



County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010
Fax: (910) 947-1303

WIRELESS COMMUNICATION FACILITIES (WCF) APPLICATION PACKET

Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

Step 3. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- \$2,500.00 for new tower review plus postage for adjacent properties.
- A detailed Rezoning Map
- A Site Specific Development Plan OR Generalized Concept Plan

Step 4. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to both the Planning Board meeting and the Board of Commissioners meeting / public hearing:

- All adjacent property owners will be notified by certified mail return receipt.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

Step 5. Community Meeting

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application and to provide the applicant an opportunity to hear comments and concerns about the proposal as a means of resolving conflicts, where possible.

Step 6. Planning Board Meeting

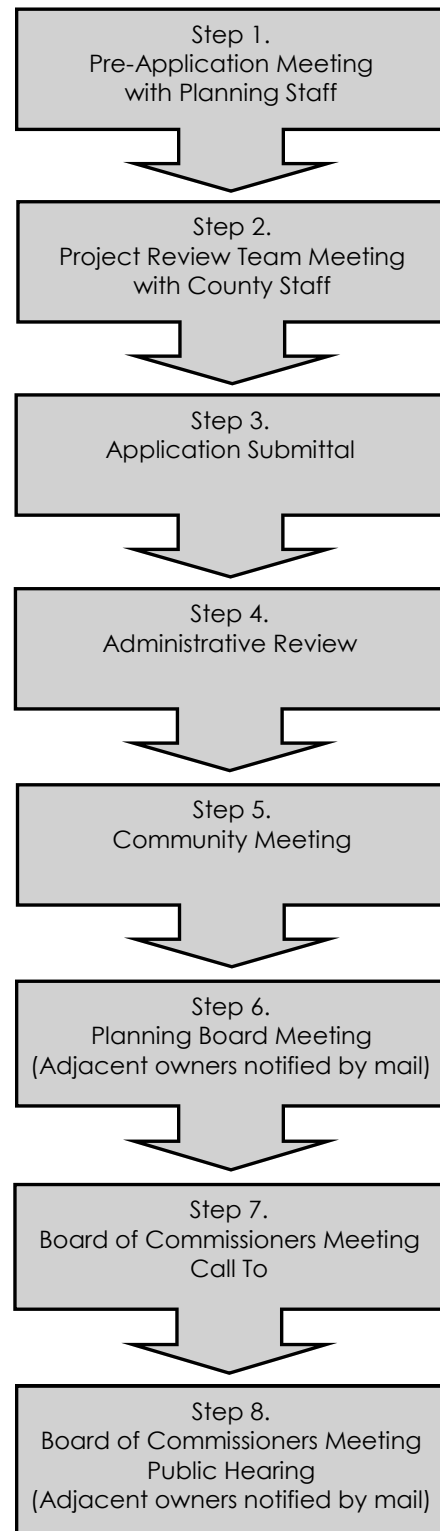
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

Step 7. Board of Commissioners Meeting—Call To

Planning Staff will present the request to the Board of Commissioners to schedule a Public Hearing. Applicants need not be present at this meeting.

Step 8. Board of Commissioners Meeting—Public Hearing

Planning Staff will present the request to the Board of Commissioners. A public hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.



Application Submittal Deadlines / Meetings

A date and location for a public hearing will be set (subject to change) once a complete application is submitted to the Planning Staff.

<u>Application Deadline</u>	<u>Planning Board Public Hearing</u>
October 17, 2022	December 1, 2022
November 21, 2022	January 5, 2023
December 19, 2022	February 2, 2023
January 17, 2023*	March 2, 2023
February 20, 2023	April 6, 2023
March 20, 2023	May 4, 2023
April 17, 2023	June 1, 2023
May 22, 2023	July 6, 2023
June 19, 2023	August 3, 2023
July 24, 2023	September 7, 2023
August 21, 2023	October 5, 2023
September 18, 2023	November 2, 2023
October 23, 2023	December 7, 2023

Site Specific Development Plan

Chapter 4 Section 2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests or information as designated by the County of Moore Zoning Administrator.

Applicant/Owner Signature

Date

Applicant/Owner Signature

Date

Office Use Only:

PAR ID: _____

Received By

Date



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WIRELESS COMMUNICATION FACILITIES (WCF) FREESTANDING NON-CONCEALED

Applicant Information

Applicant Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

Applicant Classification: Commercial Wireless Provider Governmental User Private Business User

Is this a joint application by two or more wireless service providers? YES NO

If this is a joint application, please attach contact information for each additional applicant.

Parcel Information

ParID #: _____ Zoning District: _____

Address: _____ City: _____ State: _____ Zip: _____

Landowner Information

Landowner Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

WCF Owner Information

Owner Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

WCF Facility Information

Street Address: _____ City: _____ State: _____ Zip: _____

Latitude: _____ Longitude: _____

Support structure height: _____ Ground elevation (ASML): _____

Support structure description: Monopole Rooftop Self Supporting Lattice Tower Guyed Tower Other

Width of support structure at the height of the appurtenance _____ Horizontal length of appurtenance _____

Height of proposed co-location (AGL): _____ Additional co-locations available? YES NO

Number of co-location slots available: _____



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Please check each item per the Moore County Unified Development Ordinance Section 8.113(E):

- Site Plan. Drawing in accordance with Section 4.2.D
- Liability Insurance. The permit holder for wireless communications facilities shall secure and at all times maintain public liability insurance for personal injuries, death, and property damage, and umbrella insurance coverage, until the tower is removed from the site, in amounts as set forth below
 01. Commercial general liability covering personal injuries, death, and property damage: \$1,000,000 per occurrence/\$2,000,000 aggregate;
 02. Automobile coverage: \$1,000,000 per occurrence/\$2,000,000 aggregate; and
 03. Worker's compensation and disability: statutory amounts.
- Radio Frequency. A statement from a registered engineer that the WCF will be maintained and operated in accordance with all applicable Federal Communications Commission (FCC) rules regarding radio frequency emissions and interference and if there is interference with public safety communications, the applicant shall utilize procedures set forth by the FCC and the party causing the interference shall reimburse the County for all costs associated with resolving the interference.
- Structural Analysis. Signed and sealed by a NC Registered Professional Engineer that all elements of a telecommunication facility shall demonstrate, to the satisfaction of the County, that the equipment and the structure supporting the equipment is structurally sound and can accommodate the proposed equipment and appurtenances.
- Lighting. Applicant shall provide documentation that lighting of a wireless communications facility shall be limited to that required for compliance with FAA minimum standards. Any lighting required by the FAA must be of the minimum intensity and number of flashes per minute (i.e., the longest duration between flashes) allowable by the FAA. Nighttime strobing or flashing lights are prohibited, unless required by the FAA.
- Owner Authorization. Proof that a property and/or antenna support structure owner's agent has appropriate authorization to act upon the owner's behalf if applicable.
- Bond. Applicant shall submit a performance bond or letter of credit from an accepted bank in the amount of \$20,000 or a bond equal to the written estimate from a qualified tower removal contractor to guarantee that the facility will be removed when no longer in use. Colocation applicants shall provide evidence that the colocation is covered under the WCF bond, or shall provide a new performance bond equal to the written estimate from a qualified tower removal contractor to remove their equipment, cabinets, antenna, feed wires and all other appurtenances in colocation applicant's ownership/lease upon applicant's cessation of use.
- US Fish and Wildlife Service submitted information, if applicable. Yes No
- National Environmental Policy Act (NEPA) checklist, if applicable. Yes No
- State Historic Preservation Office (SHPO) letter, if applicable. Yes No
- Federal Aviation Administration (FAA) approval, if applicable. Yes No



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ENDORSEMENT

All wireless communication facilities shall comply with or exceed current standards and regulations of the Federal Aviation Administration (FAA), the Federal Communications Commission (FCC), and any other agency of the federal government that regulates wireless communications facilities. In addition to federal requirements, all wireless communication facilities shall comply with or exceed current standards and regulations of the State of North Carolina pertaining to telecommunications facilities NCGS Sections 160D-930 through 160D-934.

The applicant certifies that all statements, certifications, and representations supplied in this application are true and correct and that the person signing this application is duly authorized to execute this application and otherwise to act on the applicant's behalf with respect thereto:

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests or information as designated by the County of Moore Zoning Administrator.

Applicant/Owner Signature

Date

Applicant/Owner Signature

Date

Office Use Only:

PAR ID: _____

Received By

Date