



PRINCE GEORGE'S COUNTY, MARYLAND  
TELECOMMUNICATIONS TRANSMISSION FACILITY  
COORDINATING COMMITTEE (TTFCC)  
APPLICATION FOR WIRELESS COMMUNICATIONS  
SITE COORDINATION

“TTFCC”

c/o Department of Environmental Resources  
Prince George's County Government  
9400 Peppercorn Place, Suite 600  
Largo, Maryland 20774

Case No.: _____  Date: _____
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">For County Use Only</div>

Re: Proposed Telecommunication Site  
 New Structure  Co-Location

Dear TTFCC Chair:

Please accept my application for the Committee's review. The following materials are enclosed:

- A completed application for Prince George's County Wireless Communications Site Coordination
- Application fee (\$1,500 for each co-location and \$2,500 for each new structure)
- Detailed site and antenna information:
  1. A zoning map of the vicinity in accordance with Section 27-254, Zoning Code.

*This is a copy of the map obtained from the Zoning Information Counter located at the Prince George's County Administrative Building in Upper Marlboro. This map shows the official County designation for the zone of the property and all surrounding properties and will also note if there is a site plan review or a special exception associated with this property. A printout of the site and surrounding properties from the [www.PGAtlas.com](http://www.PGAtlas.com) website with the zoning layer is not acceptable to meet this requirement.*

2. Notes indicating existence of all buildings between 50 and 200 feet of property line.
3. Location of monopole, tower, or equipment building and distance of any new structure from the property line (clearly identify existing versus proposed facilities).

*Vicinity Site Map. A detailed map showing the site and surrounding major roadways is required with each application. A copy of the ADC map of the site with a clear indication as to the location of the site on the map indicated is acceptable.*

4. An elevation sketch of structure showing major dimensions, location and nature of any existing antennas.
 

*Elevation Profile of a Support Structure Other than a Tower or Monopole. If antennas are to be attached atop a building, the elevation profile of the building must be shown indicating the height of the roof, the RAD center for the antennas, and where they will be placed on the building. If there are multiple sides, a view of each side must be provided. If antennas will be visible from multiple sides of the building or there are existing antennas on the building, they must be shown on the plan and identified by carrier. An aerial view drawing of the building rooftop showing the location and ownership of all antennas and equipment to be placed on the roof is also required. Details of the placement of the equipment must also be provided (i.e., on the rooftop, on a steel structure, attached to a wall, or whatever is appropriate for the application).*

*Elevation Profile of a Monopole or Tower. An elevation drawing of the tower or monopole must be shown with all existing and proposed antennas placed on the structure at the appropriate heights above ground. If the TTFCC has reviewed applications to attach antennas to the structure but which are not yet attached, they must be included. You may call Columbia Telecommunications to request information about carriers shown in the County's database for the site listed on the application. The structure owner/landlord is responsible for providing complete and accurate information regarding site attachments. Included on the elevation profile must be a depiction of the equipment area located at the base of the tower or monopole and the proposed equipment or shelter. It must show an overhead view of the equipment area showing the location of the monopole and the ownership of equipment facilities for all existing carriers and those proposed to be placed at this site.*

5. For a new monopole or tower structure, list alternative existing structures within a one mile radius which were considered to attach the new antennas with an explanation of why those locations could not be used.

*For new towers, submit RF contour maps that show existing coverage from all adjacent sites (existing and future proposed), with and without the proposed site.*

*Additional RF maps must be included showing the calculated coverage at 20' and 40' below the proposed elevation above ground. The maps should illustrate coverage contours in color at least at the target signal level and plus and minus 5dB with a legend indicating the illustrated signal level for each color. The maps should also clearly illustrate at least the major roadways in the vicinity of the site and adjacent sites.*

6. Include a copy of supporting RF propagation contour maps if the alternative location was ruled out for RF reasons.
7. Provide RF propagation contour maps showing coverage from existing or planned adjacent sites with and without the proposed site. RF maps should indicate the target coverage signal level and should show signal contours in different colors for the desired signal level and plus and minus 5dB with a legend identifying the corresponding colors to the signal levels.
8. Include a copy of the supporting structural analysis report if alternative location was ruled out for structural reasons.
9. Include photos of any balloon tests or test results of any drive tests that were performed for the site.
10. Additionally for new structures, at least 30 days prior to making a TTFCC application, an informational mailing must be sent to each of the affected parties as identified below and identified on a mailing list of all civic associations registered with the Maryland-National Capital Park and Planning Commission and within one mile of the proposed facility. The notice may be sent by regular first class mail instead of certified mail. However, a certificate of mailing for each notice sent will be required with the TTFCC application. The affected parties will include:
  - o All adjoining property owners, including whose property lie directly across the street, alley, or stream;

*A copy of the map showing the lots where letters have been sent is also helpful, though not required. For those purposes, a copy of the map from [www.PGAtlas.com](http://www.PGAtlas.com) with the locations of properties that received notice indicated with an "X" or highlighted. It is important to note that a single letter to a community association or townhouse association, etc., is not sufficient to fulfill this requirement. Notice must go to the individual property owners.*

- o Every municipality located within one mile of the proposed facility;
- o The County Council member of the District in which the new facility is proposed and;
- o All civic associations and parties registered with the Maryland-National Capital Park and Planning Commission and located within one mile of the proposed facility. A mailing list of all civic associations and parties registered with the Maryland-National Capital Park and Planning Commission may be obtained at the M-NCPPC Planning Information Services, located on the lower level of the County Administration Building (Same office that the zoning maps are obtained. Ask for the CB-12 listing for your site.

The notice should include a detailed description of the nature of the structure and a statement that the TTFCC will conduct a review of the application (see the TTFCC's "Process Document" revised as of March 9, 2009 for wording to be used). The documentation should include a copy of the notice and a copy of a certificate of mailing from the US Postal Service. The TTFCC may determine, on a case-by-case basis, that additional notice is required to other property owners in the vicinity of the site that may be impacted by the new structure. That determination will be made by the TTFCC at the time the application is reviewed by the TTFCC at their monthly meeting.

11. Antenna supporting structure information (i.e., tower, monopole, building) which includes hard copies of photographs of the existing equipment shelter and the support structure, and one photograph (along the landscape) from the base of the structure facing all four geographic directions with your back against the structure/site. The horizontal images must be labeled east.jpg, west.jpg, north.jpg and south.jpg.
- One original copy of the County's zoning map, with property boundaries highlighted, and the exact location of the proposed or existing tower/structure identified.

Submit 3 copies of the completed application and attachments listed above. Two of the copies are to be submitted to the County at the following address: Prince George's County Department of Environmental Resources Permits Office, 9400 Peppercorn Place, Suite 600, Largo, Maryland, 20774, and one copy sent by overnight express mail to Columbia Telecommunications Corp., 10613 Concord Street, Kensington, MD 20895. **Exception: An Application for Minor Modification to an Existing Telecommunication Site (the "Short Form") may be used in lieu of the regular application form for minor modifications such as:-**

- Changes to the frequencies
- Changes in mounting design
- Replacement-in-kind of existing antennas
- Addition of new antennas to existing antenna mounts
- Placement of microwave dishes that do not exceed 2' 6" in diameter 5' above or below that same carrier's existing rad center platform
- Addition of a pole mounted 6" microwave dish to that same carrier's existing rad center platform

The short form cannot be used for:

- Increasing the height of the tower or monopole
- Addition of new antenna arrays
- Addition of new antennas at different heights on the structure except as described above

Requirements for use of the Short Form include:

1. A letter from the applicant with a description of the changes.
2. Three completed applications per site. Two copies filed with the County, one sent to the Facilities Coordinator.
3. Application fee for a minor modification - currently \$500 per site.
4. Photos of the existing tower illustrating planned changes.

Engineered plans will not be required for attachment to the Short Form. These applications may be approved administratively without TTFCC approval within 30 days after the date a complete application is submitted to the TTFCC Chair.

Incomplete or incorrect applications will not be accepted for review. Applicants resubmitting modified or revised applications must follow the same process used for filing the initial TTFCC application as outlined below. Resubmitted applications are subject to a Resubmission Fee of a minimum of \$250 for each application.

**Case Number:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_ *Name of person submitting the application and who will be able to answer questions about the information provided.*

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_

Complete Street Address, City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Representing (carrier name): \_\_\_\_\_

Contact name: \_\_\_\_\_

Complete Street Address, City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*I hereby certify that the information and the statements submitted in this application and package are true, complete and accurate to the best of my knowledge and belief, and are made in good faith, and that the individual signing below has authority to act on behalf of the Applicant.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Engineering Certification**

*I hereby certify that all the radio-frequency (RF) information and the statements submitted in this application and any and all subsequent RF submissions or amendments to the application are true, complete and accurate to the best of my knowledge and belief, and are made in good faith.*

*I further certify that:*

- 1. The RF engineering has been performed to the best industry and engineering standards.*
- 2. The geographical terrain data in determining the expected radio coverage is that provided by the U.S. Geological Survey, and is based on three (3) second or better terrain data.*
- 3. No alteration or modification of data has been performed in the preparation of the coverage maps, unless stated in the application package. (i.e., adjust for obstructions unique to the area, foliage loss, etc.)*

*I further certify that the individual signing below is authorized to act on behalf of the Applicant regarding this certification.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ *This must be signed by the carrier's engineer who is responsible for the project.* Date: \_\_\_\_\_

## **Application Summary**

Provide a brief description of the proposed installation, including the location, the type and height of the supporting structure, (i.e., monopole, rooftop, water tank, etc.), whether it is existing, modified (proposed) or new, and the number of proposed antennas. Provide a brief description of the need for the site including the coverage objective: \_\_\_\_\_

*A narrative description of what the carrier proposes to accomplish with this antenna siting must be provided with each application. It should be of sufficient detail for the TTFCC to clearly understand the need for facilities at the site, including the specific service objective of the antennas, a general description of how the attachment will be accomplished, where and how the equipment will be placed, and any aspects of the attachment that will serve to minimize the visual impact of the antennas and/or equipment. The narrative must also include a listing of any alternative existing structures within a one-mile distance from the site that were considered but were ruled out for the proposed antennas.*

- *If the existing structure was ruled out for RF reasons, a supporting RF contour map must be included to document why that site cannot be used.*
- *If alternative sites were ruled out for structural reasons, a copy of a structural analysis supporting why those locations could not be used must be attached to the application.*

*If the existing structure was ruled out for other reasons, an explanation should be provided as part of the narrative.*

## **Site / Property Information**

Site Street Address, City, State, Zip Code \_\_\_\_\_: *The property address for the location must match the property as indicated in the County's tax records at [www.PGAtlas.com](http://www.PGAtlas.com). If the actual address is different than the tax address, this information must also be provided in the form of a footnote or parenthetical remark.*

Carrier's Site Name: \_\_\_\_\_

Zone: \_\_\_\_\_ Municipality (if any): \_\_\_\_\_ Council District: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ *This is the name of the party who owns the property upon which the tower is located; not the owner of the monopole or tower.*

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plat: \_\_\_\_\_ Parcel: \_\_\_\_\_

WSSC Grid Coordinates: \_\_\_\_\_ *These may be found on an ADC map book or at [www.PGAtlas.com](http://www.PGAtlas.com) as part of the property information on the interactive map.* Tax Map Grid Coordinates: \_\_\_\_\_ *These may be found at [www.PGAtlas.com](http://www.PGAtlas.com) as part of the property information on the interactive map*

Special Exception # (if applicable): \_\_\_\_\_

Detailed Site Plan # (if applicable): \_\_\_\_\_ *These numbers will be shown on the copy of the County's zoning map that is submitted with the application*

DPW&T Permit Application # (if applicable): \_\_\_\_\_

Will equipment cabinet be located in required parking spaces? YES  NO

*If YES, applicant must provide complete site plans demonstrating location of structures.*

Will equipment cabinet be located in a required Landscape Yard? YES  NO   
*If YES, previously approved Landscape plan must be provided demonstrating changes.*

### **Support Structure Information**

Structure Type: Monopole:  Building:  Water Tank:  Tower:

Height (AGL): \_\_\_\_\_ (ft) Site Elevation (AMSL): \_\_\_\_\_ (ft)

Latitude: \_\_\_\_\_° / \_\_\_\_\_' / \_\_\_\_\_" N Longitude: Ø \_\_\_\_\_° / \_\_\_\_\_' / \_\_\_\_\_" W  
 (Coordinates are to be based on NAD83)

FCC Antenna Structure Registration # (if applicable): \_\_\_\_\_

Owner of the supporting structure: *This is the owner of the monopole, tower, building, water tank, etc.*

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Complete Street Address, City, State, Zip Code: \_\_\_\_\_

### **Antenna Information**

Type (Please check one.):  OMNI  PANEL  OTHER (specify): \_\_\_\_\_

Mounting Height (RAD AGL): \_\_\_\_\_ (ft) Antenna make and model number \_\_\_\_\_

Antenna Size (a copy of the antenna specifications cut sheet): H \_\_\_\_\_" W \_\_\_\_\_" D \_\_\_\_\_"

*A copy of the technical specification sheets for the antennas proposed to be attached at this site. This must be provided with each application and for each type of antenna proposed to be attached to the structure.*

Frequency Bands to be used: Tx: \_\_\_\_\_ Rx: \_\_\_\_\_

Maximum Effective Radiated Power (ERP): \_\_\_\_\_

### **FCC and FAA Rules & Regulations**

*Information about this section may be found at the Federal Communications Commission's website: [wireless.fcc.gov](http://wireless.fcc.gov)*

Will the antenna installation be in compliance with the maximum permissible RF exposure limits set forth in Sec.1.1310 of the FCC Rules and Regulations? Yes  No

*If no, please attach an explanation.*

Type of compliance study required under Sec. 1.1307 of the FCC Rules and Regulations:

Categorically Excluded

Routine Environmental Evaluation

Environmental Assessment

If antennas will be located on a rooftop, please attach a description of any steps that have been or will be taken to prevent the aggregate RF from exceeding exposure limits.

State if an application for an FAA review has been submitted. If an FAA determination for the site has been issued, please attach a copy.

**Facility Location Plan**

Section 2-470, Prince George's County Code requires applicants to submit a facility location plan indicating the location of every existing telecommunications transmission facility and the general location of facilities that are anticipated to be built in the near future. Has a new or updated plan been filed with the County within the last year?

Yes  No

*If no*, please submit a plan with this application.

*The County reserves the right to require that the Applicant provide additional information as the County may reasonably request. The Applicant agrees to cooperate with the County in supplying such additional information as requested.*