



**Rio Arriba County
Planning & Zoning Department**

**Communication Tower Permit:
Collocation & Equipment Modification**

PERMIT NO:	UPC NO:	COMMUNITY:
APPLICATION FOR:	COLLOCATION	EQUIPMENT/MODIFICATION
PROJECT DESCRIPTION:		
APPLICANT/AGENT NAME:		
Mailing Address:		
Phone Number:	Email:	
COMPANY NAME:		
Name & Title of Representative:		
Mailing Address:		
Mobile Phone:	Email:	
PROPERTY OWNER NAME:		
Mailing Address:		
Phone Number:	Email:	
Site Physical Address:		
LAT:	LONG:	

Pre-Application conference required for new tower permit applications: please be aware that prior to filing an application the applicant shall schedule a conference with the County Planner to discuss the application process and content.

REQUIRED SUBMITTALS:

1. Completed and signed application with all required submittals.
2. A site plan drawn to scale by professional engineer showing property boundaries, tower location, tower height, guy wires, and related ground anchors, any proposed structures, roads, fences, landscaping and setbacks on all items subject to setback requirements.
3. A certificate from a licensed engineer of capacity by type and number of the communications tower, certified or stamped drawings and calculations detailing the design basis for the tower or support structure, and a certification that the tower is designed to withstand winds in accordance with ANSI/EIA/TIA 222-G, latest revision standards. This certification shall also show that the proposed tower is designed for co-location. (Detailed Plans--Two sets of 11" x 17")

4. Written authorization from the site owner allowing the applicant to submit the application.
5. A lease agreement between the property owner and the tower owner, including business license for each.
6. A lease agreement between the tower owner and the applicant(s) for antenna(s)/co-locate(s), applicant business license on file.
7. A Warranty Deed to show proof of ownership, show proof property taxes are current.
8. Certification by the Federal Aviation Administration (FAA) that the proposed activity is in compliance with FAA requirements. A written description of the proposed operation and need for a new structure. Also, for new towers, a written description of opportunities for future co-locations on the tower. Copy of FCC license.
9. Elevation Certificate, if in a designated flood zone, for foundation only.
10. Multi-Purpose State Building Application for State Building Inspections (if applicable)
11. Each application for co-location of a wireless telecommunication facility shall be accompanied by an administrative review fee of **\$1000.00** plus **\$100.00** for each antenna to be co-located on a wireless telecommunication facility. For telecommunication facility equipment upgrade an administrative review fee of **\$1000.00**, with no additional charge for replacement of existing antennas or equipment. Cash or check made out to Rio Arriba County or credit card payment by phone can be arraigned for payment once application is completed.
12. Payment Received: \$ _____ Adm. Review Fee \$ _____ X _____ Antenna Fee \$ _____ Total Fee

This application is not complete until all required submittals are received and approved by staff.

I hereby certify that the attached information submitted with this application is true and correct to the best of my knowledge.

Applicant

Date Submitted

SIGNED: _____

Planning & Zoning Department

Date Approved

STAMP OF
APPROVAL