

FOR OFFICE USE ONLY Application # \_\_\_\_\_ Fee Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_  
By who? \_\_\_\_\_ Receipt # \_\_\_\_\_ Ck# \_\_\_\_\_ by: \_\_\_\_\_



# Application for Exempt Collocation

**IMPORTANT:** Your application is considered **INCOMPLETE** and not considered officially submitted until all of the information on the Required Application Content Checklist has been submitted and the appropriate fee has been submitted.

**Project Name** (how should we refer to this application?): \_\_\_\_\_

**Tax Map and Parcel Number:** \_\_\_\_\_

**Applicant** (who should we contact about this project): \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**Owner of Record** \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**Contractor** \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Work Value \$ \_\_\_\_\_

Required Application Content Checklist for consideration as an exempt collocation.

Answering **yes** to any question means that the project does **not** qualify as an exempt collocation.

- Complete only one section that applies to your type of project:
- **For collocation or replacement projects within the public right of way.**
  - **For collocation or replacement projects on a tower not within the public right of way.**
  - **For collocation or replacement projects not within the public right of way on structures other than towers.**

Required Application Content Checklist (cont.)  
*If you do not know the answers to a specific question mark the answer as yes.*

<b>For collocation or replacement projects within the public right of way.</b>	Yes	No
Does this project involve the construction of a new support structure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this the first County approved wireless facility on the structure?	<input type="checkbox"/>	<input type="checkbox"/>
Does it increase the height of the existing structure by more than 10% or 10ft. whichever is greater?	<input type="checkbox"/>	<input type="checkbox"/>
Does it add equipment that protrudes more than 6ft from the existing structure?	<input type="checkbox"/>	<input type="checkbox"/>
Is ground based equipment proposed that is 10% taller than existing ground based equipment on site? (If no ground based equipment exists and some ground equipment is proposed answer yes.)	<input type="checkbox"/>	<input type="checkbox"/>
Is ground based equipment proposed that is 10% greater in volume than existing ground based equipment on site? (If no ground based equipment exists and some ground equipment is proposed answer yes.)	<input type="checkbox"/>	<input type="checkbox"/>
Does the project entail disturbance outside of the lease area?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project defeat concealment elements?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project conflict with any previous conditions of approval other than conditions related to height, number or type of antenna or ground based equipment?	<input type="checkbox"/>	<input type="checkbox"/>
<b>For collocation or replacement projects on a tower not within the public right of way.</b>	Yes	No
Does this project involve the construction of a new support structure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this the first County approved wireless facility on the structure?	<input type="checkbox"/>	<input type="checkbox"/>
Does it increase the height of the existing structure by more than 10% or 20ft. whichever is greater?	<input type="checkbox"/>	<input type="checkbox"/>
Does it add equipment that protrudes more than 20ft from the existing structure?	<input type="checkbox"/>	<input type="checkbox"/>
Does it involve the installation of more than 4 ground based cabinets?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project entail disturbance outside of the lease area?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project defeat concealment elements?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project conflict with any previous conditions of approval other than conditions related to height, number or type of antenna or ground based equipment?	<input type="checkbox"/>	<input type="checkbox"/>
<b>For collocation or replacement projects not within the public right of way on structures other than towers.</b>	Yes	No
Does this project involve the construction of a new support structure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this the first County approved wireless facility on the structure?	<input type="checkbox"/>	<input type="checkbox"/>
Does it increase the height of the existing structure by more than 10% or 10ft. whichever is greater?	<input type="checkbox"/>	<input type="checkbox"/>
Does it add equipment that protrudes more than 6ft from the existing structure?	<input type="checkbox"/>	<input type="checkbox"/>
Does it involve the installation of more than 4 ground based cabinets?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project entail disturbance outside of the lease area?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project defeat concealment elements?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project conflict with any previous conditions of approval other than conditions related to height, number or type of antenna or ground based equipment?	<input type="checkbox"/>	<input type="checkbox"/>

If you have **not** answered yes to any of the above continue with the checklist below.  
 If you answered yes to any question your project does not qualify as an exempt collocation.

To be considered a complete application all of the following information is required:

<p><i>Application form and signatures.</i> A completed application form, signed by the parcel owner, the parcel owner’s agent or the contract purchaser, and the proposed facility’s owner. If the owner’s agent signs the application, he shall also submit written evidence of the existence and scope of the agency. If the contract purchaser signs the application, he shall also submit the owner’s written consent to the application.</p>	
<p><i>Plat or survey of the parcel.</i> A recorded plat or recorded boundary survey of the parcel on which the facility will be located; provided, if neither a recorded plat nor boundary survey exists, a copy of the legal description of the parcel and the Albemarle County Circuit Court deed book and page number.</p>	
<p><i>Ownership.</i> The identity of the owner of the parcel and, if the owner is other than a real person, the complete legal name of the entity, a description of the type of entity, and written documentation that the person signing on behalf of the entity is authorized to do so.</p>	
<p><i>Plans and supporting drawings, calculations, and documentation.</i> Except where the facility will be located entirely within an eligible support structure or an existing building, two copies of a scaled plan and a scaled elevation view and other supporting drawings, calculations, and other documentation required by the agent, signed and sealed by an appropriate licensed professional. The plans and supporting drawings, calculations, and documentation shall show:</p>	
<p>(a) <i>Existing and proposed improvements.</i> The location and dimensions of all existing and proposed improvements on the parcel, including access roads and structures, the location and dimensions of significant natural features, and the maximum height above ground of the facility (also identified in height above sea level).</p>	
<p>(b) <i>Elevation and coordinates.</i> The benchmarks and datum used for elevations shall coincide with the State Plane VA South US Survey Feet based on the North American Datum of 1983 (NAD 83), and the benchmarks shall be acceptable to the county engineer.</p>	
<p>(c) <i>Design.</i> The design of the facility, including the specific type of support structure and the design, type, location, size, height, and configuration of all existing and proposed antennas and other equipment.</p>	
<p>(d) <i>Color.</i> Identification of each paint color on the facility, by manufacturer color name and color number. A paint chip or sample shall be provided for each color.</p>	
<p>(h) <i>Location of accessways.</i> The location of all existing vehicular accessways and the location and design of all proposed vehicular accessways.</p>	
<p>(i) <i>Location of certain structures and district boundaries.</i> Except where the facility would be attached to an eligible support structure or an existing building, residential and commercial structures and residential and rural areas district boundaries.</p>	
<p><i>Additions of antennas.</i> If antennas are proposed to be added to an eligible support structure or an existing building, all existing antennas and other equipment on the structure, building or facility, as well as all ground equipment, shall be identified by owner, type and size. The method(s) by which the antennas will be attached to the mounting structure shall be depicted.</p>	
<p><i>Evidence of prior approval.</i> Approval letters or actions from the County authorizing the initial construction of the facility and any approval letters or actions for modifications of the facility after initial construction. If no approvals were granted by the County for the facility, the applicant shall provide evidence that the facility was constructed lawfully.  <b>*At the Applicant’s request, Staff will research prior approval(s). If the research is done within 30 minutes, it is free. If the research takes over 30 minutes, it will be considered a Freedom of Information Act Request (“FOIA”) and standard charges apply.</b></p>	
<p>Submitted fee of \$147.68</p>	

This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

By signing this application, the owner and/or their agent hereby grant employees of the Albemarle County Community Development & Real Estate Departments the right to enter and inspect the subject property Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., holidays excepted.

By signing this application I certify that the information provided on this application and on supporting documents is correct and accurate to the best of my knowledge. I also consent and understand that providing incorrect and inaccurate information about the nature of this application renders this application incomplete and it shall have be deemed to have not been officially submitted.

Please check which applies:

I certify that I am the agent for \_\_\_\_\_, who is the Owner, and I am authorized to submit this application on behalf of the Owner under the agency.

I am neither the Owner nor the Owner’s agent. I certify that written notice of this application, by providing a copy of this application, will be mailed to the Owner at the following address:

\_\_\_\_\_  
within 10 days of today’s date as required by Virginia Code §15.2-2204(H). I understand that, if I do not provide the notice to the Owner as provided herein, the building permit application and every other subsequent approval, permit or certificate related thereto could be determined to be void.

I certify that I am the owner.

\_\_\_\_\_  
Signature of Owner, Contractor, or Authorized Agent

\_\_\_\_\_  
Date

ELECTRONIC RECORDS STATEMENT: Albemarle County is creating and using electronic records and electronic signatures as allowed by the Uniform Electronic Transactions Act (Virginia Code § 59.1-479 et. Seq.). As an applicant to the Building Permit process, you may consent to receive, or have online access to, electronic records and receive and create records having electronic signatures related to Building Permits, Correspondence, Inspection Tickets and Certificates of Occupancy (the Building Permit transactions).

\_\_\_\_\_  
Initials of Owner, Contractor or Authorized Agent

\_\_\_\_\_  
Date

Your agreement to conduct Building Permit transactions by electronic means does not prevent you from refusing to conduct other transactions by electronic means.