



TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

**MINOR SITE PLAN APPLICATION
TOWER COLLOCATION OR MODIFICATION
(ELIGIBLE FACILITIES)**

Pursuant to Article 7, Section 155.707 of the Unified Development Code, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Planning Director to approve a Minor Site Plan application.

SITE INFORMATION:

Name of Project: _____ Acreage of Property: _____
Parcel ID Number: _____ Tax ID: _____
Deed Book: _____ Deed Page(s): _____
Address/Location: _____

Existing Zoning District: _____
Is project within an Overlay District: ___ No ___ Yes. List: _____

EXPLANATION OF PROJECT:

Please provide a brief description of the request.

FOR OFFICE USE ONLY

File Number: _____ Date Received: _____ Amount Paid: _____

PROPERTY OWNER INFORMATION:

Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address : _____

TELECOMMUNICATIONS OWNER INFORMATION:

Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address : _____

APPLICANT INFORMATION:

Applicant: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Contact Person: _____

Email: _____

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

The following items must accompany a Minor Site Plan application. This information is required to be present on all plans, except where otherwise noted:

____ All documentation required as described in the Eligible Facilities Application Requirements Document.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Planning Director of the Town of Clayton to approve the subject Minor Site Plan. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date



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OWNER'S CONSENT FORM

Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. All fields must be completed.

Project Name: _____ **Address or PIN #:** _____

AGENT/APPLICANT INFORMATION:

 (Name - type, print clearly)

 (Address)

 (City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes *(list applicable requests)*:

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

 (Name - type, print clearly)

 (Address)

 (Owner's Signature)

 (City, State, Zip)

STATE OF _____
COUNTY OF _____

Sworn and subscribed before me _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

SEAL

Notary Public

My Commission Expires: _____



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**CAROLINA TELECOMMUNICATIONS SERVICES (CTS)
ELIGIBLE FACILITIES (NON-SUBSTANTIAL
COLLOCATIONS/MODIFICATIONS/UPGRADES)
APPLICATION REQUIREMENTS**

Application shall include the following materials to the Town of Clayton (with review by CTS). An application is not considered complete until all required information is provided.

_____ 1 hard copy of the following information in the format specified below, mailed to:

Town of Clayton Planning Department
PO Box 879
Clayton, NC 27528

_____ A copy of the application package emailed to:

Submittals@townofclaytonnc.org

_____ Payment of \$1,000 (payable to the Town of Clayton)

-
- 1) Town of Clayton Minor Site Plan Application Form
 - 2) Town of Clayton Owner's Consent Form
 - 3) Fee
Project Fee in the amount of \$1,000, payable to the Town of Clayton (this fee includes all application and review fees, including consultant fee). When entered into New World, the consultant receives \$750 and the Town receives \$250.
 - 4) Project Information Form
Project Information form with **detailed** narrative of scope of work. CTS project name will be provided to applicant when Project Information Form is received by CTS. CTS Project name must be used for "subject line" for all information submitted by email to assure that the application is updated for timely additional review and approval.
 - 5) Compliance Letter
A signed Compliance letter acknowledging compliance with the ordinance and all applicable laws, rules and regulations, i.e. federal, State and local, including but not limited to i) compliance with all safety-related requirements; and ii) a commitment to promptly remedy any interference caused by

the carrier's equipment or service. This must be signed and dated by an individual authorized to commit for the Applicant.

6) Site Plan

Site plan done to scale. Required when any new exterior ground-mounted equipment or enclosures are proposed or when any changes are made to ground-mounted equipment, structures or foundations.

7) Tower Elevation & Antenna Layout

8) Structural Report

A Certified Structural Report (for anything other than attachments to most buildings). It will be a judgment call on certain building-related situations, e.g. primarily related to the placement of shelters and if there are adequate support members beneath the roof to support the structure. **Coax layout must be provided if not included in Structural Analysis Report**

9) Inspection Report

For towers, a Certified TIA ANSI 222 G Inspection Report, stating the methodology used and all measurements and calculations, for the following:

- Twist and Plumb measurements for any lattice tower, including allowable tolerances for each of the points measured;
- a Plumb report for any monopole, including allowable tolerances for each of the points measured;
- A guy tensioning report for lattice towers including allowable tolerances;
- For anchors that are directly buried, i.e. not encased in a concrete anchor, photos of each anchor at a depth of at least 18" showing the condition of the anchor vis-a-vis rust and corrosion.
- A signed, dated letter in lieu of photographs is generally sufficient to illustrate ANSI TIA 222 report remediation efforts, unless given the fact and circumstances other proof of remediation is deemed appropriate. The signed letter must include the date of remediation work and a description of what was done, e.g. not simply "all items repaired". Requested Twist &/or Plumb information must be provided as appropriate, e.g. Plumb only information for a monopole.

10) Checklist for Categorical Exclusion

Checklist for Local Government to Determine Whether a Facility is Categorically Excluded, Appendix A "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance" as distributed by the FCC and dated June 2, 2000. (Attached).

FORMAT

All application materials shall be emailed to the Development Services Coordinator. One hard copy of the application package shall be submitted in an **appropriate size 3 ring binder** that allows any page(s) to be removed and reinserted. The application should also contain **labeled tab dividers** as appropriate for each section and requirement of the Modification Application. At the discretion of the consultant reviewing the application, subsequently provided information that is provided to remedy any issue, e.g. incompleteness/incorrectness, may be submitted electronically.



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**COMPLIANCE LETTER NON-SUBSANTIAL
COLLOCATION/MODIFICATION/UPGRADE
OF EXISTING TELECOMMUNICATION FACILITY**

Project Name _____

_____ acknowledges compliance with the Town's Telecommunication
Applicant's Name

Ordinance and all applicable regulations.

_____ 's proposed construction or modification(s) to its existing Wireless
Applicant's Name

Telecommunications Facility

- 1) Shall, at all times and without exception, be maintained in a safe manner, and in compliance with all conditions of all permits and authorizations.
- 2) Shall at all times be operated and maintained in compliance with all federal, State and local laws, codes, ordinances, rules and regulations, including but not limited to those related to electrical powering limits and RF emissions.

_____ will expeditiously remedy any physical or RF interference with
Applicant's Name
other telecommunications or wireless devices or services; and

_____ 's proposed work is legally permissible, including, but not limited to
Applicant's Name
the fact that the (Applicant's name) is authorized to do business in the State.

Signed by: _____, being authorized to sign for and legally commit the
Applicant

Print Name: _____

Date: _____

(CTS use only) CTS Project name: _____



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**WIRELESS TELECOMMUNICATION FACILITIES APPLICATION
PROJECT INFORMATION FORM
CO-LOCATIONS AND MODIFICATIONS
FOR THE TOWN OF CLAYTON**

Applicant: _____ Applicant Project Name & #: _
Applicant's agent or Representative: _____
Applicant Address: _____

SITE INFORMATION

CO-LOCATION MODIFICATION

Site Address: _____
City: _____ County: _
Tax Map Parcel/ PIN #: _____ Zoning District: _____

Please provide a **DETAILED** narrative description of the wireless communications facilities work proposed and the reason or need for the work, e.g. gap in coverage, capacity, change in technology. Do not assert a gap, unless there is truly a gap in service. Use a separate sheet if needed.

Applicable Version of EIA/TIA Structural Standards, i.e. Revision F or G _____

PRIMARY CONTACT INFORMATION

Contact Person (Site Acquisition): _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Mailing Address: _____

Contact Person (Carrier/Tower Company): _____

Must be the individual responsible for this project, i.e. who can make decisions regarding the application

Phone Number: _____ Fax Number: _____

Email Address: _____

Mailing Address: _____

Contact Person (Support Structure Owner): _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Mailing Address: _____

(CTS use only) CTS Project name: _____

Checklist for Local Government To Determine Whether a Facility is Categorically Excluded

(Taken from the FCC's "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance", Appendix A)

Purpose: The FCC has determined that many wireless facilities are unlikely to cause human exposures in excess of RF exposure guidelines. Operators of those facilities are exempt from routinely having to determine their compliance. These facilities are termed "categorically excluded." Section 1.1307(b)(1) of the Commission's rules defines those categorically excluded facilities. This checklist will assist state and local government agencies in identifying those wireless facilities that are categorically excluded, and thus are highly unlikely to cause exposure in excess of the FCC's guidelines. Provision of the information identified on this checklist may also assist FCC staff in evaluating any inquiry regarding a facility's compliance with the RF exposure guidelines.

BACKGROUND INFORMATION

1. Facility Operator's Legal Name: _____
2. Facility Operator's Mailing Address: _____
3. Facility Operator's Contact Name/Title: _____
4. Facility Operator's Office Telephone: _____
5. Facility Operator's Fax: _____
6. Facility Name: _____
7. Facility Address: _____
8. Facility City/Community: _____
9. Facility State and Zip Code: _____
10. Latitude: _____
11. Longitude: _____

All information set forth is true, accurate and complete

Signed: _____ Date: _____

Title: _____

Continue
→

Checklist (page 2)

EVALUATION OF CATEGORICAL EXCLUSION

12. Licensed Radio Service (see attached Table 1):

13. Structure Type (free-standing or building/roof-mounted): _____

14. Antenna Type [omnidirectional or directional (includes sectored)]: _____

15. Height above ground of the lowest point of the antenna (in meters): _____

16. Check if all of the following are true:

(a) This facility will be operated in the Multipoint Distribution Service, Paging and Radiotelephone Service, Cellular Radiotelephone Service, Narrowband or Broadband Personal Communications Service, Private Land Mobile Radio Services Paging Operations, Private Land Mobile Radio Service Specialized Mobile Radio, Local Multipoint Distribution Service, or service regulated under Part 74, Subpart I (see question 12).

(b) This facility will not be mounted on a building (see question 13).

(c) The lowest point of the antenna will be at least 10 meters above the ground (see question 15).

If box 16 is checked, this facility is categorically excluded and is unlikely to cause exposure in excess of the FCC's guidelines. The remainder of the checklist need not be completed. If box 16 is not checked, continue to question 17.

17. Enter the power threshold for categorical exclusion for this service from the attached Table 1 in watts ERP or EIRP* (note: $EIRP = (1.64) \times ERP$).

18. Enter the total number of channels if this will be an omnidirectional antenna, or the maximum number of channels in any sector if this will be a sectored antenna:

19. Enter the ERP or EIRP per channel (using the same units as in question 17): _____

20. Multiply answer 18 by answer 19: _____

21. Is the answer to question 20 less than or equal to the value from question 17 (yes or no)?

If the answer to question 21 is YES, this facility is categorically excluded. It is unlikely to cause exposure in excess of the FCC's guidelines.

If the answer to question 21 is NO, this facility is not categorically excluded. Further investigation may be appropriate to verify whether the facility may cause exposure in excess of the FCC's guidelines.

*"ERP" means "effective radiated power" and "EIRP" means "effective isotropic radiated power"

TABLE 1: TRANSMITTERS, FACILITIES AND OPERATIONS SUBJECT TO ROUTINE ENVIRONMENTAL EVALUATION

SERVICE (TITLE 47 CFR RULE PART)	EVALUATION REQUIRED IF:
Experimental Radio Services (part 5)	power > 100 W ERP (164 W EIRP)
Multipoint Distribution Service (subpart K of part 21)	<u>non-building-mounted antennas:</u> height above ground level to lowest point of antenna < 10 m <u>and</u> power > 1640 W EIRP <u>building-mounted antennas:</u> power > 1640 W EIRP
Paging and Radiotelephone Service (subpart E of part 22)	<u>non-building-mounted antennas:</u> height above ground level to lowest point of antenna < 10 m <u>and</u> power > 1000 W ERP (1640 W EIRP) <u>building-mounted antennas:</u> power > 1000 W ERP (1640 W EIRP)
Cellular Radiotelephone Service (subpart H of part 22)	<u>non-building-mounted antennas:</u> height above ground level to lowest point of antenna < 10 m <u>and</u> total power of all channels > 1000 W ERP (1640 W EIRP) <u>building-mounted antennas:</u> total power of all channels > 1000 W ERP (1640 W EIRP)

TABLE 1 (cont.)

SERVICE (TITLE 47 CFR RULE PART)	EVALUATION REQUIRED IF:
Personal Communications Services (part 24)	(1) Narrowband PCS (subpart D): <u>non-building-mounted antennas</u> : height above ground level to lowest point of antenna < 10 m <u>and</u> total power of all channels > 1000 W ERP (1640 W EIRP) <u>building-mounted antennas</u> : total power of all channels > 1000 W ERP (1640 W EIRP) (2) Broadband PCS (subpart E): <u>non-building-mounted antennas</u> : height above ground level to lowest point of antenna < 10 m <u>and</u> total power of all channels > 2000 W ERP (3280 W EIRP) <u>building-mounted antennas</u> : total power of all channels > 2000 W ERP (3280 W EIRP)
Satellite Communications (part 25)	all included
General Wireless Communications Service (part 26)	total power of all channels > 1640 W EIRP
Wireless Communications Service (part 27)	total power of all channels > 1640 W EIRP
Radio Broadcast Services (part 73)	all included

TABLE 1 (cont.)

SERVICE (TITLE 47 CFR RULE PART)	EVALUATION REQUIRED IF:
Experimental, auxiliary, and special broadcast and other program distributional services (part 74)	subparts A, G, L: power > 100 W ERP subpart I: <u>non-building-mounted antennas</u> : height above ground level to lowest point of antenna < 10 m <u>and</u> power > 1640 W EIRP <u>building-mounted antennas</u> : power > 1640 W EIRP
Stations in the Maritime Services (part 80)	ship earth stations only
Private Land Mobile Radio Services Paging Operations (part 90)	<u>non-building-mounted antennas</u> : height above ground level to lowest point of antenna < 10 m <u>and</u> power > 1000 W ERP (1640 W EIRP) <u>building-mounted antennas</u> : power > 1000 W ERP (1640 W EIRP)
Private Land Mobile Radio Services Specialized Mobile Radio (part 90)	<u>non-building-mounted antennas</u> : height above ground level to lowest point of antenna < 10 m <u>and</u> total power of all channels > 1000 W ERP (1640 W EIRP) <u>building-mounted antennas</u> : total power of all channels > 1000 W ERP (1640 W EIRP)

TABLE 1 (cont.)

SERVICE (TITLE 47 CFR RULE PART)	EVALUATION REQUIRED IF:
Amateur Radio Service (part 97)	transmitter output power > levels specified in § 97.13(c)(1) of this chapter
Local Multipoint Distribution Service (subpart L of part 101)	<p><u>non-building-mounted antennas</u>: height above ground level to lowest point of antenna < 10 m <u>and</u> power > 1640 W EIRP</p> <p><u>building-mounted antennas</u>: power > 1640 W EIRP</p> <p>LMDS licensees are required to attach a label to subscriber transceiver antennas that: (1) provides adequate notice regarding potential radiofrequency safety hazards, <i>e.g.</i>, information regarding the safe minimum separation distance required between users and transceiver antennas; and (2) references the applicable FCC-adopted limits for radiofrequency exposure specified in § 1.1310 of this chapter.</p>

APPENDIX B

*Estimated "Worst Case" Distances that Should be Maintained from
Single Cellular, PCS, and Paging Base Station Antennas*

Table B1-1. Estimated "worst case" horizontal* distances that should be maintained from a single, omni-directional, **cellular base-station** antenna to meet FCC RF exposure guidelines

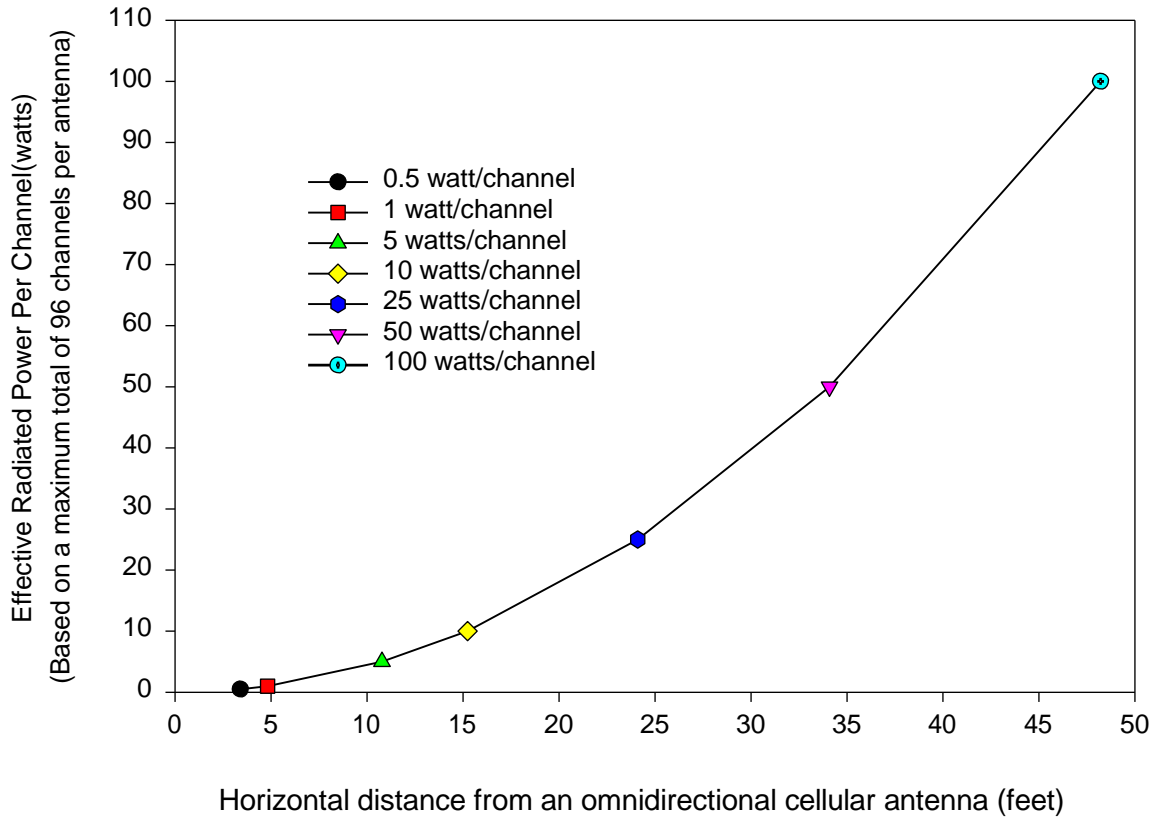
Effective Radiated Power (watts) per channel based on maximum total of 96 channels per antenna	Effective Isotropic Radiated Power (watts) per channel based on a maximum total of 96 channels per antenna	Horizontal* distance (feet) that should be maintained from a single omni-directional cellular antenna
0.5	0.82	3.4
1	1.6	4.8
5	8.2	10.8
10	16.4	15.2
25	41	24.1
50	82	34.1
100	164	48.2

For intermediate values not shown on this table, please refer to the Figure B1-1

*These distances are based on exposure at same level as the antenna, for example, on a rooftop or in a building directly across from and at the same height as the antenna.

Note: These estimates are worst case, assuming an omnidirectional antenna using 96 channels. If the systems are using fewer channels, the actual horizontal distances that must be maintained will be less. Cellular omnidirectional antennas transmit more or less equally from the antenna in all horizontal directions and transmit relatively little energy directly toward the ground. Therefore, these distances are even more conservative for “non-horizontal” distances, for example, distances directly below an antenna.

Figure B1-1. Estimated "worst case" horizontal* distances that should be maintained from a single omni-directional **cellular base station** antenna to meet FCC RF exposure guidelines



* These distances are based on exposure at same level as antenna, for example, on a rooftop or in a building directly across from and at the same height as the antenna.

Note: These estimates are worst case, assuming an omnidirectional antenna using 96 channels. If the systems are using fewer channels, the actual horizontal distances that must be maintained will be less. Cellular omnidirectional antennas transmit more or less equally from the antenna in all horizontal directions and transmit relatively little energy directly toward the ground.

Table B1-2. Estimated "worst case" horizontal* distances that should be maintained from a single, sectorized, **cellular base-station** antenna to meet FCC RF exposure guidelines

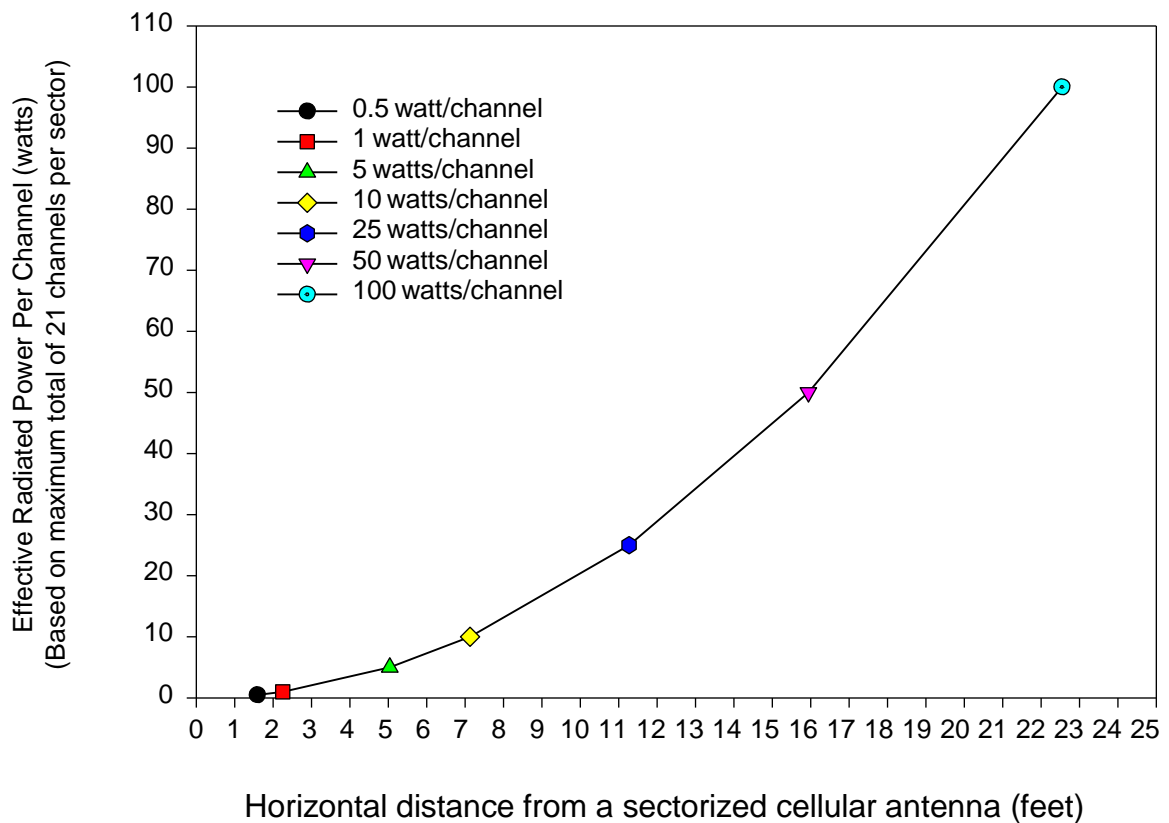
Effective Radiated Power (watts) per channel based on maximum total of 21 channels per sector	Effective Isotropic Radiated Power (watts) per channel based on maximum total of 21 channels per sector	Horizontal* distance (feet) that should be maintained from a single sectorized cellular antenna
0.5	0.82	1.6
1	1.6	2.3
5	8.2	5
10	16.4	7.1
25	41	11.3
50	82	16
100	164	22.6

For intermediate values not shown on this table, please refer to the Figure B1-2

*These distances are based on exposure at same level as the antenna, for example, on a rooftop or in a building directly across from and at the same height as the antenna.

Note: These estimates are "worst case," assuming a sectorized antenna using 21 channels. If the systems are using fewer channels, the actual horizontal distances that must be maintained will be less. Cellular sectorized antennas transmit more or less in one direction from the antenna in a horizontal direction and transmit relatively little energy directly toward the ground. Therefore, these distances are even more conservative for “non-horizontal” distances, for example, distances directly below an antenna.

Figure B1-2. Estimated "worst case" horizontal* distances that should be maintained from a single sectorized, **cellular base station** antenna to meet FCC RF exposure guidelines



* These distances are based on exposure at same level as antenna, for example, on a rooftop or in a building directly across from and at the same height as the antenna.

Note: These estimates are "worst case", assuming a sectorized antenna using 21 channels. If the systems are using fewer channels, the actual horizontal distances that must be maintained will be less. Cellular sectorized antennas transmit more or less in one direction from the antenna in a horizontal direction and transmit relatively little energy directly toward the ground.

Table B1-3. Estimated "worst case" horizontal* distances that should be maintained from a single sectorized **Broadband PCS base station** antenna to meet FCC RF exposure guidelines

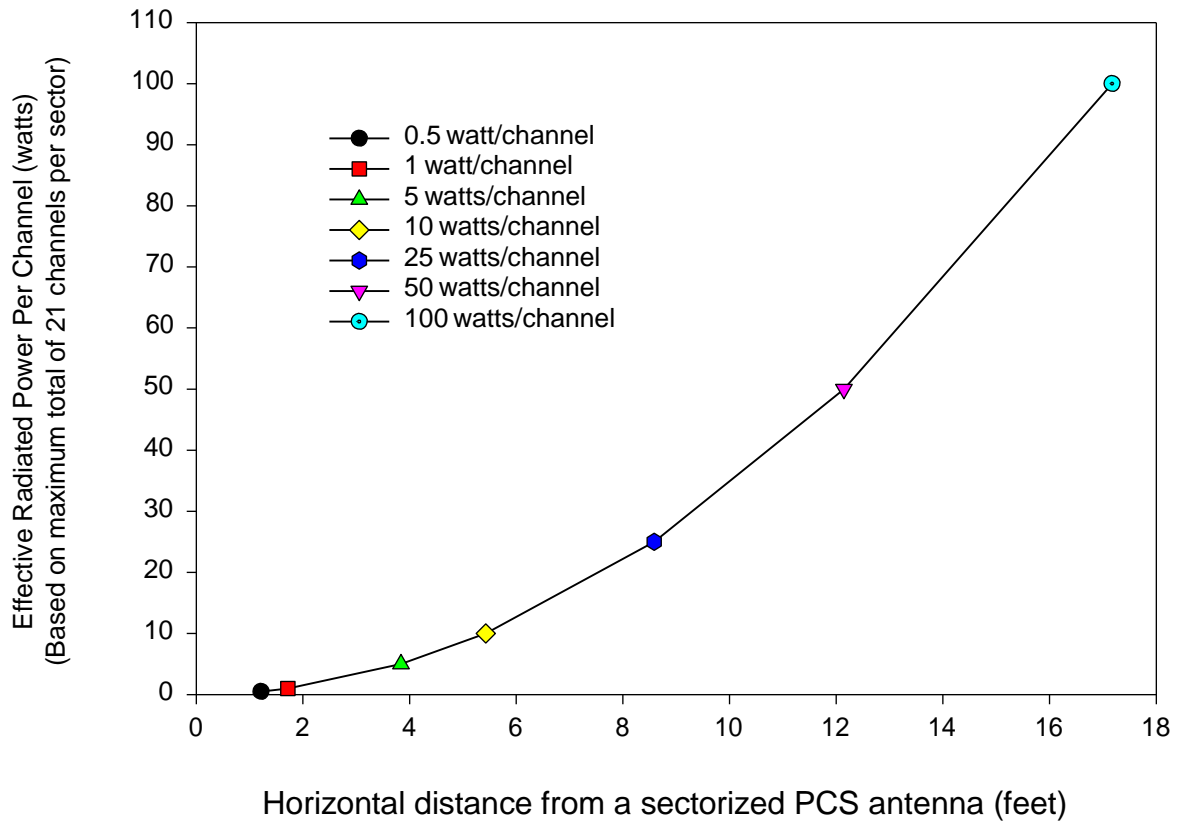
Effective Radiated Power (watts) per channel based on maximum total of 21 channels per sector	Effective Isotropic Radiated Power (watts) per channel based on maximum total of 21 channels per sector	Horizontal* distance (feet) that should be maintained from a single sectorized Broadband PCS antenna
0.5	0.82	1.2
1	1.6	1.7
5	8.2	3.8
10	16.4	5.4
25	41	8.6
50	82	12.1
100	164	17.2

For intermediate values not shown on this table, please refer to the Figure B1-3

*These distances are based on exposure at same level as the antenna, for example, on a rooftop or in a building directly across from and at the same height as the antenna.

Note: These estimates are "worst case," assuming a sectorized antenna using 21 channels. If the system is using fewer than 21 channels, the actual horizontal distances that must be maintained will be less. PCS sectorized antennas transmit more or less in one direction from the antenna in a horizontal direction and transmit relatively little energy directly toward the ground. Therefore, these distances are even more conservative for “non-horizontal” distances, for example, distances directly below an antenna.

Figure B1-3. Estimated "worst case" horizontal* distances that should be maintained from a single sectorized, **PCS base station** antenna to meet FCC RF exposure guidelines



* These distances are based on exposure at same level as antenna, for example, on a rooftop or in a building directly across from and at the same height as the antenna.

Note: These estimates are "worst case", assuming a sectorized antenna using 21 channels. If the systems are using fewer channels, the actual horizontal distances that must be maintained will be less. PCS sectorized antennas transmit more or less in one direction from the antenna in a horizontal direction and transmit relatively little energy directly toward the ground.

Table B1-4. Estimated "worst case" horizontal* distances that should be maintained from a single omnidirectional **paging** or **narrowband PCS** antenna to meet FCC RF exposure guidelines. Note: this table and the associated figure only apply to the 900-940 MHz band; paging antennas at other frequencies are subject to different values.

Effective Radiated Power (watts) based on one channel per antenna	Effective Isotropic Radiated Power (watts)	Horizontal* distance (feet) that should be maintained from a single omnidirectional paging or narrowband PCS antenna
50	82	3.4
100	164	4.8
250	410	7.5
500	820	10.6
1,000	1,640	15.1
2,000	3,280	21.3
3,500	5,740	28.2

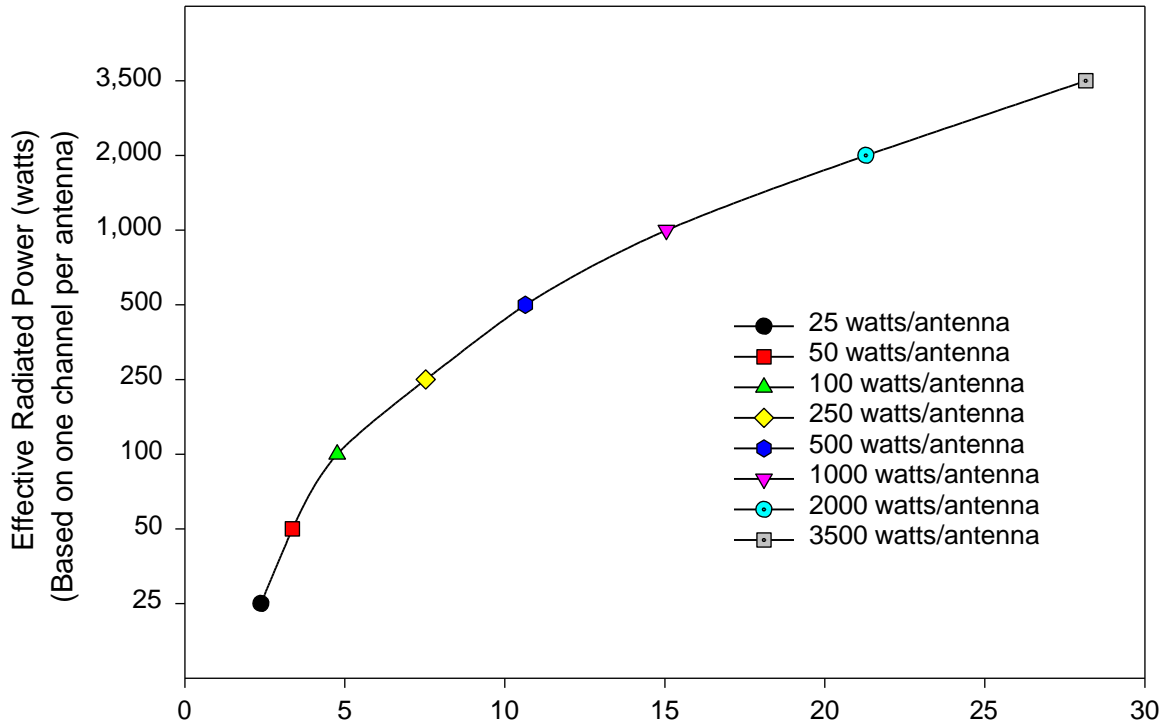
For intermediate values not shown on this table, please refer to the Figure B1-4

*These distances are based on exposure at same level as the antenna, for example, on a rooftop or in a building directly across from and at the same height as the antenna.

Note: These distances assume only one frequency (channel) per antenna. Distances would be greater if more than one channel is used per antenna. Omnidirectional paging and narrowband PCS antennas transmit more or less equally from the antenna in all horizontal directions and transmit relatively little energy toward the ground. Therefore, these distances are even more conservative for “non-horizontal” distances, for example, distances directly below an antenna.

Figure B1-4. Estimated "worst case" horizontal* distances that should be maintained from a single omnidirectional **paging** or **narrowband PCS** antenna to meet FCC RF exposure guidelines.

Note: this figure and the associated table only apply to the 900-940 MHz band; paging antennas at other frequencies are subject to different values



Horizontal distance from an omnidirectional paging or narrowband PCS antenna (feet)

* These distances are based on exposure at the same level as the antenna, for example, on a rooftop or building directly across from and at the same height as the antenna.

Note: These distances assume only one frequency (channel) per antenna. Distances would be greater if more than one channel is used per antenna. Omnidirectional paging and narrowband PCS antennas transmit more or less equally from the antenna in all horizontal directions and transmit relatively little energy towards the ground.