

Information Regarding Cell Tower Modifications

(antennae additions/replacements, generator additions, cabinet additions, etc.)

❖ **Building Permits – Division of Building Safety**

Building permits are required for all work and should be acquired *prior* to starting work. Building Permits are issued by the Division of Building Safety. Contact Building Safety at 757-890-3522 to inquire about required building permits regardless of whether a formal site plan review is needed or not. If a site plan is required (see below), a building permit will not be approved until after the site plan is reviewed and approved by Development Services.

❖ **Site Plans – Division of Development Services**

The following proposals **ALWAYS** require formal site plan approval from Development Services:

- All generator additions/replacements.
- Work to be done *outside* of the approved compound *including* trenching for cable/conduit
- Expansion of the compound.
- Adding more than 2,500 square feet of impervious area.
- A proposed change to tower height including the placement of antennas that will extend above the existing tower height so as to exceed the approved tower height (Contact the Planning Division to see if the additional height may also require Special Use Permit approval).

The following proposals **DO NOT** require formal site plan approval:

- ******Colocation of additional antennae (cannot exceed the approved height of the tower).
- ******Replacement of antenna.
- Equipment platforms/ H frame installation within the compound.
- New or replacement cabinets within the compound.
- Trenching within the compound.

****All antennae additions and replacements** on towers within the jurisdictional boundaries of York County **require** an **Intermodulation Study** to be submitted for approval by York County Emergency Communications.

Make sure to include the required York County frequencies.

(Submit the intermodulation study with the building permit.)

For all other proposals, a site plan determination will be needed

Prior to applying for a building permit for modifications not listed above, the construction drawings, or a sketch plan graphically illustrating the changes and a note describing the scope of the proposed work should be emailed to the Division of Development Services (dsplan@yorkcounty.gov) to determine if a formal site plan will be required by Development Services for review and approval.

Cell Towers on Commonwealth of Virginia Property or Within the Interstate Right-of-Way

Proposed cell tower modifications to towers owned by the Commonwealth of Virginia, towers located on property owned by the Commonwealth of Virginia within York County or towers within VDOT's interstate right-of-way inside the boundaries of York County, do not require County approval, **HOWEVER, modifications that add or replace antenna(e) do require that an Intermodulation Study be submitted to hallt@yorkcounty.gov for approval by Terry Hall, Director of York County Emergency Communications**, to ensure non-interference with the County's emergency communications system.

In cases where the tower is located on property owned by the Commonwealth of Virginia or within VDOT's interstate right-of-way inside the boundaries of York County, you will need to contact the State in regards to its requirements/permits.

If a formal site plan is required, the following items must be submitted to the Division of Development Services for review of the proposed additions/changes:

- Development Application (found on the Development Services webpage)
- \$130 Review Fee (check made payable to Treasurer, County of York)
- 5 paper copies of the site plan (11" x 17" is permitted but no plan sheets may be larger than 24" x 36")
- 1 CD of plan (PDF format)
- 2 copies of the Intermodulation Study for all antennae-related additions/changes (Development Services will forward the study to Emergency Communications for review.)
- 2 copies of the Hazardous Materials Spill Plan for all generator additions/replacements which should include the following information:
 - Fuel Type
 - Tank Size
 - Signage/labels that will be located on site
 - Emergency contact information in case there is a spill or leak
 - Measures that will be taken by the owner of the generator in the event there is a spill or leak

THE FOLLOWING INFORMATION NEEDS TO BE INCLUDED ON A SITE PLAN:

- Project Description/Scope of Work
- Site Address ***and***
- Tower Address (They are usually different addresses)
- Zoning District
- GPIN # of Subject Parcel
- Magisterial District
- Flood Zone designation, FEMA map number and map date
- Generator tank size and fuel type (if applicable)
- Property Owner Name/ Address/ Phone
- Tower Owner Name/ Address/ Phone

- Add a North Arrow to the vicinity map
- Easements within 10' of Proposed Activity - Graphically show and label with Recordation Reference
- Adjacent Property Owners – label to include Parcel Address, GPIN#, and Zoning District
- If applicable, the area of land disturbance must be included *on the cover sheet* of the plan. If the land disturbance is for trenching to install cable/conduit, then the land disturbance is equal to length x width (working width needed to be able to trench, not just the width of the cable/conduit).