

APPLICATION FOR COMMUNICATION ANTENNA

Application Fee: \$50

Use this application for:

- the co-location or placement of an antenna on an existing tower,
- replacement of an existing antenna or equipment with a new antenna or equipment, or
- placement of an antenna on an existing building or structure.

Site Address: _____ Tax Map #: _____

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner: _____

Owner Address: _____

Phone: _____ Fax: _____ Email: _____

Communication antennas are allowed in some zoning districts by conditional use and in some zoning districts by special exception use. See the *Table of Primary Uses* in the *Chapter 4: Primary Land Uses* of the Zoning Ordinance to determine whether the use is not allowed in the district at all, or whether it is allowed by conditional use or by special exception use.

Zoning district for property: _____

Is the requested use a conditional use YES NO or special exception use YES NO in that zoning district?

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. If ZBA approval is required, additional sets of plans may be requested.
 - Electrical Load Data Form
 - Special Exception Application (with \$300 non-refundable fee) or Conditional Use Permit Application
 - Antenna Co-location Application fee - \$50
 - Building permit application or electrical permit application if contractors are known at time of plan submittal.
 - Building permit fee is based on value of work. The building permit is issued after the plan review is complete and permit fee is due at the time the permit is picked-up.
- Please note that all contractors will need a City of Rock Hill Business License and a SC state contractor's license.

Construction Plan Checklist for co-location of an antenna(s) on an existing tower:

Building Code Review Information

1. If adding new equipment buildings, transformers or generators provide the following:
 - a. Provide foundation details for any equipment sheds, transformers or generators. Show tie-down or anchoring details.

- b. 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.
- c. Provide bonding details for site and buildings.
- d. Show transformer and/or meter location.

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 if a special exception request is involved, Zoning Board of Appeals may require conditions in addition to those listed in the Ordinance.

1. **Show tower can support antenna:** Provide documentation from a structural engineer that the tower or structure can accept the additional loading created by the collocation.
2. **Show tower type, if requesting to change:** Does this collocation require any modification to the tower or structure? If so, must be of the same type as the existing tower, unless a monopole is determined more appropriate at the specific location.
3. **Show that antenna will continue to meet tower height requirements:**
 - 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.
4. **Show that ground-based equipment will continue to meet security fencing requirements:** 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.
5. **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.

Utilities Review Information

1. Provide an electrical plan and data. Complete and sign Electrical Load Data form for separately metered services.

Construction Plan Checklist for placement of an antenna(s) on an existing building or structure:

Building Code Review Information

1. Provide an electrical plan and data. Complete and sign Electrical Load Data form for separately metered services.
2. If adding new equipment buildings, transformers or generators provide the following:
 - a. Provide foundation details for any equipment sheds, transformers or generators. Show tie-down or anchoring details.
 - b. 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.
 - c. Provide bonding details for site and buildings.
 - d. Show transformer and/or meter location.

Zoning Review Information

If allowed by conditional use or special exception use, the following use-specific standards apply. (If the use is a special exception use, the Zoning Board of Appeals may also add other conditions.)

1. **Show primary use of building:** Antennas can only be attached to business uses or multiple-family uses.
2. **Show antenna height:** The antenna cannot be extended more than 30 feet above the highest point of the building or structure. In addition to this height limitations, additional height limitations would apply if the antenna 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.
3. **Show setbacks:** Antennas cannot be located within 10 feet of a property line abutting a street, or within 5 feet of another property line. Additionally, no dish antenna with a total surface area of 10 square feet or greater may be located on the roof of a structure located in a residential district.
4. **Show appearance:** The antenna and supporting electrical and mechanical equipment must be of a neutral color that is identical to, or compatible with, the color of the structure on which it is located to make the antenna and related equipment as visually unobtrusive as possible.
5. **Show that any ground-based equipment will continue to meet security fencing requirements:** 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.
6. **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.

Utilities Review Information

3. Provide an electrical plan and data. Complete and sign Electrical Load Data form for separately metered services.

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 antenna owner with a permanent utility account.

The antenna owner will need a **City of Rock Hill Business License** with the minimum administrative fee for each co-locate site 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 that the cell tower owner is also required to have a City of Rock Hill Business License.