



# Wireless Telecommunication Facility Application

## City of Harrisonburg, Virginia

Department of Planning & Community Development  
(540) 432-7700 / FAX (540) 432-7777

[www.harrisonburgva.gov/wireless-telecommunication-facilities](http://www.harrisonburgva.gov/wireless-telecommunication-facilities)

Date Received:

Paid:

Please provide the following form completed, along with the required supplemental information as indicated on page 2 of this application, to the Department of Planning & Community Development, located on the 2nd floor of City Hall, 409 South Main Street, Harrisonburg, VA 22801. **Please note that the applicant must continue through the process of acquiring all appropriate permits that could be required by this Department's Building Inspections Division (building, electrical, mechanical, etc.).**

### TYPE OF FACILITY

- Wireless telecommunication facility: \$100.00 per facility       Section 6409 eligible facility: No fee
- Wireless telecommunication facility with special use permit approval: no fee.

### PROPERTY INFORMATION

Property Street Address \_\_\_\_\_ Zoning District \_\_\_\_\_ Tax Map \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Property Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Street Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Consent of Property Owner:

The following statement shall only be signed by the owner of the parcel where the wireless telecommunication facility is located.

I, \_\_\_\_\_, consent to the installation of the wireless telecommunications facility applied for herewith and understand and accept the terms of Article CC Wireless Telecommunications Facilities of the Zoning Ordinance. I further understand that building or sub-trade permits may also be necessary and that this process only provides zoning approval. City representatives may enter the property, as necessary, to review this application.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### WIRELESS FACILITY OWNER INFORMATION

Wireless Facility Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### APPLICANT INFORMATION

Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### For office use only

Approved  Denied  DATE: / / SIGNED: \_\_\_\_\_

# APPLICATION CHECKLIST

**The information below is required for all wireless telecommunication facility applications, except for Section 6409 eligible facilities (see following section):**

- Letter describing the request.
- Location map and elevation drawings of the proposed facility prepared and certified by a professional engineer indicating: location, type, and height of all structures associated with the facility; facility's planned capacity (i.e. collocation potential/number of accommodations); on-site and abutting land uses; means of access; support structure's setbacks from property lines; and all applicable American National Standards Institute (ANSI) technical and structural codes.
- Screening Plan (i.e. fence type and/or vegetation to be planted).
- Photo Simulations of the proposed facility.
- Evidence that the applicant has contacted the Emergency Communications Center (ECC) and verified the installation of the proposed equipment will not interfere with the ECC's operations. (ECC Director Jim Junkins – 540-434-4436.)
- If camouflaging, an explanation of how the facility will be camouflaged.
- If erecting a new telecommunications tower or concealed wireless telecommunication facility, a physical survey of the property must be submitted.

**If applying for a wireless telecommunications facility allowed only by special use permit, the information below shall also be submitted:**

- A description of how the proposed facility fits into the applicant's telecommunications network.
- An explanation as to why the particularly proposed wireless telecommunications facility is needed to meet the desired results as opposed to installing a facility allowed by right that may provide the same results.
- An explanation or evidence demonstrating that no existing support structure or building can accommodate the applicant's proposed facility or evidence that the applicant has made diligent good faith efforts to negotiate collocation on an existing support structure or building in the area needing service or improved service.
- If requesting to install a new telecommunications tower, concealed wireless telecommunications facility, or to increase the allowable height of a facility above that permitted by-right, a balloon test shall be performed. The special use permit application shall not be considered complete until the test is performed and staff has visually witnessed the test. The applicant shall contact the Department of Planning and Community Development to schedule a date and time when the balloon test will be conducted. If inclement weather prevents the scheduled test, a new schedule shall be established. The test shall consist of raising at least one (1) balloon from the site to a height equal to the proposed facility. Proposed collocated facilities which increase the height of existing support structures shall not be required to perform a balloon test.

**Applications for Section 6409 eligible facilities shall submit the following:**

- Letter describing the request and demonstrating how the proposed modifications would not substantially change the existing facility.
- Evidence that the wireless telecommunications facility is an eligible facility that existed prior to the original enactment of this article.
- Location map and elevation drawings of the existing facility and the proposed modifications prepared and certified by a professional engineer, including all existing equipment from all providers and, if applicable, all equipment owned and operated by railroad companies. (The information provided for the existing eligible facility may be used as the baseline of facts regarding the site's characteristics if it is the facility's first utilization of Section 6409 and shall be used to prevent abuse of the legislation.)

### Eligible Facility Locations

Tax Map	Physical Property Address	Tax Map	Physical Property Address
6-C-1	2510 South Main Street	34-Y-10	2 South Main Street
13-A-3	1400 East Market Street	35-X-9	135 West Market Street
14-L-7	1108 Reservoir Street	37-C-3	85 Waterman Drive
17-B-1	206 Port Republic Road	41-E-1	166 Charles Street
19-D-5	904 South High Street	56-A-9	1640 Red Oak Street
20-A-2B	1176 South High Street	78-B-2	85 University Boulevard
25-H-19	320 Chesapeake Avenue	78-C-1	130 University Boulevard
32-D-1	670 Vine Street/653 Tower Street	91-A-2	1575 Peach Grove Avenue
34-B-1	30 Kratzer Avenue	6-C-1	2510 South Main Street
34-P-1	101 North Main Street		