

MONTGOMERY CO VA TELECOM TOWER MODIFICATION CHECKLIST

SITE / PROPERTY INFORMATION	Address:	
	City, State & Zip:	
	Tax Map #:	Parcel ID # (6-digits):
	Zoned:	Date(s) SUP Approved & Amended:
PROPERTY OWNER(S) INFORMATION	Name(s):	
	Address:	
	City, State & Zip:	
AGENT INFORMATION	Name:	Service Provider:
	Mailing Address:	
	City, State & Zip:	
	Telephone:	Email:

Generals:

- Name and address: 1) Land Owner 2) Tower Owner 3) Developer / Applicant 4) Person Preparing the Plan
- Site Plans: 1) Date of Plans _____ 2) # of Plan Sets Provided _____
- Original date, revision date(s), scale of plan
- Zoning District, Tax Map ID #, Parcel ID # (6-digits) and Address of Site
NOTE: For new structures and/or undeveloped properties, please contact the E-911 Address Manager.
- Vicinity map at a scale not less than 1" = 2000' and north arrow
- Project description is provided
- Add a sheet including the elevation view of the existing tower, height and location of all users and equipment on the tower – Provide details of all equipment to be removed and/or added to the tower or site.
- Add a sheet for inclusion of the Special Use Permit Resolution
- Signature blocks and approval statements for the Zoning Administrator
- Copy of the ordinance allowing special use permits and conditions with county approval date shown on plan

Submittals:

- Provide (2) copies of the plans submitted for review and resubmittal plans
- Provide (1) copy of an Exemption From Building Permit Request Form (Contact Inspections 540-382-5750)

Miscellaneous:

- Site Development Plan Application
- Payment of required REVIEW FEE (\$30 Application Fee) **AMOUNT SUBMITTED \$** _____

FOR OFFICE USE	County Code:	Date Application Received:
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REVIEWED BY: _____ REVIEW DATE: _____

Montgomery County Planning & GIS Services | 755 Roanoke St, Suite 2A | Christiansburg, Virginia 24073-3177
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