



Prince George's County, Maryland
Telecommunications Transmission Facility
Coordinating Committee
(TTFCC)
Application and Review Process
For
Wireless Communications Site Coordination

REVISED
03/09/09

Telecommunications Transmission Facility Coordinating Committee Review Process

TTFCC meetings will be held on the third Wednesday of each month at 2:00 P.M. in the County Administration Building (14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland) 4th floor in Suite 4085

Step #1

Every applicant completes the Telecommunications Transmission Facility Coordinating Committee (TTFCC) Application and submits 3 copies of signed applications and corresponding plans. Incomplete or incorrect applications will not be accepted for review.

NOTE: 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.

Note:

Permission from the property owner should be secured prior to submitting the application. For information on leasing or purchasing County property, contact the Prince George's County, Office of Central Services, Land Acquisition and Real Property Division at (301) 883-6450.

Note:

See a copy of the Prince George's County, Maryland Telecommunications Transmission Facility Coordinating Committee (TTFCC) Application for Wireless Communications Site Coordination and the associated permit fees on the TTFCC website or Attachment A:

<http://www.princegeorgescountymd.gov/Government/BoardsCommissions/ttfcc>

Note:

A copy of the County zoning map for the proposed facility location can be purchased at the Maryland-National Capital Park and Planning Commission's (M-NCPPC) Planning Information Services Counter located at the County Administration Building, 14741 Governor Oden Bowie Drive (Lower Level), Upper Marlboro. See Attachment B for a sample of the required County zoning map.

Note:

Prior to August 1 of each year, each owner of a telecommunications transmission facility in the County must submit to the Facilities Coordinator its existing and future telecommunication transmission facility location plan. The plan shall identify the location of each facility to be constructed or located in the succeeding two years. A database of known locations (street address and latitude and longitude

coordinates) and general location of a search ring must be provided along with a copy of the County Zoning Map indicating the general location of the future facilities or search rings.

Note:

For minor changes or additions to equipment, equipment cabinets, or equipment shelters as described in applications that have previously been recommended by the TTFCC, or to perform maintenance to existing antennas, no additional TTFCC review is necessary other than a letter to the TTFCC explaining the variances, and the applicant may proceed directly to Permitting. Electronic filings are not accepted.

A TTFCC Minor Modification "Short Form" Application may be submitted in lieu of the standard application form for the following changes and additions to an existing antenna site or to deploy Cell on Wheels (COW) site:

- a. changes and/or adding frequencies to be transmitted from the site;*
- b. a change in the mounting design (i.e. flush mount to pole mount);*
- c. replacement-in-kind of existing antennas;*
- d. a change to the location or elevation of the antennas on the existing structure;*
- e. the placement of microwave dishes no larger than 2'6" in diameter and no more than 5' above or below the same carrier's existing rad center platform, or;*
- f. the addition of a pole mounted 6" microwave dish to the same carrier's existing rad center platform.*
- g. Deploy temporary Cell-On Wheels (COW) site*

If any of those cases in a through g above apply, a separate TTFCC Minor Modification Short Form application must be submitted for each site where changes are proposed. Minor modification applications may be approved administratively by the TTFCC Chairperson without review by the Full Committee. With that approval the applicant may proceed to Permitting.

Step #2

Deliver by overnight express mail service or same day hand delivery, one copy of a complete application to Facility Coordinator at the same time the application is filed with the County. The Facility Coordinator's address is:

Columbia Telecommunications Corp.
10613 Concord Street
Kensington, Md. 20895

Submit 2 copies of the application to:

Prince George's County
Department of Environmental Resources
Permits Office
9400 Peppercorn Place, Suite 600
Largo, Maryland, 20774

The office is open between 8:30 A.M. – 12:00 Noon and 1:00 P.M.- 3:00 P.M. The applicant must take a customer service number upon entering the Permits Office in order to be served. All customer service numbers are called numerically, in turn.

- Upon application acceptance, a case number is assigned to the application.
- The application is processed.
- Review fees are paid (\$250 for application revisions, \$500 for minor modifications, \$1,500 for co-locations and \$2,500 for new structures).
- The applicant retains a receipt of fee payment and computer printout of basic application information.

Note:

All applications to be considered for reviewed by the Committee at their next scheduled meeting must be submitted to the Permits Office and the Facility Coordinator no later than 3 weeks prior to the next regularly scheduled Committee meeting. Simply submitting an application by that date does not guarantee that it will be on the next agenda. Each application must be deemed complete by the County prior to being considered for review.

Note:

All TTFCC review fees are in addition to regular building permit fees and any other permit related fees or bonds that may be required by other reviewing agencies.

Step #3

The Facility Coordinator initiates their review and, once completed, application packages are distributed to the Committee members for review along with the Facility Coordinators report prior to the meeting of the TTFCC. The Facility Coordinator will send out a cover page and checklist to the applicant for any incomplete or incorrect application. See Attachment F.

Step #4

An agenda of applications to be heard at the next regularly scheduled Committee meeting is prepared and e-mailed to Committee members and the designated applicant representative prior to the meeting.

Note:

In order to add or modify a provider's e-mail address to the TTFCC's distribution list, the following information is to be e-mailed to Clarence Moseley at CEMoseley@co.pg.md.us.

Representative's Name:

Title:

Company Name:

Representing (carrier's name):

Address/Phone Number/Fax/e-mail:

Step #5

One week after the Committee meeting, a "Notification of Action" is prepared and e-mailed to Committee members and service providers.

Step #6

One week after the Committee meeting, the service providers can pick up TTFCC reviewed plans (TTFCC stamp noting “Recommended” or “Recommended with Reservations”) from the Department of Environmental Resources Permits Office, 9400 Peppercorn Place, Suite 600, Largo, Maryland between hours of 8:30 A.M. to 4:30 P.M.

Note:

Applications will receive comments of “Recommended”, “Recommended with Reservations” (meaning some existing site issues may need to be addressed during the building permit review and prior to permit issuance), or “Hold” (meaning application package lacks adequate information for Committee review).

Note:

All applications placed on hold must be resubmitted to the Committee with all Committee identified items addressed. Applicants may be required to resubmit a revised application to DER’s Permits Office two weeks prior to the regularly scheduled Committee meeting in order to be re-evaluated at the next Committee meeting. Resubmitted applications are subject to a Resubmission fee of \$250 for each application.

Note:

Applications receiving a TTFCC recommendation must conform to the Building Code, the Zoning Ordinance and other applicable laws and regulations including private building restrictions, if any, which relate to the property prior to permit issuance.

Prince George's County Building Permit Review Process

Building Permits are required if you are planning to: erect, construct, alter, move, improve, remove, connect, demolish or raze any building or structure; change an exiting; alter or install any equipment regulated by the building code

Step #1

Applications are accepted at the Prince George's County, Department of Environmental Resources, Permits Office (9400 Peppercorn Place, Suite 600, Largo, Maryland, 20774) between 8:30 A.M. – 12:00 Noon and 12:45 P.M.- 3:00 P.M. The applicant must take a customer service number upon entering the Permits Office in order to be served. All customer service numbers are called numerically, in turn.

Note:

See Attachment C or the Department's website, for a sample of the Prince George's County, Department of Environmental Resources Permit Application:

http://www.princegeorgescountymd.gov/Government/AgencyIndex/DER/PRG/bldg_permit.

Step #2

With the stamped ("Recommended" or "Recommended w/Reservations") TTFCC reviewed application marked for M-NCP&PC review, and a completed DER permit application, customers file for an amendment to the original TTFCC application. This amendment ("01") will incorporate a complete building permit application review. All applicants must complete the Prince George's County, Department of Environmental Resources, Application for Plan Examination and Permit to be accompanied with all required plans as follows:

- 7 copies of the site plans;
- 2 complete sets of signed and sealed architectural, structural, mechanical and electrical plans;
- 2 copies of approved sediment control plans;

- 2 copies of approved stormdrain plans; and
- 3 copies of tree conservation plans/waiver letter

Step #3

- The application is processed.
- For “Walk-Thru’s”, all required permit fees must be paid, in full, prior to permit issuance.
- For “Non Walk-Thru’s”, application fees are paid prior to the application package submittal. The remaining permit fees must be paid prior to permit issuance.

Note:

All regular building permit fees and any other permit related fees or bonds required by other reviewing agencies are independent from TTFCC review fees.

DER permit fees for telecommunication facilities are as follows:

Co-Location = \$250

New Structures = \$500

*** By their request, applicants do reserve the right to have permit fees calculated by a reviewing engineer.*

Note:

An application with a TTFCC review status of “Recommended” or “Recommended w/ Reservations” can be processed as a DER walk-thru.

Note:

See Attachment D or contact M-NCPPC for information regarding their “Walk-Thru” review process.

Note:

An application with a TTFCC review status of “Recommended” or “Recommended w/Reservations” can be processed as a Department of Public Works and Transportation (DPW&T) walk-thru. See Attachment E or contact DPW&T for information on the DPW&T’s related fee and bond requirements for building permits of telecommunications facilities.

Note:

Referral agencies within the County provide technical review for all permit applications. These agencies include the Department of Environmental Resources (DER); the Department of Public Works and Transportation (DPW&T); the Maryland- National Capital Park and Planning Commission (M-NCPPC); the Prince George’s County Health Department; and the Washington Suburban Sanitary Commission (WSSC).

Note:

The following agency review approvals are required to obtain a building permit for constructing telecommunication facility:

DER reviews plans to ensure structures are sound and secure. Plans are reviewed for compliance with structural design; all aspects of fire safety, detection systems, access road, electrical, mechanical, energy codes and handicapped facilities.

DPW&T reviews plans for construction of new streets, modification or improvements of existing roads and streets, construction of temporary entrances, haul roads and driveways entering public roads and streets, creation or extinguishment of public right-a-ways. DPW&T also reviews for storm water management plans, Chesapeake Bay Critical Area plans and the Grading Ordinance. DPW&T issue permits for all utility construction and paving work affecting public right-a-ways. All building and grading permit applications are referred to DPW&T for compliance with the County Road Ordinance.

M-NCPPC is the agency governing all zoning regulations, parking, subdivision plats, special exceptions, departures, variances, nonconforming uses, historical and street preservations, landscaping, conformance with previously approved site plans and signs. They are also responsible for assignment or verification of property address.

Step #4

Upon receiving **ALL** required agency approvals and fee/bond payments for the building permit application process, a permit is issued.

For additional information concerning the Telecommunications Transmission Facility Coordinating Committee application and review process for wireless communications site coordination, please contact Stan Wildesen, P.E. (301) 883-5927, sewildesen@co.pg.md.us or via fax at (301) 883-7645.

Attachment A

Prince George's County, Maryland
Telecommunications Transmission Facility
Coordinating Committee (TTFCC)
Application for Wireless Communications
Site Coordination



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: _____
<i>For County Use Only</i>

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 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:
 - 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 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.

- Every municipality located within one mile of the proposed facility;
- The County Council member of the District in which the new facility is proposed and;
- 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. 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 as part of the property information on the interactive map.*

Tax Map Grid Coordinates: _____ *These may be found at 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

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.

Attachment B

Sample Maryland-National Capital Park and Planning Commission Zoning Map

Attachment C

Prince George's County
Department of Environmental Resources
Permits Office
Application for Plan Examination
And Permit



PRINCE GEORGE'S COUNTY *DEPARTMENT OF ENVIRONMENTAL RESOURCES *PERMIT OFFICE
9400 PEPPERCORN PLACE, SUITE 600, LARGO, MD 20774, (301) 883-5900 or (301) 883-5776
APPLICATION FOR PLAN EXAMINATION AND PERMIT



(Please do not write in shaded areas)

Case Number:		Year:		Type:		Rev.:		Date:		
Site Information	Land Tax Account:		Election District:	Lot:	Block:	Parcel:	Tax Map:	Grid:	Zone:	
Address:			Suite/Unit:		Liber:		Folio:		SCD :	PLAT :
City/Town/State/Zip:			Subdivision:			Referenced Permit Number:				
TYPE OF PERMIT PLEASE CHECK ONE					EXISTING SITE USE					
New Residential		Misc. Residential								
New Commercial		Misc. Commercial								
Addition		Alteration/Repairs			PROPOSED USE					
Grading		Logging								
Mechanical		Spec./Other/Raze								
Fire/Alarm/Hood		Fire/Sprinklers			WORK DESCRIPTION					
Use & Occupancy (U&O)		Temp U&O								
Sign (Bldg)		Sign (Ground)								
PROPERTY OWNER INFORMATION					WORK SIZE DESCRIPTION & TOTAL AREA					
Company Name:				Height (ft)		Width (ft)		Depth or Length (ft)		
Name:				Total Site Area		Disturbed Area		Floor Area		
Address:				Est. Construction Cost: \$						
City/State/Zip:				Water Services	<input type="checkbox"/> WSSC	<input type="checkbox"/> WELL	<input type="checkbox"/> CITY			
Telephone: (home/office)		(cell)	(fax)	Sewer Services	<input type="checkbox"/> WSSC	<input type="checkbox"/> SEPTIC	<input type="checkbox"/> CITY			
U&O OCCUPANT'S INFORMATION					CONTRACTOR'S INFORMATION					
Company Name:				License Type & Number:						
Trade Name:				Company Name:						
Name:				Owner's Name:						
Address:				Address:						
City/State/Zip:				City/State/Zip:						
Telephone: (office)		(cell)	(fax)	Telephone: (office)		(cell)	(fax)			
APPLICANT'S INFORMATION					ARCHITECT'S/ENGINEER'S INFORMATION					
Company Name:				Company Name:						
Name:				Name:						
Address:				Address:						
City/State/Zip:				City/State/Zip:						
Telephone: (office)		(cell)	(fax)	Telephone: (office)		(cell)	(fax)			
FOR OFFICE USE ONLY										
	Reviewer		Date			Reviewer		Date		
M-NCPPC					Fire Eng					
DPW&T					Site Eng.					
Structural. Eng.					Mechanical Eng.					
Electrical Eng.					Issuance					

Applicant Signature

Date

Permit Specialist

I hereby certify that I have authority of the property owner to make this application and that the information is complete and correct and, if a permit is issued, the construction and/or use will conform to the Building Code, the Zoning Ordinance, municipal and local covenants, homeowners/civic association regulations, and other applicable laws and regulations including private building restrictions, if any, which relate to the property.

Attachment D

Maryland-National Capital Park and Planning Commission Walk-Through Building Permit Review Process



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
TTY: (301) 952-3796

**CERTIFICATION FORM
FOR WALK-THROUGH M-NCPPC REVIEW OF
CO-LOCATION OF ANTENNAS AND ASSOCIATED EQUIPMENT CABINETS**

Applicant _____ Address _____
Telephone number _____ Fax number _____
Site Address _____
Lot number _____ Block number _____ Parcel number _____
Tax Map: _____ Grid number _____ Zoning of property _____
Prior Permit number _____ Special Exception number _____
Detail Site Plan number _____ Alternative Compliance number _____

- | | | | |
|----|--|-----|----|
| 1. | A copy of the issued permit is included with this application. | Yes | No |
| 2. | Does this proposal alter the previous approved site and landscape plan in such a way that the plan no longer meets the minimum requirements? | Yes | No |
| 3. | A copy of the action agenda indicating that the TTFCC has approved the request is included with this application. | Yes | No |
| 4. | Two copies of the TTFCC application package, including the property boundaries map with frontage streets, location of existing structure, location of proposed antenna and cabinet, elevation sketch, and detail sheet addressing additional Zoning Ordinance requirements for specific uses is included with this application. | Yes | No |
| 5. | If the proposed antenna is to be placed on an existing multifamily dwelling the multifamily dwelling is at least five (5) stories in height. | Yes | No |
| 6. | The existing monopole/tower meets all required setbacks. | Yes | No |
| 7. | The existing monopole/tower does not exceed the height requirement in the zone in which it is located. | Yes | No |
| 8. | The antenna is concealed within the opaque exterior of a structure or is attached to a public utility, radio, television, telecommunications, or broadcasting tower/monopole; a light pole; an existing building or structure owned by a municipality, the Board of Education for Prince George's County, or by Prince George's County; or a structure owned and primarily used by a government agency that is exempt from the | Yes | No |

requirements of the Subtitle.

- | | | | | |
|-----|---|-----|----|-----|
| 9. | On privately owned land the antenna, monopole, or tower will not support lights unless required for aircraft warning or other safety reasons. | Yes | | No |
| 10. | The antenna does not exceed the following dimensions: | | | |
| | (i) Twenty feet in length and seven inches in diameter for whips; | Yes | No | N/A |
| | (ii) Ten feet in length and two feet in width for panels; | Yes | No | N/A |
| | (iii) Seven feet in length and one foot in diameter for cylinders; | Yes | No | N/A |
| | (iv) Seven feet in diameter for parabolic dishes. | Yes | No | N/A |
| 11. | The antenna does not extend more than fifteen (15) feet above the height of the tower or structure to which it is attached. | Yes | | No |
| 12. | The cabinet has been screened by means of landscaping or berming to one hundred percent (100%) opacity. | Yes | | No |
| 13. | The cabinet is unmanned, with infrequent (four or fewer per year) visits by maintenance personnel, and with access and parking for no more than one vehicle. A service area has been provided on the site plan. | Yes | | No |

I _____ * hereby certify that all of the above statements are accurate and true and the submittal meets all requirements of the Prince George's County Zoning Ordinance.

print name

Date _____

Name of firm submitting application _____

Address _____

Telephone number _____

***Signer must be a licensed engineer or attorney**

Attachment E

Prince George's County, Maryland
Department of Public Works and
Transportation Requirements for Building
Permits of Monopoles, Towers, and/or
Antennae Installations on Private Property

Prince George's County Department of Public Works and Transportation Requirements for
 Building Permits of Monopoles, Towers and/or Antennae Installations of Private Property
 (Not within the public right-of-way)

	Type of Telecommunication Facility	
	Tower/Monopole	Antennae
No improvements are required to right-of-way	\$3,000 Restoration Bond* and \$100 permit Fee	\$3,000 Restoration Bond* and \$100 permit fee
Improvements to right-of-way are required	Obtain necessary permit to construct ultimate improvements as required -or- 1. Pay \$10,000 Fee-in-Lieu, and 2. \$3,000 Restoration Bond* and \$100 Permit fee	Obtain necessary permit to construction ultimate improvements as required -or- 1. Pay \$5,000 Fee-in-Lieu, and 2. \$3,000 Restoration Bond* and \$100 permit Fee

*Optional Blanket Bond for Restoration Bonds:

- In lieu of a restoration bond, a company may choose to have on file with the Department of Public Works and Transportation (DPW&T), Permits Section, a “blanket bond” to be drawn against for the individual restoration bond/permits in lieu of posting a separate bond for each permit.
- A blanket bond requires an application, a \$25.00 fee, and a bond amount to be determined by DPW&T (based upon the company’s expectations of the number of permits needed).
- For blanket bonds, each restoration permit that will utilize the blanket bond will still require an application, a \$100 fee, and permit issuance.

Attachment F

Returned or Corrected
TTFCC Application

Cover Page and Checklist



PRINCE GEORGE'S COUNTY, MARYLAND
TELECOMMUNICATIONS TRANSMISSION FACILITY
COORDINATING COMMITTEE (TTFCC)

"TTFCC"

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

Re: **Submission of Revised Document**

County Case #: _____

Carrier Name: _____

Site Address: _____

Revised Documents: TTFCC Application
Site Plans
Elevation Drawing

Other: _____

Dear Mr. Moseley:

Attached is a revised document to replace the pages submitted with our initial filing along with our Resubmission Fee of \$250. A copy of these materials has also been provided to Columbia Telecommunications at 10613 Concord Street, Kensington, MD 20895.

Applicant Name: _____

Title: _____

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 (required for revised or new RF information)

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 that individual signing below has authority to act on behalf of the Applicant regarding this certification.

Name: _____ Title: _____

Signature: _____ Date: _____



Columbia Telecommunications Corporation • 10613 Concord Street • Kensington, MD 20895
301.933.1488 • fax: 301.933.3340 • www.CTCnet.us

Date:

Via Electronic Mail

Applicant:

Firm:

Address:

City, State, Zip:

RE: Request for Additional Information
Prince George's County TTFCC Application (Case # _____-2008
Carrier name: _____ Carrier Site #: _____
Address: _____

To complete your application so we can prepare a recommendation to the TTFCC, please provide the following information where indicated below:

1. A corrected application with the following information:
 - The correct address for the property on which the structure is physically located, according to the M-NCPPC PGAtlas (_____)
 - The WSSC grid coordinates
 - The Tax Map grid coordinates
 - The correct zone for the site
 - Council District Number
 - A copy of the County zoning map that shows the correct property where the structure is physically located (see address above)
 - A certification page signed by the applicant and an RF engineer
2. Other:
 - Antenna specifications (cut sheets)
 - 11" x 14" sized site drawings. The plans provided are too large to reproduce for the TTFCC packets.
 - Photos from the base of the structure looking north, south, east and west and identify the perspective of each photo submitted.
 - _____

Please be sure to also provide this information to Clarence Moseley using the attached submittal cover letter. If you have any questions regarding the information requested, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Hunnicutt".

Robert P. Hunnicutt
Facility Coordinator