Prince George’s County, Maryland
Telecommunications Transmission Facility
Coordinating Committee (TTFCC)

Application Instructions and Review Process
2016
Step #1 – Complete a Telecommunications Transmission Facility Coordinating Committee (TTFCC) Application

An appropriate TTFCC application (for a New Tower or Monopole, Co-location, or Minor Modification) and accompanying documents must be filed for every antenna siting pursuant to Section 27 of the Prince George’s County Zoning Code and Title 5A of the County Code. Each application must be complete and accurate and all required supporting documentation must be attached at the time of filing or the application will be deemed incomplete and will not be processed. These applications and instructions are provided as Attachment A and are available as a Word document template, which may be found at the TTFCC’s website:

http://www.princegeorgescountymd.gov/2243/Boards-Commissions

All required application information may be entered into the Word template and saved to a user’s computer for printing hard copies to be submitted to the County and the Facility Coordinator, Columbia Telecommunications Corporation (CTC). Electronic filings are not accepted. Read the instructions completely before completing and filing the application.

Applicants will be notified of incomplete applications and provided an opportunity to submit corrected forms or additional information as needed. Applicants submitting modified or revised applications must follow the process as outlined below. Modified or revised applications are subject to an additional application fee for each submission. Unless otherwise advised by the County or the Facility Coordinator, electronic submissions of revised applications or additional information are not accepted.

If the application is not made complete by the applicant within 60 days from the date on which the applicant is notified that the application is incomplete, the application will be considered withdrawn. The applicant will be issued a withdrawal notice by the County. If the applicant wishes to submit a revised or corrected application after that time, it will be treated as a new application which must be filed pursuant to all applicable requirements and filing fees as outlined herein.

Note

1. A TTFCC Minor Modification “Short Form” Application may be submitted in lieu of the co-location application form if the application is to deploy a temporary cell-on-wheels (COW) site or to make the following types of changes or additions to an existing antenna site:
   a) changes to and/or adding frequencies to be transmitted from the site;
   b) a change in the mounting design (e.g., flush mount to pole mount);
   c) replacement of existing antennas with new antennas of the same size, type and at the same location;
   d) a change in 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

If any of those cases described above apply, a separate TTFCC Minor Modification “Short Form” application may 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.
2. Copies of the aerial imagery and property information from the Maryland–National Capital Park and Planning Commission’s (M–NCPPC’s) “PG Atlas” (http://www.pgatlas.com/pgatlas/), as outlined below, must accompany each application. A tutorial for obtaining that information is provided as Attachment B.

3. Any proposed location for placement of antennas must be identified on the current adopted Master Plan of Telecommunications Facilities. 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 following 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 a county map indicating the general location of the future facilities or search rings.

4. When an application proposes siting on government property, a letter from that local government agency, (i.e. the WSSC, MNCPPC, PGCPS, and the County’s Office of Central Services) that owns the property is required. The letter is an acknowledgement that the agency is aware of the application and has no objections to the application being filed. 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.

5. All engineered plans submitted with applications need to be sealed and signed by the professional engineer who prepared the original or revised plans. The Maryland State Code requires that any engineered plans submitted to a public authority have the Maryland professional engineer’s seal and signature on the plans.

6. For any application for a new monopole, tower, or other antenna support structure, pursuant to CB-34-2007, 30 days prior to filing a TTFCC application notice of the proposed new structure must be sent to the adjoining property owners, County Council member, civic organizations registered with the M-NCPPC and located within one-mile of the location, and any municipality within one-mile of the location. The mailing must inform the parties of the right to request a community briefing on the proposed facility. If a briefing is requested, the briefing will be conducted by the carrier or its representative and attended by the TTFCC Chair or designee. Detailed instructions on the requirements of the notice are contained in Attachment D.

7. Though they are not subject to the TTFCC review process, complete applications to place facilities on State of Maryland or federal property are required to be filed with the TTFCC for recordkeeping and informational purposes, as those sitings are subject to County zoning review and approval.

Step #2 – Filing the Application

A. Submit an original and one copy of the completed and signed applications and required attachments and a check for the filing fees to:

Prince George’s County
Department of Permitting, Inspections and Enforcement
Permit Center, Suite 123
9400 Peppercorn Place
Largo, MD 20774
Note:
* One of the applications submitted to the County’s Permit Center should have original signatures of the applicant and the carrier’s RF engineer (not the representative of the carrier.)
* The engineering certification can only be signed by an RF engineer experienced and knowledgeable in the radio frequency field.

Filing fees, payable to “Prince George’s County,” are as follows:
- $2,500  TTFCC Application for a new tower, monopole, or support structure
- $1,500  TTFCC Application for a co-location on an existing structure
- $500  TTFCC Application for a minor modification to existing facilities
- $250  Modification or revision to a TTFCC Application
- $500  Annual Master Plan Update

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.

The Permit Center is open from 8:00 A.M. – 3:00 P.M. on Monday, Tuesday, Thursday and Friday, and it is open between 9:00 A.M. – 3:00 P.M. on Wednesday. The applicant must sign in at the customer service desk and be assigned a number to be served.

B. Within 24 hours of the time an application is filed with the County, the applicant must provide two copies of a complete application with attachments to:

TTFCC Facility Coordinator
Columbia Telecommunications Corporation
10613 Concord Street
Kensington, MD 20895

Columbia Telecommunications Corporation’s (CTC) office hours are 8:00 A.M – 5:00 P.M, Monday through Friday. CTC’s telephone number is (301) 933-1488.

Note: To be considered for review by the TTFCC at the next regularly scheduled meeting, an application must be submitted to the Permit Center and the Facility Coordinator no later than three weeks prior to the next regularly scheduled TTFCC meeting. Submitting an application by that date does not guarantee that it will be on the next agenda, however. Incomplete applications will not be processed. An application must be deemed complete prior to being considered for review.

**Step #3 – Facility Coordinator Review**

The Facility Coordinator initiates its review and, once completed, distributes copies of the application packages and the Facility Coordinator’s report, as required, to the TTFCC members for review prior to the meeting of the TTFCC.

For applications deemed incorrect or incomplete, the Facility Coordinator will notify the applicant of the deficiencies. A cover sheet to be used for submission of additional information required or corrected applications or attachments is provided in Attachment C.

**Step #4 – TTFCC Review**

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.
Regularly scheduled meetings of the TTFCC are held on the third Wednesday of each month at 1:00 P.M. at the following location:

Department of Permitting, Inspections and Enforcement
Permitting and Licensing Division
9400 Peppercorn Place, Suite 123
Largo, MD  20774

Meeting dates, times, and location are subject to change. Check the monthly Agenda http://www.princegeorgescountymd.gov/AgendaCenter/Telecommunications-Transmission-Facility-4 or Calendar on DPIE’s Website http://www.princegeorgescountymd.gov/calendar.aspx?CID=70, for any changes.

**Step #5 – Notification of TTFCC Action**

One week after the Committee meeting a “Notification of Action” is prepared and e-mailed to Committee members and service providers. A copy of the TTFCC reviewed application must be provided by the applicant at time of permit application. Applicants may pick up TTFCC-reviewed plans (TTFCC stamp noting “Recommended” or “Recommended with Reservations”) from the Department of Permitting, Inspections and Enforcement’s Permitting and Licensing Division, 9400 Peppercorn Place, Suite 123, Largo, Maryland between 8:00 A.M. – 3:00 P.M, except 9:00 A.M. – 3:00 P.M. on Wednesday.

**Note:**

1. 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).

2. A TTFCC application is deemed expired one (1) year after the TTFCC “Notification of Action” is issued. To seek approval for that site after that time, a new application must be filed for review.

3. All applications placed on hold by the TTFCC must be resubmitted to the Committee with all Committee-identified additional requirements addressed. Applicants may be required to resubmit a revised application to DPIE’s Permit Center three (3) 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.

4. If there is no response by the applicant on the application for 60 days from the date the applicant is notified the application is on hold, the application will be considered withdrawn. The applicant will be issued a withdrawal notice by the County. If the applicant wishes to pursue placing antennas at that location after that time, a new application must be filed pursuant to all applicable filing requirements and fees.

5. 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 Permitting, Inspections and Enforcement (DPIE), Permitting and Licensing Division (9400 Peppercorn Place, Suite 100, Largo, Maryland, 20774) from 8:00 A.M. – 3:00 P.M. on Monday, Tuesday, Thursday and Friday and 9:00 P.M. – 3:00 P.M. on Wednesday. The applicant must sign in at the customer service desk and be assigned a number to be served.

Note:
See the Department’s website for a sample of the Prince George’s County Department of Permitting, Inspections and Enforcement’s Permit Application:

http://www.princegeorgescountymd.gov/DocumentCenter/Home/View/4357

Step #2

With the stamped (“Recommended” or “Recommended with Reservations”) TTFCC-reviewed application marked for M–NCPPC review, and a completed DPIE permit application, applicants file for an amendment to the original TTFCC application. This amendment (version “01”) will incorporate a complete building permit application review. All applicants must complete the Prince George’s County Department of Permitting, Inspections and Enforcement 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 storm drain plans; and
- 3 copies of tree conservation plans/waiver letter
Step #3

- The application is processed.
- For “Walk-Throughs”, all required permit fees must be paid, in full, prior to permit issuance.
- For “Non-Walk-Throughs”, 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 permits fees and any other permit-related fees or bonds required by other reviewing agencies are independent from TTFCC review fees. Contact DPIE for the current permit fees for telecommunication facilities.

Note:
Contact M–NCPPC for information regarding their “Walk-Thru” review process.

Note:
Referral agencies within the County provide technical review for all permit applications. These agencies include the Department of Permitting, Inspections and Enforcement (DPIE); 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:
Effective immediately, all Cell Tower Inspections are required to be conducted by Third Party Inspectors. The customer should complete the Third Party Inspection Program (TPIP) package located at:
http://www.princegeorgescountymd.gov/DocumentCenter/Home/View/4338
and turn it in with their permit application, located at: http://www.princegeorgescountymd.gov/1414/Boards-Commissions-Forms

The customer will receive the phone number after they have an approved package to arrange for a modified pre-construction meeting. This may be electrical inspections only.

The Third Party Inspection Program (TPIP) provides the framework for Third Party Inspection agents hired by the owner to evaluate the work of the various trades. These professionals then provide certifications to the County attesting to the quality of work as related to the County Code.
Note:
*The following agency review approvals are required to obtain a building permit for constructing a telecommunication facility:*

**DPIE** 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.

**DPIE’s Site/Road Plan Review Division** 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 rights-of-way. Site/Road also reviews for storm water management plans, Chesapeake Bay Critical Area plans and the Grading Ordinance. Site/Road issues permits for all utility construction and paving work affecting public rights-of-way. All building and grading permit applications are referred to Site/Road 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. It is 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 call (301) 883-5927 or FAX (301) 883-7645.
Attachment A

Prince George’s County, Maryland
Telecommunications Transmission Facility
Coordinating Committee (TTFCC) Applications
for Wireless Communications Site Coordination
APPLICATION FOR A NEW TOWER OR MONOPOLE

READ ALL FILING REQUIREMENTS EFFECTIVE JULY 1, 2010 PRIOR TO FILING APPLICATION

In completing the application, please answer every item and provide only required attachments, nothing else. Failure to fully comply with these instructions will result in the rejection of the application. The application will not be processed until a complete application is provided.

REQUIRED ATTACHMENTS

1. Application fee: $2,500 for each application made payable to “Prince George’s County.”
2. Detailed site information: A printout of the aerial imagery and property information from the M-NCPPC’s www.pgatlas.com Website showing the property where the structure is to be physically located. (See instructions noted above.)
3. A legible vicinity map showing the property and surrounding major roadways.
4. Attach an 11” x 17” size design and site plans that show an elevation drawing and an overhead view of the structure on the property and detailed drawings of the equipment area and structure. Drawings should include the location of proposed buildings, equipment cabinets, shelters, distances from the structure to property lines, as well as to the nearest off-site dwelling (clearly identify existing versus proposed facilities). Show the zone for all adjacent properties.
5. Provide radio frequency (RF) contour maps of the service area illustrating, in color, current coverage with existing sites, with and without the proposed antennas and with antennas at an elevation of 20 feet and 40 feet lower than proposed. Include maps illustrating the calculated coverage from the site alone and with antennas at those three elevations. Illustrate signal levels in colors representing the target signal level and at least plus and minus 5 dB. Include a legend indicating colors and corresponding signal levels. Specify the target levels for the site. Identify the antenna elevations upon which the model is based. Maps must be legible and provide sufficient detail to show at least the primary roads and major highways.
6. Provide a listing, by name and address, of alternative existing structures within a one-mile radius from the proposed site that were considered in lieu of the new support structure, along with a detailed explanation as to why these structures could not be used to accommodate the antennas. If the alternative structures were ruled out for RF or other engineering reasons, explain the reason and include supporting RF maps in the same format described above, which demonstrate why the alternatives could not be used. If there were non-RF reasons why those alternatives would not work, provide an explanation as to why they could not be used.
7. State if drive tests, balloon tests, or other similar methods of analysis were used in selecting this site or rejecting an alternative site. Attach a copy of the RF contour map illustrating the drive test measurements, or for balloon tests, attach copies of the photos showing the balloon and photo simulations of the structure proposed, along with a map showing from where each photo was taken and the approximate distance from the proposed structure.
8. State what considerations were given to screen the site and minimize the visual impact of the proposed structure, including any disguise options such as a flag/tree/light pole design, low-profile antenna attachment consideration, concealed/painted antennas, or other such designs and, if not used, why they were not used.
9. Photographs taken within 90 days of filing showing views from the proposed structure location facing north, south, east, west, and one of the area where the structure is proposed to be constructed.
10. Documentation of delivery of community notice as explained in Attachment D of the application instructions.
11. Copies of manufacturer’s specifications (cut sheets) for each antenna listed.
12. Structural engineering certification statement (see page 2 of the application).
Re: Application for a New Tower or Monopole

Applicant Information

Carrier Name: ________________________________

Carrier Site Name: ________________________________

Property Address (from PGAtlas): ________________________________

City, State, ZIP Code: ________________________________

Land Owner Name: ________________________________

Tax Identification Number (from PGAtlas): ________________________________

Support Structure Information

Structure Type: □ Monopole □ Tower □ Other (Describe): ________________________________

Latitude/Longitude (Decimal Degrees from PGAtlas): Latitude: ________________________________ Longitude: ________________________________

Site Ground Level Elevation (AMSL in feet): ________________________________

Height of Structure (in feet): ________________________________

Name of Owner of the Supporting Structure: ________________________________

Contact Name: ________________________________ E-mail: ________________________________

Work Telephone: ________________________________ Cell Telephone: ________________________________ FAX Number: ________________________________

Complete Street Address: ________________________________

City, State, ZIP Code: ________________________________

Application Summary

In the space provided, write a brief description of the proposed installation including a technical description of the need for the facility, the area to be served, and the coverage objective (continue on next page): ________________________________

________________________

Page 2 of 5
Antenna Information

Type and Quantity of Antennas: [ ] Omni [ ] Panel [ ] Dish [ ] Other (Describe):

List for Each Type of Antenna

Manufacturer: __________________ Model Number(s): __________________
Frequencies to Be Used: Tx: __________ Rx: __________
Antenna Size: H ______” W ______” D ______”
Maximum Effective Radiated Power (ERP): __________ Watts
Elevation of Antenna (RAD AGL): __________________

Manufacturer: __________________ Model Number(s): __________________
Frequencies to Be Used: Tx: __________ Rx: __________
Antenna Size: H ______” W ______” D ______”
Maximum Effective Radiated Power (ERP): __________ Watts
Elevation of Antenna (RAD AGL): __________________

FCC and FAA Rules & Regulations

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

Has an application for an FAA review been submitted? [ ] Yes [ ] No If “Yes,” and an FAA determination for the site has been issued, please attach a copy.

ENGINEERING CERTIFICATION

I hereby certify that:

1. 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.

2. The RF engineering has been performed to the best industry and engineering standards.

3. 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.

4. 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.)

5. The individual signing below is authorized to act on behalf of the Applicant regarding this certification.

Name: ____________________________ Title: ____________________________
Signature: __________________________ Date: ____________________________

Applicant Name: ____________________________

Every application for a new tower, monopole or other type of support structure must have a statement certified by a professional engineer registered in the state of Maryland affirming that the structure meets the most recent TIA/EIA structural standards (presently revision G) to support the proposed antenna(s), cabling and equipment to be attached.
Facility Location Plan

Section 5A-155, 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.

APPLICANT CERTIFICATION

Applicant Name: __________________________ Title: __________________________

Home Telephone: __________________________ Cell Telephone: __________________________

FAX: __________________________ E-mail: __________________________

Company Name: __________________________

Complete Street Address: __________________________

City, State, ZIP Code: __________________________

Representing (Carrier Name): __________________________

Contact Name: __________________________

Complete Street Address: __________________________

City, State, ZIP Code: __________________________

Company Telephone: __________________________ Company 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: __________________________

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.

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.

Filing Instructions: Complete the form, sign the applicant and engineer's certifications, attach a check for the amount of $2,500 per site made payable to “Prince George's County.” Applications submitted without the fee will not be processed. Submit an original with original signatures and one copy to the County, and submit two copies to the Facility Coordinator.

Prince George's County
Department of Permitting, Inspections and Enforcement
Permits Office
9400 Peppercorn Place, Suite 123
Largo, MD 20774

TTFCC Facility Coordinator
Columbia Telecommunications Corporation
10613 Concord Street
Kensington, MD 20895

Page 5 of 5
APPLICATION FOR CO-LOCATION OF ANTENNAS ON AN EXISTING SUPPORT STRUCTURE

READ ALL FILING REQUIREMENTS EFFECTIVE JULY 1, 2010 PRIOR TO FILING APPLICATION
See TTFCC Application Instructions and Review Process 2014 for instructions and requirements. This document may be found at http://www.princegeorgescountymd.gov/sites/DPIE/Services/BoardsCommissions/TTFCC/Pages/default.aspx.

In completing the application, please answer every item and provide only required attachments, nothing else. Failure to fully comply with these instructions will result in the rejection of the application. The application will not be processed until a complete application is provided.

REQUIRED ATTACHMENTS

1. Application fee: $1,500 for each co-location made payable to “Prince George’s County.”

2. Detailed site information: A printout of the aerial imagery and property information from the M–NCPPC’s www.pgatlas.com Website showing the property where the structure is to be physically located. (See instructions noted above.)

3. A legible vicinity map showing the property and surrounding major roadways.

4. Attach an 11” x 17” size set of design and site plans of the structure showing major dimensions and the location and nature of all existing antennas.
   a. 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(s) for the antennas, and where they will be placed on the building. All existing antennas must be shown and the owners’ names identified. 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 or on a steel structure, attached to a wall or whatever is appropriate for the application).
   b. 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. Owner’s names of all existing antennas must be shown. If the TTFCC has reviewed applications to attach antennas to the structure but which are not yet attached, they must be included. The structure owner/landlord is responsible for providing complete and accurate information regarding existing 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. Copies of antenna manufacturers’ cut sheets for each antenna as shown on the engineering plans.

6. Photographs taken within 90 days of the filing of views from the proposed structure facing north, south, east, and west and the existing support structure where the antenna(s) is/are to be placed.

7. Copies of manufacturer’s specifications (cut sheets) for each antenna listed.

8. If the application is to add antennas to a tower or monopole which already supports existing antennas from three carriers, or modifications are required to the tower or monopole regardless of the number of antennas already attached, a statement certified by a Professional Engineer registered in the State of Maryland affirming that the structure, including the proposed additional antennas and related cabling and equipment, meets the most current TIA/EIA standards (presently revision G) to support the existing and proposed antennas, cabling and equipment is required. Otherwise, if a structural analysis has been performed for any other reason, attach a copy of the report. The report must be certified by a Professional Engineer registered in the State of Maryland.
Re: Application for Co-location of Antennas on an Existing Support Structure

Applicant Information
Carrier Name: ___________________________ E-mail: ___________________________
Carrier Site Name: ___________________________
Property Address (from PGIAtlas): ___________________________
City, State, ZIP Code: ___________________________
Land Owner Name: ___________________________
Tax Identification Number (from PGIAtlas): ___________________________

Support Structure Information
Structure Type: □ Monopole □ Building □ Water Tank □ Tower (For electrical transmission line tower, state tower #): ___________________________
Latitude/Longitude (Decimal Degrees from PGIAtlas): Latitude: ___________________________ Longitude: ___________________________
Site Ground Level Elevation (AMSL in feet): ___________________________
Height of Structure (in feet): ___________________________
Name of Owner of the Supporting Structure: ___________________________
Contact Name: ___________________________ E-mail: ___________________________
Work Telephone: ___________________________ Cell Telephone: ___________________________ FAX Number: ___________________________
Complete Street Address: ___________________________
City, State, ZIP Code: ___________________________

Application Summary
In the space provided, write a brief description of the proposed installation including a technical description of the need for the facility, the area to be served, and the coverage objective (continue on next page): ___________________________
Antenna Information
Type and Quantity of Antennas: □ Omni □ Panel □ Dish □ Other (Describe):

List for Each Type of Antenna
Manufacturer: ____________ Model Number(s):
Frequencies to Be Used: Tx: ______________ Rx: ______________
Antenna Size: H _______ W _______ D _______
Maximum Effective Radiated Power (ERP): ______________ Watts
Elevation of Antenna (RAD AGL): ______________

Manufacturer: ____________ Model Number(s):
Frequencies to Be Used: Tx: ______________ Rx: ______________
Antenna Size: H _______ W _______ D _______
Maximum Effective Radiated Power (ERP): ______________ Watts
Elevation of Antenna (RAD AGL): ______________

FCC and FAA Rules & Regulations
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

Has an application for an FAA review been submitted? □ Yes □ No If "Yes," and an FAA determination for the site has been issued, please attach a copy.

ENGINEERING CERTIFICATION

I hereby certify that:
1. 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.
2. The RF engineering has been performed to the best industry and engineering standards.
3. 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.
4. 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.)
5. The individual signing below is authorized to act on behalf of the Applicant regarding this certification.

Name: __________________________ Title: __________________________
Signature: __________________ Date: __________________

Applicant Name: __________________________
Facility Location Plan
Section 5A-165, 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.

APPLICANT CERTIFICATION

Applicant Name: ___________________________ Title: ___________________________
Home Telephone: ___________________________ Cell Telephone: ___________________________
FAX: ___________________________ E-mail: ___________________________

Company Name: ___________________________
Complete Street Address: ___________________________
City, State, ZIP Code: ___________________________
Representing (Carrier Name): ___________________________

Contact Name: ___________________________
Complete Street Address: ___________________________
City, State, ZIP Code: ___________________________
Company Telephone: ___________________________ Company 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 ___________________________

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.

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.

Filing Instructions: Complete the form, sign the applicant and engineer’s certifications, attach a check for the amount of $1,500 per site made payable to “Prince George’s County.” Applications submitted without the fee will not be processed. Submit an original with original signatures and one copy to the County, and submit two copies to the Facility Coordinator.

Prince George’s County
Department of Permitting, Inspections and Enforcement
Permits Office
9400 Peppercorn Place, Suite 123
Largo, MD 20774

TTFCC Facility Coordinator
Columbia Telecommunications Corporation
10613 Concord Street
Kensington, MD 20895
APPLYING FOR MINOR MODIFICATION 
TO AN EXISTING TELECOMMUNICATION SITE

READ ALL FILING REQUIREMENTS EFFECTIVE JULY 1, 2010 PRIOR TO FILING APPLICATION

See TTFCC Application Instructions and Review Process 2014 for instructions and requirements. This document may be found at http://www.princegeorgescountymd.gov/sites/DPIE/Services/BoardsCommissions/TTFCC/Pages/default.aspx.

In completing the application, please answer every item and provide only required attachments, nothing else. Failure to fully comply with these instructions will result in the rejection of the application. The application will not be processed until a complete application is provided.

REQUIRED ATTACHMENTS

1. Application fee: $500 for each co-location made payable to “Prince George’s County.”

2. Detailed site information: A printout of the aerial imagery and property information from the M–NCPCC’s www.pgatlas.com Website showing the property where the structure is to be physically located. (See instructions noted above.)

3. Site photos: Attach photos of the support structure taken within 90 days of the time of filing which shows the current antennas and a photo of the equipment cabinets/shelter. Indicate on the photo which antenna/equipment is to be modified, the approximate location of the antennas, and the location of any new cabinets/shelter.

4. Cut sheets: Attach a copy of the specification cut-sheets for any new antennas or equipment cabinets/shelter to be installed at the site.

5. Structural analysis report: If the application is to add antennas to a tower or monopole which already supports existing antennas from three carriers, or modifications are required to the tower or monopole, regardless of the number of antennas already attached, a statement certified by a Professional Engineer registered in the State of Maryland affirming that the structure meets the most current TIA/EIA standards (presently revision G) to support the existing and proposed antennas, cabling and equipment. Otherwise, if a structural analysis has been performed for any other reason, attach a copy of the report. The report must be certified by a Professional Engineer registered in the State of Maryland.
Prince George’s County
Department of Permitting, Inspections and Enforcement
TELECOMMUNICATIONS TRANSMISSION FACILITY
COORDINATING COMMITTEE (TTFCC)
Application for Wireless Communications Site Coordination
9400 Peppercorn Place, 1st Floor
Largo, Maryland 20774
(301) 883-3840 • FAX: (301) 883-3875

Re: Application for Minor Modification to an Existing Telecommunication Site

Action Proposed
☐ Add/replace antennas at existing antenna mounts (microwave dishes placement limited to no more than 2’6” in width and no more than 5’ above or below the carrier’s existing RAD center platform)
☐ Add/replace equipment at existing site
☐ Change in frequencies
☐ Change in mounting design
☐ Install a temporary cell-on-wheels (COW)

Applicant Information
Carrier Name:
Carrier Site Name:
Property Address (from PGAtlas):
City, State, ZIP Code:
Land Owner Name:
Tax Identification Number (from PGAtlas):

Support Structure Information
Structure Type: ☐ Monopole ☐ Building ☐ Water Tank ☐ Tower (For electrical transmission line tower, state tower #):
Latitude/Longitude (Decimal Degrees from PGAtlas):
Latitude: ___________________________ Longitude: ___________________________
Site Ground Level Elevation (AMSL in feet):
Height of Structure (in feet):
Name of Owner of the Supporting Structure:
Contact Name: ___________________________ E-mail: ___________________________
Work Telephone: ___________________________ Cell Telephone: ___________________________ FAX Number: ___________________________
Complete Street Address:
City, State, ZIP Code:
Application Summary

In the space provided, write a brief description of the proposed installation including a technical description of the need for the facility, the area to be served, and the coverage objective.
Antenna Information

Type and Quantity of Antennas: □ Omni □ Panel □ Dish □ Other (Describe):

List for Each Type of Antenna

Manufacturer: Model Number(s):

Frequencies to Be Used: Tx: .................................................... Rx:

Antenna Size: H __________ W __________ D __________

Maximum Effective Radiated Power (ERP): __________ Watts

Elevation of Antenna (RAD AGL):

Manufacturer: Model Number(s):

Frequencies to Be Used: Tx: .................................................... Rx:

Antenna Size: H __________ W __________ D __________

Maximum Effective Radiated Power (ERP): __________ Watts

Elevation of Antenna (RAD AGL):

FCC and FAA Rules & Regulations

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

Has an application for an FAA review been submitted? □ Yes □ No If “Yes,” and an FAA determination for the site has been issued, please attach a copy.

ENGINEERING CERTIFICATION

I hereby certify that:

1. 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.

2. The RF engineering has been performed to the best industry and engineering standards.

3. 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.

4. 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.)

5. The individual signing below is authorized to act on behalf of the Applicant regarding this certification.

Name: ________________________________ Title: ________________________________

Signature: ________________________________ Date: ________________________________

Applicant Name: ________________________________

Page 4 of 5
APPLICANT CERTIFICATION

Applicant Name: ____________________________________________
Title: _____________________________________________________

Home Telephone: __________________________ Cell Telephone: __________________________
FAX: __________________________ E-mail: __________________________

Company Name: ____________________________________________

Complete Street Address: __________________________________________
City, State, ZIP Code: __________________________________________

Representing (Carrier Name): __________________________________________

Contact Name: ____________________________________________

Complete Street Address: __________________________________________
City, State, ZIP Code: __________________________________________

Company Telephone: __________________________ Company 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

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.

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.

Filing Instructions: Complete the form, sign the applicant and engineer’s certifications, attach a check for the amount of $500 per site made payable to “Prince George’s County.” Applications submitted without the fee will not be processed. Submit an original with original signatures and one copy to the County, and submit two copies to the Facility Coordinator.

Prince George’s County
Department of Permitting, Inspections and Enforcement
Permits Office
9400 Peppercorn Place, Suite 123
Largo, MD 20774

TTFCC Facility Coordinator
Columbia Telecommunications Corporation
10613 Concord Street
Kensington, MD 20895
Attachment B

PGAtlas Website Tutorial

www.pgatlas.com
PGAtlas Tutorial for use in identifying property location information for TTFCC applications

PGAtlas is a resource for finding the correct property and zoning information needed to complete a TTFCC application and obtain County permits.

1. Go to www.pgatlas.com. This will take you to the PGAtlas “GIS Home” page.

2. Click on the “Mapping” tab at the top of the page.
3. Click “Search” on the left side of the screen.

4. Click “Street Address” within the search action.
5. Enter the address for the location of the structure to which the antennas are to be attached, then click “Search.”

6. The illustration below shows the property record search result for 7701 Landover Road. Next, click on (show).
7. Select Legend

8. Select All Layers
9. Scroll down to Imagery and click on the plus sign in the box.

10. Click on the box next to 2009 Color.
11. Aerial imagery will appear. Find the support structure – in this case it is the monopole behind a fire station circled in yellow. If you need to zoom in to see better exactly where the structure is located on the property, use the Zoom-In tool on the same tool bar line. If the structure is not visible you likely have the wrong property. You can search the vicinity for the structure using the Pan tool also on the same toolbar.

Select Print Screen on your computers keyboard. Open a Word Document and paste the image on the page. Print that page, circle the structure and attach a copy in color with the application.

12. Identify will display a page that looks like the one below. Click on Show All details
13. Select Print and print a copy of the record shown. Attach a copy to each of the applications.

14. Close the property Results box and click on "Lat/Long" on the tool bar, then click on the image of the monopole. When the latitude and longitude appers in the pop-up box, copy that information onto the appropriate line on the application.
Special Circumstances to be aware of when locating property:

A. For co-location on electric transmission line towers, PGAtlas often displays a single address for very long section of the right-of-way—sometimes a mile or more—in which there can be numerous towers, as in the screen below. The TTFCC application must identify the specific tower intended for antenna attachment. The image below shows PEPCO right-of-way highlighted in blue with the address of 990 Largo Road.

To identify the particular tower proposed to support the antennas, first turn on the aerial imagery (2009 Color) within the Legend section and then use the “Zoom” tool in the bar at the top of the image to clearly see the pole for the intended application. As you can see in the example screen below, there are multiple Pepco poles with the 990 Largo Road address. On the screen printout you attach to the Application, circle the correct tower.
B. Because there are multiple poles with the same address, a pole number should be included in the TTFCC application to correctly identify the utility pole to which modification or new attachments are being done. A site visit is usually needed to obtain the pole number if the applicant does not have it in its database. The photo below shows an example of the pole number. To be clear on the application, show the PGAtlas address but also indicate in parentheses an “also known as” (AKA) address, which can be the address of the nearest residence, building, etc. In this case the address for this tower could be the PGAtlas address and the residence adjacent to the tower, or “PEPCO tower #323W – 990 Largo Road (AKA 19 Laughton Street).”
For some properties there may be more than one support structure. The correct structure to which the antennas are to be attached must be identified because each tower may have a different address, tax account number, etc. In the example below on property owned by the Capitol Institute of Technology in Beltsville, there are three towers located in close proximity, but recorded at two different addresses in the M–NCPPC’s records. Tower 1 has the address 11301 Springfield Road; Towers 2 and 3 have the address 11223 Springfield Road, Beltsville, MD.
C. Normally the search results screen will look like the illustration in Step 5 above. However, for some properties like the one in that example, there may be multiple results (due to different tax account numbers), and the search results screen will look like the one below (screen “A”). In that event, click the map “show” link for each entry until you find the correct one—which in this case is the first one, seen in the image below (screen “B”), as determined by the actual location of the monopole at this property (circled in screen “C”). Steps 6 through 9 below explain how to activate the aerial imagery.
Attachment C

Corrected TTFCC Application
Cover Page
Resubmission Cover Page

TTFCC
c/o Department of Permitting, Inspections and Enforcement
Prince George's County Government
9400 Peppercorn Place, Suite 123
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:

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 (minimum of $250)

A copy of these materials has also been provided to Columbia Telecommunications Corp. at 10613 Concord Street, Kensington, MD 20895.

Applicant Name: __________________________ Title: __________________________

E-mail: __________________________ Fax: __________________________

Phone: __________________________ Fax: __________________________

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 site plans or radio-frequency (RF) information

I hereby certify that all the 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: __________________________ Date: __________________________

Signature: __________________________ Date: __________________________
Attachment D

Community Notification Requirements
Pursuant to CB-34-2007, all applications that need to be accepted and reviewed by the TTFCC for new monopoles, towers or poles must comply with the following notification procedures:

1. 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. 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 to be included with the TTFCC application. The affected parties will include:
   - All adjoining property owners, including those whose properties lie directly across the street, alley, or stream;
   - 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 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 registered with the Maryland–National Capital Park and Planning Commission and located within one mile of the proposed facility may be obtained at the M–NCPPC Planning Information Services, located on the lower level of the County Administration Building (in the same office in which the zoning maps are obtained — ask for the CB-12 listing for your site).

   A mailing list of all those contacted must be provided to the TTFCC Chair and the Telecommunications Facility Coordinator prior to any briefing.

2. The affected parties must be notified that they may request a briefing within 30 days of the mailing.

3. The informational mailing must include:
   - Name of company and service provider, and representative name and contact information.
   - Statement that the TTFCC application has not been made yet.
   - Description of the proposed facility.
   - Statement that the affected parties may request a briefing within 30 days of the mailing.
   - Contact information of the carrier representative who will arrange for a mutually convenient briefing time and location for all the affected parties who have requested a briefing.

4. The TTFCC Chair will be notified of the time and place of any briefing requested so the Chair or a designee can attend.

5. The carrier representative must have drawings and/or photo simulations of the proposal available at the briefing.
6. Suggested wording of the mailing is:

Dear [Property Owner Name or Civic Association Name & Contact or Municipality or County Council Member Name]:

[Company Name], which is licensed to provide wireless telecommunication services, and does so under the name [Service Provider], is in the process of expanding and improving its wireless network in the Washington-Baltimore area. Development of this network requires that a series of wireless antenna sites be developed to carry mobile telecommunication radio signals throughout Maryland, the District of Columbia, and Virginia.

This letter is to notify you that [Company Name] will be making an application to the Prince George’s County Telecommunications Transmission Facility Coordinating Committee (TTFCC) to construct a new telecommunications facility at [Location]. The TTFCC will conduct a review of our application to construct this facility. Prior to making an application to the TTFCC we want to notify you of our proposal.

This proposal is to install an unmanned telecommunications [monopole or tower or pole for the support of antenna] consisting of [number] antennas and an equipment compound to house the equipment cabinets needed to operate the facility. The [size] antennas will be attached to the structure, which will be [height] high. The proposal is a permitted use subject to setback and landscaping requirements of the Prince George’s County Zoning Code.

We will provide a briefing at a mutually convenient time to affected parties who make a request to us within 30 days of this mailing. A briefing will be arranged and you will be notified of the time and location.

If you have any questions or are requesting a briefing, please contact me at [Office Number].

Sincerely,

[Name]
[Title]

cc: TTFCC Chair, Prince George’s County Telecommunications Transmission Facility Coordinating Committee
TF Coordinator, Prince George’s County Telecommunications Transmission Facility Coordinating Committee