



**BERKELEY PERMITTING DEPARTMENT**

**PO Box 6122**

**Moncks Corner SC, 29461-6120**

**843-719-4292 Moncks Corner \* 843-723-3800 ext. 4292 Charleston \* 843-567-3136 ext. 4292 St. Stephen**

**COMMUNICATION APPLICATION**

**TMS Number:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Owner's Mailing Address:** \_\_\_\_\_

**Owner's Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Preferred Method of Contact:**  Phone  E-mail  Other \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **SC License #:** \_\_\_\_\_ **License Limit: \$** \_\_\_\_\_

**Contractor's Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Type of Work:**

New  Alter   
Add To  Demolish   
Repair  Move

**Type of Tower:**

Freestanding   
Guyed   
Other

**Height of Proposed Tower:** \_\_\_\_\_ **Maximum Height Allowed in Zoning Classification:** \_\_\_\_\_

**Setbacks:**

**Minimum Setback From Residential Structure Required:** \_\_\_\_\_ **Actual Distance to Residential Structure:** \_\_\_\_\_

**Minimum Setback Required:** Front \_\_\_\_\_ Rear \_\_\_\_\_ Right Side \_\_\_\_\_ Left Side \_\_\_\_\_

**Actual Setbacks:** Front \_\_\_\_\_ Rear \_\_\_\_\_ Right Side \_\_\_\_\_ Left Side \_\_\_\_\_

**DISTANCE OF FALL ZONE (as determined by a SC certified engineer's letter):** \_\_\_\_\_

**\*\*Do you have the signed and sealed letter from the certified engineer indicating that adequate setbacks are provided on all sides to prevent the tower's fall zone from encroaching onto adjoining properties? Yes  No**

**In FEMA Flood Area: Yes  No**

**In Santee Cooper Dam Break Area: Yes  No**

**FEMA lowest floor elevation (Base Floor Elevation plus 1 foot)** \_\_\_\_\_

**(As determined by the Berkeley County Floods Plain Manager)**

Are you constructing a NEW tower? Yes  No

(If yes, you are required to file **FCC Form 620** to The South Carolina Archives and History under the “Nationwide Programmatic Agreement for the Collocation of Wireless Antennas,” effective March 7, 2005 for Section 106 Review. See website for further information: <http://wireless.fcc.gov/siting/npa.html>. Once reviewed by the SHPO, you will receive a letter to attach to this application.)

Date **FCC Form 620** submitted: \_\_\_\_\_

\*\*Do you have the letter from The South Carolina Archives and History attached? Yes  No

Are you CO-LOCATING on an existing tower without adding to its height? Yes  No

(If yes, you may need to file **FCC Form 621** to The South Carolina Archives and History under the “Nationwide Programmatic Agreement for the Collocation of Wireless Antennas,” effective March 7, 2005 for Section 106 Review. See website: [http://hraunfoss.fcc.gov/edocs\\_public/attachmatch/FCC-04-222A4.pdf](http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-04-222A4.pdf) to find out if the co-locating antenna is applicable to these conditions. If applicable, you will receive a letter to attach to this application.)

Date **FCC Form 621** submitted: \_\_\_\_\_

\*\*Do you have the letter from The South Carolina Archives and History attached? Yes  No

**CO-LOCATION:**

Are you locating on existing building or water tank? Yes  No

Height of existing structure: \_\_\_\_\_ Height after your equipment is placed: \_\_\_\_\_

Height of existing tower: \_\_\_\_\_ Height after your equipment is placed: \_\_\_\_\_

Owner of existing tower/building/water tank \_\_\_\_\_

Owner’s Address \_\_\_\_\_

Phone # \_\_\_\_\_

\*\*Letter / documentation indicating that co-location on existing towers, buildings, or other tall structures in the vicinity of the proposed tower was attempted by the applicant but found unfeasible; for example, existing tower or building is: a) structurally incapable of supporting applicant’s equipment, b) has insufficient height, c) is not free from interference, or d) not available. (See Article II.D.6.a. in the Berkeley County Zoning and Development Standards Ordinance # 01-8-35, as amended.)

Yes  No

\*\*Documentation showing the structural capability of the communication tower to accommodate co-location and the willingness of the tower owner to allow co-location on the tower. Yes  No

Under Article 11.7.D. of the Berkeley County Zoning and Development Standard Ordinance, as amended, the following must be submitted:

- One set of the site plan** and one digital showing the location of the tower, guy anchors (if any), screening, lighting, buildings and other structures or improvements; parking, driveways, and fences. Adjacent land use should be on the site plan, with precise measurements noted between the proposed tower and any surrounding residential structures.
- A copy of the recorded plat on file
- One sets of the Elevation drawing(s)** and one digital shall clearly show the height and design of the tower, and the materials used including color. (See Article: 11.D.10 for Aesthetic Requirements)
- All information listed above with \*\* (as applicable)
- Any other documentation of information requested by staff or by the Zoning Board of Adjustment.

**Nonrefundable administrative fee of \$25 must be included with application.**

## Building Requirements

1. Contract amount or cost of construction signed by both parties.
2. Signed and Sealed Plans by SC License Engineer.
3. Special Inspection Form.
4. Manufacturer Specifications of Materials and Equipment being installed.
5. Electronic Copy of everything submitted for Permitting (C/D or Thumb Drive).
6. Need Hard Copies of Plans and Contract.

*\*Application is valid 90 days from application date. Failure to submit all required information within the required 90 days, will void your application and a new application and administrative fee will be required\**

CONTRACTOR \_\_\_\_\_

COST OF CONSTRUCTION \_\_\_\_\_

STATE LICENSE # \_\_\_\_\_

DATE OF COMPLETION \_\_\_\_\_

PHONE # \_\_\_\_\_

\_\_\_\_\_  
SIGNED BY OWNER, CONTRACTOR, OR AGENT

DATE PERMIT ISSUED: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_

PLAN/ZONING STAFF APPROVAL BY: \_\_\_\_\_

DATE: \_\_\_\_\_