

2. Wireless Communications Facilities Submittal Checklist

Please review and complete the following checklist to ensure that your site plan, special use permit or height waiver application for a WCF meets the requirements of the Zoning Ordinance. Any section not completed can delay processing of this application.

Please note that this checklist is only a guide to facilitate the application process. Article II, Division 6 of the James City County Zoning Ordinance should be reviewed for a complete list of submittal requirements for WCF site plans and SUPs.

Special Use Permits

Depending on the Zoning District and the proposed height and type of the WCF, some WCFs require the submission of a special use permit application. In accordance with the Ordinance and the Board of Supervisors policy “Performance Standards for Wireless Communications Facilities,” the following items should be submitted for review. Please check off materials included in your application:

- Special Use Permit application and fee
- Conceptual Plan showing required tower setbacks and items detailed in the Ordinance
- Map showing and labeling within a 3 mile radius: properties on National Register of Historic Places, James City County Community Character Corridors and/or Community Character Areas, Virginia Byways.
- Search and service area mapping (Please see the ordinance for specific details)
 - a) The search area map should show the general area where it has been determined that a tower is needed based upon gaps in current coverage
 - b) The intended service area maps should show, through propagation maps, the level of coverage with and without the proposed WCF, and the coverage in relation to coverage provided by the provider’s existing and proposed WCFs within the County and within 5 miles of the border
- Evidence of having considered alternatives (must address *each* of the following or otherwise show how the item is not applicable)
 - a) Copy of company’s co-location policy
 - b) Map of all existing towers, building mounted WCFs, alternative mounting structures, and buildings 60 feet in height or taller within a 3 mile radius
 - c) Evidence that all items in b) have been evaluated for their ability to provide adequate service coverage and antenna mounting opportunity
 - d) Evidence that adequate service coverage cannot be provided through an increase in transmission power of existing WCFs, through the use of camouflaged, alternative or building mounted facilities, or a system that uses lower heights than proposed
 - e) Evidence of contact with the owners of existing WCFs, and existing alternative mounting structures or buildings to see if they would allow co-location
 - f) Evidence of the feasibility of replacing all existing WCFs within a 3 mile radius of the proposed WCF in order to accommodate the proposed WCF
- Provide evidence of contact with public safety agencies about their need for space on the tower and their response

- Intermodulation study
 - Provide a letter stating how the proposal is in accordance with the BOS policy (must address *each* of the following)
 - a) Co-location and Alternatives analysis
 - b) Location and Design Criteria
 - c) Buffers
 - Copy of the report submitted to the Virginia Department of Historic Resources (Under Section 106 of the Historic Preservation Act). If this report has not already been submitted, please copy the James City County Historical Commission on any submission to VDHR.
 - Balloon test photosimulations (please contact the planner assigned to the case to schedule the test)
 - If the WCF would be mounted on a tower or other structure owned by a entity other than the property owner (owner of the parcel who has signed the application) or the wireless provider, please submit a letter providing evidence of permission to use the structure for the purpose described in the application.
- If a special use permit is approved by the Board of Supervisors, a Site Plan will need to be submitted for approval.

Site Plan

Depending on the Zoning District and the proposed height and type of the WCF, some WCFs require only the submission of a site plan. Note that locating an antenna on an existing tower requires a site plan amendment. A pre-application meeting, as described in the Zoning Ordinance, is required prior to site plan application submission. Please check off materials included in your application:

- Site plan application and fee
- Intermodulation study (If not submitted with application, it is required prior to preliminary site plan approval)
- If there will be any vacant antenna locations, provide evidence of contact with/ negotiations with public safety agencies for their use of the site (If not submitted with application, it is required prior to preliminary site plan approval)
- Documents or plans with certification of WCF specifications, compliance with structural and safety requirements, and NIER (If not submitted with application, these are required prior to preliminary site plan approval)
- Letter of intent to allow co-locations, together with copies of this letter which were sent to other wireless providers (If not submitted with application, these are required prior to final site plan approval)
- If the WCF would be mounted on a tower or other structure owned by a entity other than the property owner (owner of the parcel) or the wireless provider, please submit a letter providing evidence of permission to use the structure for the purpose described in the application
- Performance bond, cash surety, or letter of credit sufficient to fund removal of a disused WCF (If not submitted with application, it is required prior to final site plan approval)

See JCC Ordinance Article II, Division 6 for other general requirements.

Height Waivers

Depending on the Zoning District and proposed height and type of the WCF, some WCFs require a height limitation waiver to be approved by the Board of Supervisors.

Specifically, alternative-mounted and building-mounted WCFs require height waivers at certain heights in certain districts. Please check off materials included in your application:

- Height Limitation Waiver Application and fee
- Conceptual site plan and document showing details of the proposed WCF
- Balloon test photosimulations or sight line drawings showing visibility of the WCF from surrounding areas (please contact the planner assigned to the case to determine specific areas)
- Provide a letter that addresses the height limitation waiver conditions listed in the Zoning Ordinance
- If the WCF would be mounted on a tower or other structure owned by a entity other than the property owner (owner of the parcel) or the wireless provider, please submit a letter providing evidence of permission to use the structure for the purpose described in the application

If a height limitation waiver is granted by the Board of Supervisors, a Site Plan will need to be submitted for approval.