



Frederick County Department of Planning and Development
107 N. Kent Street, Winchester VA 22601
(540) 665-5651

www.fcva.us

Zoning Permit Application – Telecommunication Facilities Application for Administrative Review-Eligible Projects

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to receiving a building permit from the Department of Building and Inspections for any small cell facility not more than 50 feet above ground level. Please familiarize yourself with these procedures and then prepare and submit items 1-3 to the Planning Department at the above address: 1) the completed application form and letter of intent, 2) required review fee (non-refundable), and 3) one set of building project plans with dimensions.

The required Zoning Permit will not be issued until the following steps have been completed:

1. **Application Form and Letter of Intent.** The applicant/owner must complete the zoning permit application and submit the completed form to the Planning Department. All applicants and property owners must sign this form. The Applicant shall also submit a letter of intent that specifies the use of and need for the tower.
2. **Zoning Review fee.** This non-refundable fee is due at the time of application submission. The fee for this application is \$100 for up to five facilities on the same application and \$50 for each facility over five on that same application.
3. **One set of building project plans with dimensions.**
4. **Planning Department Application Completeness Review.** The application form will be reviewed for completeness within ten business days of submission. If more information is required, the applicant will be notified of the additional information that remains outstanding.
5. **Planning Department Staff Review and Site Inspection.** The review for approval and site inspection may take up to 60 days after the application form is determined complete. In addition to the Zoning Permit, all building permit applications must be submitted to and reviewed by the Department of Building and Inspections.
6. **Zoning Permit Approval.** Once approved, the applicant will be notified, and the zoning permit will be sent to the Department of Building and Inspections.



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**Zoning Permit Application
Small Cell Facilities 50' or Less**

1. Property Owner(s) – Applicant Information:

Name: _____

Specific Contact Person if Other than Above: _____

Address: _____

Telephone: _____ Email: _____

2. Property Information:

a. Property Identification Number(s): _____

b. Address and Location - the property is located at (give street address(es) if assigned or otherwise exact location based on nearest road and distance from nearest intersection, using road names and route numbers). If applying for more than one facility with this application, you must specify all properties where facilities are proposed.

c. Magisterial District(s): _____

d. Current Use of Property: _____

3. Proposed Tower Information:

a. Number of small cell facility structures proposed: _____

b. Type of support structure the facility will be attached to: _____

c. Height of proposed small cell facility/support structure: _____

d. Proposed measures to screen the facility: _____



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Property Owner Signature Required:

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge. I hereby authorize the zoning permit activity as presented by the applicant to be conducted in conformance with the Zoning Ordinance and all applicable laws and regulations, which relate to the property.

Property Owner Signature:

Owner: _____ Date _____

Printed: _____

Owner: _____ Date _____

Printed: _____

If additional signature lines are necessary, such as if more than two persons are owners, please use additional copies of this page.