



Wireless Communication Facility (WCF) Site Plan Application

City-County Planning Department

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Planning

Application Guide, Online Payment, and Submittal Portal: <https://durhamnc.gov/5007>

Application Questions: Planning@DurhamNC.gov | 919-560-4137

SITE PLAN INFORMATION:		
Site Plan Type: <input type="checkbox"/> Major SP <input type="checkbox"/> Level 4 SP <input type="checkbox"/> Level 3 SP <input type="checkbox"/> Level 2 SP <input type="checkbox"/> Level 1 SP		
WCF Project Type: <input type="checkbox"/> New Freestanding WCF <input type="checkbox"/> Height Addition to Freestanding WCF <input type="checkbox"/> New Collocation <input type="checkbox"/> Modify Existing Antennae <input type="checkbox"/> Expansion of Existing WCF Compound <input type="checkbox"/> Installation of a Generator		
Prior Site Plan Case # (if amendment):	Current Development Plan Case #:	
PROJECT INFORMATION:		
REID(s):		
Site Address:	Total Tract Acreage:	
Existing Zoning District(s):	Proposed Zoning District(s)-if applicable:	
Watershed: <input type="checkbox"/> E-A <input type="checkbox"/> E-B <input type="checkbox"/> F/J-A <input type="checkbox"/> F/J-B <input type="checkbox"/> M/LR-A <input type="checkbox"/> M/LR-B <input type="checkbox"/> N/A	Development Tier(s):	
Jurisdiction: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Both	River Basin: <input type="checkbox"/> Neuse <input type="checkbox"/> Cape Fear	Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Overlays: <input type="checkbox"/> MTC <input type="checkbox"/> Local Historic District <input type="checkbox"/> Neighborhood Protection <input type="checkbox"/> Transitional Office <input type="checkbox"/> Airport		
Proposed Project Name:		
Area of Disturbance: <input type="checkbox"/> acres <input type="checkbox"/> sq. ft.	Project Area: <input type="checkbox"/> acres <input type="checkbox"/> sq. ft.	Building Area (sq. ft.):
Project Scope:		
APPLICATION REQUIREMENTS (INCLUDE LIST NUMBER IN ATTACHMENT NAME WITH SUBMITTAL)		
<ol style="list-style-type: none"> 1. Digital Copy of Site Plan 2. Digital Payment Receipt(s) 3. Stormwater Calculations & Stormwater Impact Analysis (SIA) or Sealed Engineer's Letter Stating No Impervious Surface Change 4. Stormwater Checklist (for appropriate jurisdiction) 5. FIRM panel, USGS, and Soil Survey Maps 6. Floodplain Determination Form (for projects with floodplain on the property) 7. Floodplain Development Permit (for projects proposing land disturbing activity within the Floodplain, if applicable) 8. Stream delineations, permits, No Practical Alternative Authorization (NPAA), mitigation, and/or variance application; if Neuse Basin, NC DEQ approval (for proposed intrusions, if applicable) 9. Authorization form(s) for plans with pending BOA action, Zoning Review, and/or Annexation (if applicable) 10. Traffic Impact Analysis (TIA) or Letter/email Confirming not Required (Level 4, Major Site Plan, or Preliminary Plat) 11. Documentation, sealed by a professional engineer with WCF expertise, certifying that the proposed equipment: 1) meets all American National Standards Institute (ANSI) requirements and 2) meets all applicable building, structural, electrical, and safety codes 12. Documentation that certifies the proposed equipment 1) will not cause radio frequency interference (RFI) and 2) acknowledges the procedures for addressing problems with RFI that is listed in UDO 5.3.3.N.3. 13. Proof of general liability insurance in the amount of at least \$1,000,000 (for collocations on or expansions to freestanding WCFs) 		

ACKNOWLEDGEMENTS

I, the undersigned, acknowledge that the application is complete and that all information included is accurate to the best of my knowledge. Applications are considered accepted only after they have been determined to be complete according to paragraph 3.2.4 of the Unified Development Ordinance, not upon submission.

	<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent (if applicable)
Name:			
Firm:			
Phone:			
Email:			
Address:			
Digital Signature:			
Date Signed:			

CHECKLIST ITEMS:

All sheets of Site Plans must be signed and sealed by a professional and contain the following information, as applicable: Unified Development Ordinance (UDO) Section 3.7.5 - *all items drawn, labeled, and dimensioned*

Level 1 WCF Site Plan:	Modifications to existing collocations or new collocations with no tower compound expansion, new impervious surface, new tower height, or new generators. These changes do not qualify as an “eligible facility request” per the FCC’s definition.
Level 2 WCF Site Plan:	Modifications to existing collocations or new collocations with tower compound expansion, including new generators or up to 1,000 sq. ft. of habitable building area, new impervious surface up to 500 square feet, or new tower height. These changes do not qualify as an “eligible facility request” per the FCC’s definition.
Level 3 WCF Site Plan:	Modifications to existing collocations or new collocations with tower compound expansion, including new generators or more than 1,000 sq. ft. of habitable building area, new impervious surface up to 500 square feet, or new tower height. These changes do not qualify as an “eligible facility request” per the FCC’s definition.
Level 4 WCF Site Plan:	A WCF site plan that does not meet the definitions above or for a new WCF, but <u>does not require</u> a Major Special Use Permit (UDO 5.3.3N).
Major WCF Site Plan:	A WCF site plan that does not meet the definitions above or for a new WCF, and <u>requires</u> a Major Special Use Permit (UDO 5.3.3N).
Cover Sheet	<p><u>For all Levels of WCF Site Plans:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Project name (shall not duplicate existing project name) <input type="checkbox"/> Date (original submittal and all revisions) <input type="checkbox"/> Vicinity map with north arrow. Locate project in reference to nearby roads and recognizable landmarks. <input type="checkbox"/> Site data table - List the Real Estate Identification (REID) for all properties, Zoning, Development Tier, Jurisdiction, Watershed and other Overlay Districts, River Basin, Current Use(s), Proposed Use(s), Current Impervious, Proposed Impervious, FIRM Panel Number and Effective Date <input type="checkbox"/> Contact information for owner, applicant and all consultants <input type="checkbox"/> Stamping area (lower right corner – 4” x 4”) <input type="checkbox"/> “General Conditions of Approval” box (for applicable Standard Notes), <input type="checkbox"/> “Public Works Conditions of Approval” box (for applicable Standard Notes) <input type="checkbox"/> “Special Conditions of Approval” box, if applicable <input type="checkbox"/> List of Committed Elements (from rezoning development plan), if applicable <input type="checkbox"/> List of Design Guidelines (from rezoning development plan), if applicable <input type="checkbox"/> For Projects with Generators: Indicate fuel type, tank type, tank size and distance to nearest building <input type="checkbox"/> List the case number and approval date of associated variances and/or special use permits

<p>Existing Conditions Sheet: as applicable to the area of the proposed development activity (on site and within 100 feet of boundaries) **Recent survey recommended**</p>	<p>For Levels 1 through 3 of WCF Site Plans:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site size, metes and bounds of property boundary, with north arrow, scale (in graphic and list format), and measurable graphic of larger site showing context of area of proposed change <input type="checkbox"/> Property lines and Real Estate Identification (REID) of site and adjacent properties <input type="checkbox"/> Development tier, base and overlay zoning districts (of site and adjacent properties) <input type="checkbox"/> Adjacent property owners <input type="checkbox"/> Land use (of site and adjacent properties) and major improvements within 50 feet of property <input type="checkbox"/> Adjacent streets (name and ROW width, SR if NCDOT roads) and features within the right-of-way <input type="checkbox"/> Setbacks/ build-to lines <input type="checkbox"/> Building/structure footprint(s) with square footage and number of stories <input type="checkbox"/> Footprint of the existing WCF compound <input type="checkbox"/> Lease area for the WCF compound <input type="checkbox"/> Water features (name and location) <input type="checkbox"/> Flood hazard areas (with Base Flood Elevation (BFE) labeled with correct Flood Insurance Rate Map (FIRM) panel number and date) – field located if near proposed development <input type="checkbox"/> Stream buffers, drainage ways, wetlands and wetland buffers with setbacks - UDO Article 8 <input type="checkbox"/> Rock outcrops or other unique site features <input type="checkbox"/> Steep slopes (UDO Article 8) <input type="checkbox"/> Durham Natural Inventory sites <input type="checkbox"/> Existing project boundary buffers (drawn, labeled, and dimensioned) <input type="checkbox"/> Existing vegetation to remain (with root protection zones shown) <input type="checkbox"/> Tree protection fencing location & detail <input type="checkbox"/> Existing fences, walls, and/or berms (with height and details, per UDO Sec 5.3.3.N.4 & UDO Sec 9.9) <input type="checkbox"/> <u>Tower/Building elevations:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Existing conditions (building and/or tower elevation, with ground and roof height labeled) <input type="checkbox"/> Existing WCF equipment (clearly marked with height labeled) <p>For Level 4 or Major WCF Site Plans: Follow the Site Plan/Preliminary Plat Application Checklist https://durhamnc.gov/5007</p>
<p>Proposed Conditions Sheet: <u>Site Plan</u>- all items drawn, labeled, and dimensioned</p> <p>(As applicable to the items that are changing from approved plan or existing conditions, or to document previously approved improvements in the vicinity of the proposed change or development activity)</p>	<p>For Levels 1 through 3 of WCF Site Plans:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base information to remain (clearly distinguish between existing and proposed conditions) <input type="checkbox"/> Setbacks/build-to lines – UDO Article 7 <input type="checkbox"/> Flood hazard areas (with BFE labeled with correct FIRM panel number and date) (field located) <input type="checkbox"/> Building/structure footprint(s) with square footage per floor, height, number of stories, and entries. Note: Only reductions in building size are allowed for Level 1 Site Plans and should be documented; any increase in square footage or usable building area (mezzanines included) would not be a Level 1 Site Plan <input type="checkbox"/> Distances between buildings, as applicable <input type="checkbox"/> Stream buffers, drainage ways, wetlands and wetland buffers with setbacks - UDO Article 8 <input type="checkbox"/> Proposed changes to the WCF compound area or within the compound area <input type="checkbox"/> Proposed equipment (clearly marked with height labeled) <input type="checkbox"/> Proposed project boundary buffers (drawn, labeled, and dimensioned) <input type="checkbox"/> Proposed landscaping (meeting minimum size and species mixing requirements) <input type="checkbox"/> Plant list (keyed to plan and showing what requirement each plant will fulfill) <input type="checkbox"/> Planting details (for trees, shrubs, and groundcover) (per the <i>Landscape Manual</i>) <input type="checkbox"/> Proposed fences, walls, and/or berms (with height and details, per UDO Sec 5.3.3.N.4 & UDO Sec 9.9) <input type="checkbox"/> <u>Tower/Building elevations:</u> <ul style="list-style-type: none"> • Proposed changes to building/tower (clearly marked with height labeled) • Proposed equipment (clearly marked with height labeled) <p>For Level 4 or Major WCF Site Plans: Follow the Site Plan/Preliminary Plat Application Checklist https://durhamnc.gov/5007</p>
<p>Other Forms or Requests:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Hazardous materials, diesel/gas fueled generator associated application section (see above) <input type="checkbox"/> Spill prevention counter measures plan – UDO Sections 5.3 and 8.7