

COMMUNICATION TOWER APPLICATION

Use this application for construction of a new communication tower.

Application Fee: Commercial - \$250 Non-Commercial - \$50

Tower Site Address: _____ Tax Map #: _____

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner: _____

Owner Address: _____

Phone: _____ Fax: _____ Email: _____

Communication towers are allowed only through a special exception mechanism. The Zoning Board of Appeals will hold a public hearing about the request for the special exception use and decide whether to allow the use, to allow the use with conditions, or not to allow it in a specific location based on criteria that are listed in the Zoning Ordinance.

Plan Submittal Checklist

- Construction plans showing the information in the checklists below. Plans may be submitted for review the following ways:
 - **Electronically** - Electronic plan submission is preferred and allows for a faster plan review. Please combine all sheets into one .pdf file and add bookmarks listing the sheet number to each page. Once plans are approved a paper copy will be requested. Submit plans using the following -
 - Via FTP site (contact us for login info)
 - Via Online Services website at www.cityofrockhill.com/onlineservices
 - **Paper** - Plans may be mailed or hand delivered to the address above. Two paper copies no smaller than 11" x 17" are needed.
- [Electrical Load Data Form](#)
- [Special Exception Application](#)
- [Building permit application](#)
- [Stormwater Management and Erosion Control Checklist](#)
- Applicable Fees
 - Special Exception Application Fee: \$300, non-refundable
 - Communication Tower Application Fee: Commercial - \$250, Non Commercial - \$50
 - Grading Permit Fee: \$250 per disturbed acre
 - Building Permit Fee: Based on contract value of work. Due after antenna/ co-location approval at the time the building permit is picked-up.

Please note, all contractors will need a City of Rock Hill Business License and a SC state contractor's license.

Construction Plan Checklist

Building Review Information

1. Provide footing and erection details for the tower with engineer's seal.
2. Provide foundation details for any equipment sheds, transformers or generators. Show tie-down or anchoring details.
3. Provide a floor plan of any equipment sheds. Prefabricated or modular building plans are required to be approved by the South Carolina Building Codes Council. Visit www.llr.state.sc.us for more information.
4. Provide bonding details for site and buildings.

5. Provide electrical plan. Show transformer and/or meter location. Complete the Electrical Load Data form for separately metered services.
6. Structural analysis or report.

Zoning Review Information

The use-specific standards for communications towers are listed in *Chapter 4: Primary Land Uses* of the Zoning Ordinance. Here is a summary of those standards. Note that the Zoning Board of Appeals may require conditions in addition to those listed in the Ordinance.

1. **Franchises and licenses:** Demonstrate that all franchises and licenses have been obtained.
2. **Show setbacks:**
 - a. Self-supporting towers must meet the minimum setbacks for the zoning district where located, plus an additional distance equivalent to 10% of the height of the tower. (See *Article 5: Density, Intensity, and Dimensional Standards*, for setbacks in each zoning district.)
 - b. Guyed towers must meet the minimum setback standards for the zoning district where located. The setback will be measured from a line connecting the outermost anchor points for guyed wires.
 - c. A tower must be set back the minimum distance required in the base zoning district where located, or a distance equal to one-half the tower height (whichever is greater) for any property designated with the Historic Overlay District. For guyed towers, the setback will be measured from a line connecting the outermost anchor points for guy wires.
 - d. Equipment buildings associated with a wireless communication facility must meet the minimum setback requirements for the zoning district where located. (See *Chapter 5: Accessory Land Uses* for the setbacks for accessory structures.)
3. **Show existing tree growth and proposed plantings:**
 - a. Existing mature tree growth and natural land forms on the site must be preserved to the maximum extent practicable.
 - b. Tower facilities including equipment structures and cabinets must be landscaped with a land-use buffer that effectively screens the view of the ground-based portion of the tower facility from existing residential development, public portions of non-residential sites, and public rights-of-way.
4. **Show tower height.**
 - a. The ordinary standards for towers are:
 - i. In IG, IH, and IB zoning districts: maximum of 400 feet
 - ii. In CC and GC zoning districts: maximum of 250 feet
 - iii. In OI, NO, DTWN, NC, LC and MUC zoning districts: maximum of 100 feet
 - b. The Zoning Ordinance has a process for a request for a taller tower in the OI and DTWN districts.
 - c. In addition to these height limitations, additional height limitations would apply if the tower is proposed to be located within the Airport Overlay District. See *Chapter 3: Zoning Districts* for information about height limitations in the Airport Overlay District.
5. **Provide a lighting plan** for tower; see the lighting standards of *Article 6: Development and Design Standards* in the Zoning Ordinance. (Requires FAA approval)
6. **Show the color** must be galvanized steel, or subject to any applicable standards of the FAA, be painted a neutral color like light gray to reduce visual obtrusiveness.
7. **Show signage:** A sign measuring no more than two square feet must be located or near the tower that identifies the tower owner, the street address of the owner, the owner's identification code for the tower, and a 24-hour emergency contact telephone number.
8. **Show security fencing:** Towers, guy anchor supports and ground-based equipment buildings must be enclosed by security fencing not less than eight feet in height and equipped with an appropriate anti-climbing device.
9. **Provide radiation report.** Submit report showing compliance with FCC requirements.
10. **Explain distance from other towers, if any are located within 1,200 feet:** Any new tower within 1,200 feet of an existing tower requires the applicant to submit a statement indicating the reasons why the existing tower(s) was inadequate or unavailable.
11. **Note collocation requirement:** New wireless communication towers should be designed to accommodate present and future needs of the owner and at least one comparable user. Unused space on an existing tower must be made available to other users at a fair market value.
12. **Note interference requirement.** No wireless communications tower, antenna or supporting equipment is allowed to interfere with equipment operated by the Rock Hill/York County Airport or radio equipment operated at a fixed site by the City.

Stormwater Review Information - See the [Stormwater Management and Erosion Control Checklist](#).

Utility Accounts

A temporary utility account will be created for the contractor that is performing the work during the project. Once the final inspection is approved, utilities can then be transferred to the cell tower owner with a permanent utility account.

The cell tower owner will need a **City of Rock Hill Business License** and will need to complete a **Utility Service Agreement** to set up a permanent utility account. Contact the Open for Business office for more information at 803-329-7093.

Please note, each antenna owner will also need a City of Rock Hill Business License and a Utility Service Agreement to transfer utilities into their name.

FOR OFFICE USE ONLY:	Case #: _____	Date Filed: _____
Complete?: _____	If incomplete, returned: _____	[] Fee Paid _____
[] Forms/Docs Attached: _____		
[] Rejected: [] Approved [] Conditional Approval/or Exemption: _____		
_____	Reviewed by: _____	Date: _____