

TOWN OF HOLLY SPRINGS WIRELESS TELECOMMUNICATIONS PACKET (CO-LOCATION OR SMALL CELL)

DPM Appendix #A.08
Supplement #14
April 2018



UDO Permit for Co-Location of Wireless Telecommunication Facilities

General Information

A Concept Plan Review Meeting is recommended prior to submitting a Petition for a UDO permit for a co-location of a wireless telecommunication facility. Please email hsplanning@hollyspringsnc.us to schedule a Concept Meeting. For more information, contact the Department of Planning & Zoning at (919) 557-3908.

Petitions are due by 12:00 Noon each Monday.

The full review procedures for Wireless Telecommunication Facilities can be found in the *Town of Holly Springs Development Procedures Manual* and in Section 8.01 of the *Unified Development Ordinance*.

FOR MORE INFORMATION:

Current Fee Schedule:

<http://www.hollyspringsnc.us/planning>

NOTE: All fees include the initial two (2) staff reviews and Plans for Official Action review. Each additional review will cost ½ the original petition submittal fee.

Review Process: Town of Holly Springs Development Procedures Manual (DPM)- Section 5.05

The DPM and UDO are available for purchase in the Department of Planning & Zoning or on-line at:

<http://www.hollyspringsnc.us/planning>

Submittal Requirements

All information required as part of your petition must be provided in both hardcopy original and in PDF format to the FTP website. (i.e. transmittal, applications, maps, special studies, etc.) with each review. Please submit PDF as 1 file containing the complete submittal and name the file with the project name and date.

Link to FTP website: <http://www.hollyspringsnc.us/PlanningFTP>

Only complete submittals will be processed. The following items must be submitted with the Petition for UDO Permit: Wireless Telecommunication Facility to be deemed a complete submittal:

- Petition Form
- Processing Fees (make check payable to: Town of Holly Springs)
- 1 set of all relevant co-location information
- Color Photo showing the current appearance of the co-location site **without** the telecommunications antenna.
- Color Photo Simulations showing the site/structure with a photo-realistic representation of the proposed telecommunications antenna as it would appear from the closest residential district and from the adjacent public right-of-way.
- Initial submittal is to include; (2) 24" x 36"; (2) 11" x 17"; and (1) PDF version. Please fold all plans to 9" X 12" max.)

Permitted Wireless Telecommunication Facilities

In accordance with UDO Section 8.01, D., 2, the following building or structure mounted telecommunications antennas are allowed if in compliance with the specific UDO regulations qualify as a permitted:

- a. Roof-Mount
- b. Surface Mount
- c. Other Existing Structures such as: existing utility, lighting, and telecommunications towers

Special Exception Use for Wireless Telecommunication Facilities

A Special Exception Use Petition will be required for all new telecommunication towers, and may be required for any co-locations that are determined by the Director to have an adverse visual effect on its surroundings. Please refer to UDO Section 8.01 for further information.



Town of Holly Springs
128 S. Main Street
P.O. Box 8
Holly Springs, NC 27540
www.hollyspringsnc.us

Department of Planning & Zoning
919.557.3908
www.hollyspringsnc.us/planning

Department of Engineering
919.557.3938
www.hollyspringsnc.us/engineering

Department of Parks & Recreation
919.557.3930
www.hollyspringsnc.us/park

WIRELESS TELECOMMUNICATION Co-LOCATION FACILITY



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
<http://www.hollyspringsnc.us/planning>

Project Information

Project Name: _____

Project Location: _____

Use street address. If none, use the closest intersection

Within Corporate Limits Within Holly Springs ETJ Pending Annexation

PIN: _____ Real Estate ID: _____

Project Acreage: _____ Partial Parcel: No Yes

Current Zoning:

Co-location Small Cell Other _____

Height of existing tower or structure: _____ Height of addition: _____

For DPZ Use only

Permit # _____

Fees Paid: \$ _____

Date Received: _____

Petition Contact Information

(complete each contact in its entirety- please print or type)

Project Applicant/Contact

(check one) Owner Owner's Agent Design Professional Developer Other: _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Design Professional (if other than Applicant/Contact)

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Developer (if other than Applicant/Contact)

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

Property Owner -Required

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (____) _____ E-Mail _____

How would you like to receive staff review comments? E-Mail US Mail

How would you like to receive Official Action Notices? E-Mail US Mail- Certified

a. Roof-Mount (permitted in all districts with the exception of on single and double family dwellings)

1. A non-whip antenna: (i) shall not exceed the height of the *building* by more than ten (10) feet; and, (ii) shall be no closer than ten (10) feet to the perimeter of the *building*.
2. A whip antenna: (i) shall not exceed the height of the *building* by more than fifteen (15) feet; and, (ii) shall be no closer than fifteen (15) feet to the perimeter of the *building*.
3. Roof-mounted telecommunications antennas and associated equipment located on buildings within a gateway corridor shall: (i) be screened in elevation view with enclosures or facades having an appearance that blends with the *building* on which they are located; and, (ii) be located so they are not visible from an adjacent *public right-of-way*.

b. Surface-Mount

1. The antenna is of a non-whip antenna type
2. The *non-whip antenna* must be mounted flush with the exterior of the *building* or *structure* so that it projects no more than thirty (30) inches from the surface of the *building* or *structure* to which it is attached; and,
3. The *non-whip antenna's* appearance must be designed to blend with the surrounding surface of the *building* or *structure*.

c. Telecommunications Antennas are permitted on existing utility, lighting, telecommunications towers, and the like without a Special Exception Use Permit provided that:

1. The existing utility, lighting, *telecommunications towers* and other *structure* exceeds fifty (50) feet in height above *grade*;
2. The *telecommunications antenna* does not exceed the height of the *structure* by more than ten (10) feet if a *non-whip antenna* or fifteen (15) feet if a *whip antenna*.
3. Existing *structures* can be rebuilt if necessary to support the load of the new *telecommunications antenna* without further zoning proceedings if, in the sole discretion of the *Director*, the rebuilt *structure* is substantially similar in appearance to the existing *structure* it replaces.

Completion Certification

I HEREBY CERTIFY that the above information is true and correct and that I am aware of the requirements governing Telecommunication Facilities as stated in the Town of Holly Springs Unified Development Ordinance (UDO) and that I will comply with all applicable regulations.

Signature: _____ Date: _____