

| Application Requirements & Checklist <i>Instructions: an "X" in Application Type indicates requirements. Use the far right column to confirm requirements are met.</i> | Tiers | | | |
|--|-------|----|-----|--------------------------|
| | I | II | III | |
| 1. <i>Application form and signatures.</i> A completed application form, signed by the parcel owner, the parcel owner’s agent or the contract purchaser, and the proposed facility’s owner. If the owner’s agent signs the application, he shall also submit written evidence of the existence and scope of the agency. If the contract purchaser signs the application, he shall also submit the owner’s written consent to the application. | X | X | X | <input type="checkbox"/> |
| 2. <i>Plat or survey of the parcel.</i> A recorded plat or recorded boundary survey of the parcel on which the facility will be located; provided, if neither a recorded plat nor boundary survey exists, a copy of the legal description of the parcel and the Albemarle County Circuit Court deed book and page number. | X | X | X | <input type="checkbox"/> |
| 3. <i>Ownership.</i> The identity of the owner of the parcel and, if the owner is other than a real person, the complete legal name of the entity, a description of the type of entity, and written documentation that the person signing on behalf of the entity is authorized to do so. | X | X | X | <input type="checkbox"/> |
| 4. <i>Plans and supporting drawings, calculations, and documentation.</i> Except where the facility will be located entirely within an eligible support structure or an existing building, a scaled plan and a scaled elevation view and other supporting drawings, calculations, and other documentation required by the agent, signed and sealed by an appropriate licensed professional. The plans and supporting drawings, calculations, and documentation shall show: | | | | |
| (a) <i>Existing and proposed improvements.</i> The location and dimensions of all existing and proposed improvements on the parcel including access roads and structures, the location and dimensions of significant natural features, and the maximum height above ground of the facility (also identified in height above sea level). | X | X | X | <input type="checkbox"/> |
| (b) <i>Elevation and coordinates.</i> The benchmarks and datum used for elevations shall coincide with the State Plane VA South US Survey Feet based on the North American Datum of 1983 (NAD 83), and the benchmarks shall be acceptable to the county engineer. | X | X | X | <input type="checkbox"/> |
| (c) <i>Design.</i> The design of the facility, including the specific type of support structure and the design, type, location, size, height, and configuration of all existing and proposed antennas and other equipment. | X | X | X | <input type="checkbox"/> |
| (d) <i>Color.</i> Identification of each paint color on the facility, by manufacturer color name and color number. A paint chip or sample shall be provided for each color. | X | X | X | <input type="checkbox"/> |
| (e) <i>Topography.</i> Except where the facility would be attached to an eligible support structure or an existing building, the topography within two thousand (2,000) feet of the proposed facility, in contour intervals not to exceed ten (10) feet for all lands within Albemarle County and, in contour intervals shown on United States Geological Survey topographic survey maps or the best topographic data available, for lands not within Albemarle County. | | X | X | <input type="checkbox"/> |
| (f) <i>Trees.</i> The caliper and species of all trees where the dripline is located within fifty (50) feet of the facility. The height, caliper, and species of any tree that the applicant is relying on to provide screening of the monopole or tower. The height, caliper and species of the reference tree. The caliper and species of all trees that will be adversely impacted or removed during installation or maintenance of the facility shall be noted, regardless of their distances to the facility. | X | X | X | <input type="checkbox"/> |
| (g) <i>Setbacks, parking, fencing, and landscaping.</i> All existing and proposed setbacks, parking, fencing, and landscaping. | X | X | X | <input type="checkbox"/> |
| (h) <i>Location of accessways.</i> The location of all existing vehicular accessways and the location and design of all proposed vehicular accessways. | X | X | X | <input type="checkbox"/> |
| (i) <i>Location of certain structures and district boundaries.</i> Except where the facility would be attached to an eligible support structure or an existing building, residential and commercial structures, and residential and rural areas district boundaries. | X | X | X | <input type="checkbox"/> |

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| <p>(j) <i>Proximity to airports.</i> If the proposed monopole or tower will be taller than one hundred fifty (150) feet, the proximity of the facility to commercial and private airports.</p> | | X | X | <input type="checkbox"/> |
| <p>5. <i>Photographs.</i> Photographs of the location of the proposed monopole or tower shall be provided that include, for applications for Tier II facilities, the reference tree, and for applications for Tier III facilities, the area within fifty (50) feet of the proposed monopole or tower. These photographs shall include reference points to enable the lease area, the vehicular access, the trees that will remain, and the trees that will be removed, to be identified. In addition, photographs, where possible, or perspective drawings of the facility site and all existing facilities within two hundred (200) feet of the site, if any, and the area surrounding the site.</p> | | X | X | <input type="checkbox"/> |
| <p>6. <i>Balloon tests.</i> For any proposed monopole or tower, photographs taken of a balloon test, which shall be conducted, if requested by the agent, as follows:</p> <p>(a) <i>Scheduling.</i> The applicant shall contact the agent within ten (10) days after the date the application was submitted to schedule a date and time when the balloon test will be conducted. The test shall be conducted within forty (40) days after the date the application was submitted, and the applicant shall provide the agent with at least seven (7) days prior notice; provided that this deadline may be extended due to inclement weather or by the agreement of the applicant and the agent.</p> <p>(b) <i>Marking key boundaries and locations.</i> Prior to the balloon test, the locations of the access road, the lease area, the tower site, the reference tree, and the tallest tree within twenty five (25) feet of the proposed monopole shall be surveyed and staked or flagged in the field.</p> <p>(c) <i>Balloon height.</i> The test shall consist of raising one or more balloons from the facility site to a height equal to the proposed facility.</p> <p>(d) <i>Balloon color or material.</i> The balloons shall be of a color or material that provides maximum visibility.</p> <p>(e) <i>Photographing balloon test.</i> The photographs of the balloon test shall be taken from the nearest residence and from appropriate locations on abutting properties, along each publicly used road from which the balloon is visible, and other properties and locations as deemed appropriate by the agent. The applicant shall identify the camera type, film size, and focal length of the lens for each photograph.</p> | | X | X | <input type="checkbox"/> |
| <p>7. <i>Additions of antennas.</i> If antennas are proposed to be added to an eligible support structure or an existing building, all existing antennas and other equipment on the structure, building, or facility, as well as all ground equipment, shall be identified by owner, type, and size. The method(s) by which the antennas will be attached to the mounting structure shall be depicted.</p> | X | X | X | <input type="checkbox"/> |
| <p>8. <i>Site under conservation or open space easement.</i> If the proposed facility would be located on lands subject to a conservation easement or an open space easement, a copy of the recorded deed of easement and the express written consent of all easement holders to the proposed facility.</p> | | X | X | <input type="checkbox"/> |
| <p>9. <i>Photographic simulations.</i> At the request of the agent, photographic simulations of the proposed facility.</p> | | X | X | <input type="checkbox"/> |
| <p>12. <i>Special exception.</i> If the proposed facility does not comply with any provision of section 5.1.40, the applicant shall request a special exception in writing as part of the application. The request shall identify which regulation in section 5.1.40 for the special exception is requested and a justification for the special exception.</p> | X | X | X | <input type="checkbox"/> |

| <p align="center">Development Requirements & Checklist</p> <p align="center"><i>Instructions: an "X" in Application Type indicates requirements. Use the far right column to confirm requirements are met.</i></p> | I | II | III | |
|---|----------|-----------|------------|--------------------------|
| <p>1. <i>General design.</i> The facility shall be designed, installed, and maintained as follows:</p> <p>(a) <i>Guy wires.</i> Guy wires are prohibited.</p> <p>(b) <i>Outdoor lighting.</i> Outdoor lighting for the facility shall be permitted only during maintenance periods; regardless of the lumens emitted, each outdoor luminaire shall be fully shielded as required by section 4.17; provided that these restrictions shall not apply to any outdoor lighting required by federal law.</p> <p>(c) <i>Ground equipment.</i> Any ground equipment shelter not located within an eligible support structure or an existing building shall be screened from all lot lines either by terrain, existing structures, existing vegetation, or by added vegetation approved by the agent.</p> <p>(d) <i>Whip antenna.</i> A whip antenna less than six (6) inches in diameter may exceed the height of the facility, the eligible support structure, or the existing building.</p> <p>(e) <i>Grounding rod.</i> A grounding rod, whose height shall not exceed two (2) feet and whose width shall not exceed one (1) inch in diameter at the base and tapering to a point, may be installed at the top of the facility, the eligible support structure, or the existing building.</p> | X | X | X | <input type="checkbox"/> |
| <p>2. <i>Antennas and associated equipment.</i> Antennas and associated equipment that are not entirely within a proposed facility, an eligible support structure, or an existing building shall be subject to the following:</p> <p>(a) <i>Number of arrays.</i> The total number of arrays of antennas shall not exceed three (3). All types of antennas and dishes, regardless of their use, shall be counted toward the limit of three arrays.</p> <p>(b) <i>Size.</i> Each antenna proposed under the pending application shall not exceed the size shown on the application, which size shall not exceed one thousand four hundred (1400) square inches.</p> <p>(c) <i>Projection.</i> No antenna shall project from the facility, structure or building beyond the minimum required by the mounting equipment, and in no case shall the closest point on the back of the antenna be more than twelve (12) inches from the facility, structure, or building; and in no case shall the farthest point of the back of the antenna be more than eighteen (18) inches from the facility, structure, or building; and</p> <p>(d) <i>Color.</i> Each antenna and associated equipment shall be a color that matches the facility, structure, or building.</p> | X | X | X | <input type="checkbox"/> |
| <p>3. <i>Tree conservation plan; content.</i> Before the building official issues a building permit for the facility, the applicant shall submit a tree conservation plan prepared by a certified arborist. The plan shall be submitted to the agent for review and approval to ensure that all applicable requirements have been satisfied. The plan shall specify tree protection methods and procedures, identify all existing trees to be removed on the parcel for the installation, operation and maintenance of the facility, and identify all dead and dying trees that are recommended to be removed. In approving the plan, the agent may identify additional trees or lands up to two hundred (200) feet from the lease area to be included in the plan.</p> | X | X | X | <input type="checkbox"/> |
| <p>4. <i>Creation of slopes steeper than 2:1.</i> No slopes associated with the installation of the facility and its accessory uses shall be created that are steeper than 2:1 unless retaining walls, revetments, or other stabilization measures acceptable to the county engineer are employed.</p> | X | X | X | <input type="checkbox"/> |
| <p>5. <i>Ground equipment shelter; fencing.</i> Any ground equipment shelter not located within an existing building shall be fenced only with the approval of the agent upon finding that the fence: (i) would protect the facility from trespass in areas of high volumes of vehicular or pedestrian traffic or, in the rural areas, to protect the facility from livestock or wildlife; (ii) would not be detrimental to the character of the area; and (iii) would not be detrimental to the public health, safety or general welfare.</p> | X | X | X | <input type="checkbox"/> |

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| <p>6. <i>Screening and siting to minimize visibility.</i> The site shall provide adequate opportunities for screening and the facility shall be sited to minimize its visibility from adjacent parcels and streets, regardless of their distance from the facility. The facility also shall be sited to minimize its visibility from any entrance corridor overlay district, state scenic river, national park, or national forest, regardless of whether the site is adjacent to the district, river, park or forest. If the facility would be located on lands subject to a conservation easement or an open space easement, or adjacent to a conservation easement or open space easement, the facility shall be sited so that it is not visible from any resources specifically identified for protection in the deed of easement.</p> | | X | X | <input type="checkbox"/> |
| <p>7. <i>Open space plan resources.</i> The facility shall not adversely impact resources identified in the natural resources chapter of the county's comprehensive plan and the parks and green systems chapters in any county master plan.</p> | | X | X | <input type="checkbox"/> |
| <p>8. <i>Horizontal separation of multiple facilities.</i> The facility shall not be located so that it and three (3) or more existing or approved personal wireless service facilities would be within an area comprised of a circle centered anywhere on the ground having a radius of two hundred (200) feet.</p> | | X | | <input type="checkbox"/> |
| <p>9. <i>Diameter of monopole.</i> The maximum base diameter of the monopole shall be thirty (30) inches and the maximum diameter at the top of the monopole shall be eighteen (18) inches.</p> | | X | | <input type="checkbox"/> |
| <p>10. <i>Height of monopole.</i> The top of the monopole, measured in elevation above mean sea level, shall not be more than ten (10) feet taller than the tallest tree within twenty-five (25) feet of the monopole, and shall include any base, foundation or grading that raises the monopole above the pre-existing natural ground elevation.</p> | | X | | <input type="checkbox"/> |
| <p>11. <i>Color of monopole, antennas, and equipment.</i> Each monopole shall be a dark brown natural or painted wood color that blends into the surrounding trees. The antennas, supporting brackets, and all other equipment attached to the monopole shall be a color that closely matches that of the monopole. The ground equipment, the ground equipment shelter, and the concrete pad shall also be a color that closely matches that of the monopole, provided that the ground equipment and the concrete pad need not closely match the color of the monopole if they are enclosed within a ground equipment shelter or within or behind an approved structure, façade or fencing that: (i) is a color that closely matches that of the monopole; (ii) is consistent with the character of the area; and (iii) makes the ground equipment, ground equipment shelter, and the concrete pad invisible at any time of year from any other parcel or a public or private street.</p> | | X | X | <input type="checkbox"/> |
| <p>12. <i>Placement of cables, wiring, and similar attachments.</i> Each wood or concrete monopole shall be constructed so that all cables, wiring, and similar attachments that run vertically from the ground equipment to the antennas are placed on the monopole to face the interior of the site and away from public view, as determined by the agent. Metal monopoles shall be constructed so that vertical cables, wiring, and similar attachments are contained within the monopole's structure.</p> | | X | | <input type="checkbox"/> |
| <p>13. <i>Special use permit conditions.</i> All conditions of approval of a special use permit.</p> | | | X | <input type="checkbox"/> |

| Applicability of other Development Requirements in this Chapter & Checklist <i>Instructions: an "X" in Application Type indicates requirements. Use the far right column to confirm requirements are met.</i> | Type of Application | | | |
|---|----------------------------|----|-----|--------------------------|
| | I | II | III | |
| 2. <i>Vehicular access.</i> Vehicular access to the facility site or tower site shall be subject to the requirements of section 4.2 and shall not be exempt under section 4.2.6(c). | X | X | X | <input type="checkbox"/> |
| 3. <i>Setbacks.</i> Notwithstanding section 4.10.3.1(b), the agent may authorize a facility to be located closer in distance than the height of the tower or other mounting structure to any lot line if the applicant obtains an easement or other recordable document showing agreement between the lot owners, acceptable to the county attorney as to addressing development on the part of the abutting parcel sharing the common lot line that is within the monopole or tower's fall zone. If the right-of-way for a public street is within the fall zone, the Virginia Department of Transportation shall be included in the staff review, in lieu of recording an easement or other document. | X | X | X | <input type="checkbox"/> |

| Performance Standards, Requirements & Checklists <i>Please check those that apply to acknowledge these requirements</i> | Type of Application | | | |
|--|----------------------------|----|-----|--------------------------|
| | I | II | III | |
| 1. <i>Building permit application; submitting certification of monopole height and revised plans.</i> The following shall be submitted with the building permit application: (i) certification by a registered surveyor stating the height of the reference tree that is used to determine the permissible height of the monopole; and (ii) a final revised set of plans for the construction of the facility. The agent shall review the surveyor's certificate and the plans to ensure that all applicable requirements have been satisfied. Work Value \$ _____ | | X | | <input type="checkbox"/> |
| 2. <i>Tree conservation plan; compliance; amendment.</i> The installation, operation, and maintenance of the facility shall be conducted in accordance with the tree conservation plan. The applicant shall not remove existing trees within the lease area or within one hundred (100) feet in all directions surrounding the lease area of any part of the facility except for those trees identified on the plan to be removed for the installation, operation, and maintenance of the facility and dead and dying trees. Before the applicant removes any tree not designated for removal on the approved plan, the applicant shall submit and obtain approval of an amended plan. The agent may approve the amended plan if the proposed tree removal will not adversely affect the visibility of the facility from any location off of the parcel. The agent may impose reasonable conditions to ensure that the purposes of this paragraph are achieved. | X | X | X | <input type="checkbox"/> |
| 3. <i>Completion of installation; submitting certifications of compliance.</i> Within thirty (30) days after completion of the installation of the facility, the applicant shall provide to the agent prior to issuance of a certificate of occupancy: (i) certification by a registered surveyor stating the height of the tower or monopole, measured both in feet above ground level and in elevation above mean sea level, using the benchmarks or reference datum identified in the application; and (ii) certification stating that the lightning rod's height does not exceed two (2) feet above the top of the tower or monopole and its width does not exceed a diameter of one (1) inch. | X | X | X | <input type="checkbox"/> |
| 4. <i>Discontinuance of use; notice thereof; removal; surety.</i> Within thirty (30) days after a tower or monopole's use for personal wireless service or any service facilitated by transmission equipment is discontinued, the owner of the facility shall notify the zoning administrator in writing that the facility's use has discontinued. The facility and any transmission equipment shall be disassembled and removed from the facility site within ninety (90) days after the date its use for personal wireless service or any service facilitated by transmission equipment is discontinued. If the agent determines at any time that surety is required to guarantee that the facility will be removed as required, the agent may require that the parcel owner or the owner of the facility submit a certified check, a bond with surety, or a letter of credit, in an amount sufficient for, and conditioned upon, the removal of the facility. The type and form of the surety guarantee shall be to the satisfaction of the agent and the county attorney. In determining whether surety should be required, the agent shall consider the following: (i) whether there is a change in technology that makes it likely that the monopole or tower will be unnecessary in the near future; (ii) the permittee fails to comply with applicable regulations or conditions; (iii) the permittee fails to timely remove another monopole or tower within the county; and (iv) whenever otherwise deemed necessary by the agent. | X | X | X | <input type="checkbox"/> |