

- Fees** \$1,000.00 per antenna, wind turbine, weather mast
- Submittal Requirements** Antenna submittals shall include the following documents.  
Please note: The application may not be accepted if any of the documents below are not included in your submittal package.
- a. A signed Antenna application form & fees;
  - b. One copy of the land register and registry extract map, both less than 60 days old. *These must be separate sheets, not copied onto the plan sheets;*
  - c. Three (3) site plans folded to 8.5"x11"\*;
  - d. Two (2) copies of elevations and structure details\*;
  - e. Proof of notice to all adjacent property owners; and,
  - f. One (1) copy of a High Water Mark Survey for any waterfront developments (must be less than 12 months old).

\* The title block must be visible (see Sheet Requirements).  
Plan sheets must be drawn to scale (e.g. 1"=20', 1'=1/4")

- Sheet Requirements** All plan sheets shall have the following:
- A title block in the lower right corner that includes the following information:

- a. Sheet Name (i.e., Site Plan, Floor Plans);
- b. Block & Parcel;
- c. Applicant Name/Project name;
- d. Agent name & contact information;
- e. Full Name of person who prepared the drawings;
- f. Date of drawing; and,
- g. The number of sheets (Sheet \_\_\_ of \_\_\_).

- Site Plan Requirements** The site plan shall show at minimum, the following information.  
North Arrow & Scale (e.g., 1"=20', 1'= 1/4")

- a. The following statement signed by the applicant or agent:  
*"I hereby certify that all the dimensions shown on this plan are correct."*;
- b. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
- c. Existing and proposed site levels
- d. Location of proposed antenna and security fences;
- e. Building footprints of proposed and existing structures;
- f. Existing or proposed driveways; and,
- g. Dimensioned site setbacks.

Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.

- Plan Review Process** Once a complete submittal package is received by the Planning Department, the application is assigned to a Current Planner. The application will be scheduled for Central Planning Authority (CPA) consideration. The Authority may approve, adjourn or refuse the request.