



Kanawha County

Planning and Community Development
407 Virginia Street East
Charleston, WV 25301
Phone (304) 357-0570

KANAWHA COUNTY WIRELESS TELECOMMUNICATION PERMITS DIRECTOR APPROVAL/NEW EQUIPMENT UPGRADES/CO-LOCATIONS GUIDELINES AND PROCEDURES

****REVIEW THE WIRELESS TELECOMMUNICATION FACILITY ORDINANCE***

YOU CAN OBTAIN A PERMIT FROM THE KANAWHA COUNTY PLANNING & COMMUNITY DEVELOPMENT OFFICE

(Address & Phone listed above)

1. Complete application.
2. Documentation of the applicant's right, title, or interest in the property where the facility is to be sites, including name and address of the property owner and the applicant.
3. The owner of the facility's name shall be placed on the structure.
4. Copies of any easements necessary to access the property.
5. If a facility will have a co-location capability, all lessee's names shall be placed on the structure or equipment.
6. All facility locations shall have posted street signs at the cross street-intersection. Signs shall have a minimum of 3.5" reflective letters.
7. A copy of the FCC License for the facility or a signed statement from the owner or operator of the facility attesting that the facility complies with current FCC regulations.
8. The applicant will comply with applicable State and Federal Historic Preservation laws and regulations.
9. Location map and elevation drawings of the proposed facility and any other proposed structures, showing color, identifying structural materials, and a description of the access to the property.
10. A storm and erosion control plan for the access road to the site, unless there will be no changes implemented with regards to any existing roads.

**IF YOU HAVE ANY QUESTIONS CONCERNING PERMITTING PROCEDURES OR YOUR FLOOD ZONE, PLEASE CONTACT OUR OFFICE AT
KANAWHA COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**407 VIRGINIA STREET EAST, 2ND FLOOR
CHARLESTON, WV 25301
(304) 357-0570**

PERMIT APPLICATION
Wireless Telecommunications Facilities

FEES:		FOR OFFICE USE:
Director Review	\$500.00	District:
New Co-Location	\$1,000.00	Map #:
Floodplain	\$300.00	Parcel #:
Upgrades	1/2 of 1% total project cost	Firm Map #:
		Permit #:

☐ UPGRADES/NEWEQUIPMENT ☐ MAINTENANCE/ REPAIR ☐ NEW CO-LOCATION ☐ OTHER

DATE OF APPLICATION: _____

APPLICATION INFORMATION:

TOWER/STRUCTURE LOCATION:

ADDRESS: _____

COORDINATES: LONGITUDE: _____ LATITUDE: _____

APPLICANT NAME: _____

MAILING ADDRESS: _____

STATE: _____ ZIP: _____ PHONE: _____

PROPERTY OWNER NAME: _____

MAILING ADDRESS: _____

STATE: _____ ZIP: _____ PHONE: _____

CARRIER NAME: _____

MAILING ADDRESS: _____

STATE: _____ ZIP: _____ PHONE: _____

FACILITY OWNER NAME: _____

MAILING ADDRESS: _____

STATE: _____ ZIP: _____ PHONE: _____

CONTRACTOR NAME: _____

MAILING ADDRESS: _____

STATE: _____ ZIP: _____ PHONE: _____

LICENSE #: _____

CONTACT FOR SITE VISIT: _____ PHONE: _____

TYPE OF TOWER:☐

Monopole

☐

Guyed

☐

Self Standing

☐

Other

TOWER INFORMATION:

TOWER HEIGHT:

TOWER #

LINEAL FEET OF ACCESS ROAD:

BUFFER ZONE:

LINEAL FEET OF ACCESS ROAD:

CURRENT ANTENNA HEIGHT ON TOWER:

NEW ANTENNA HEIGHT ON TOWER:

HOW MANY EXISTING CO-LOCATIONS ARE ON TOWER:

NEW CO-LOCATION:

☐

YES

☐

NO

EXISTING CO-LOCATION:

☐

YES

☐

NO

HOW MANY CO-LOCATIONS WILL BE ADDED DURING PROJECT?

PURPOSE OF EQUIPMENT UPGRADES:

DESCRIPTION OF UPGRADES/NEW EQUIPMENT:

TOTAL PROJECT COST:

STRUCTURAL ANALYSIS SUPPORTING DOCUMENTS SUBMITTED:

☐

YES

☐

NO

WAIVER REQUESTED (MAINTENANCE/REPAIRS ONLY)

☐

YES

☐

NO

I hereby certify that I am the authorized agent for the said project and that all information requested by the Building Permit Application has been provided to the best of my knowledge.

I hereby grant permission to the Kanawha County Planning and Community Development office or their designated representative's access to the property to inspect for compliance of the Kanawha County Ordinances.

These things I certify under penalty of law.

(Signature of Applicant)