high voltage transmission corridor with structures greater than 80 feet in height? ☐ Yes ☐ No

*If your answer is Yes to question 7. or 8. above, proceed to Section 3: Site Plan and/or Site Plan Amendment Requirement.*

9. Is a Commission Permit required?

a. Is this a new telecommunication support structure? (monopole, tower) ☐ Yes ☐ No

b. Are the antennas/telecommunications equipment colocating on an existing structure that exceeds 60 feet in height that has not received previous County approval as a Telecommunications Use And/Or Structure? ☐ Yes ☐ No

c. What type of structure will the antenna(s) and/or equipment be colocated on?

*If your answer is Yes to question 9a. or 9b. above, a Commission Permit is required. Contact the Department of Planning and Zoning.*



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**Section 3: Site Plan and/or Site Plan Amendment Requirements.**

10. Is a site plan required?

- a. Are you creating or modifying an entrance onto a VDOT roadway? ☐ Yes ☐ No
- b. Are you adding an enclosed building with a footprint that exceeds 200 square feet? ☐ Yes ☐ No
- c. Are you proposing impacts to environmentally sensitive areas?  
(floodplain, limestone, or mountainside overlays districts, and/or steep slopes) ☐ Yes ☐ No
- d. Are you proposing land disturbance in excess of 5,000 square feet? ☐ Yes ☐ No
- e. Are you constructing a monopole or tower that exceeds 60 feet in height at its tallest point as measured from natural ground elevation? ☐ Yes ☐ No
- f. Are you creating a telecommunication compound area? ☐ Yes ☐ No
- g. Are you increasing the size of an existing telecommunication compound area? ☐ Yes ☐ No

*If your answer is Yes to any question under 10 above, a Site Plan or Site Plan Amendment is required. Contact the Department of Building and Development.*

11. Has the County previously approved a site plan for your proposed Telecommunications Use And/Or Structure? ☐ Yes ☐ No  
*If your answer is Yes, provide approved site plan number below:*

a. Site Plan # 

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**Section 4: Building Permit and Zoning Permit Application Requirements.**

12. Will the telecommunication equipment be located on an existing or replacement utility or light pole? ☐ Yes ☐ No
13. Will the antennas and/or equipment be colocated on an existing building or structure? ☐ Yes ☐ No
- a. What type of building or structure will the antennas and/or equipment be colocated on? \_\_\_\_\_
14. Have you attached to your Building/Zoning Permit Application the following required documentation: ☐ Yes ☐ No
- a. Permission from the owner of the structure to colocate equipment on that structure; ☐ Yes ☐ No
- b. Three (3) sets of sealed engineered drawings of the equipment showing dimensions and location of the equipment on the structure; and ☐ Yes ☐ No
- c. A plat showing the location of the structure to be used for the colocation. ☐ Yes ☐ No