

**FREMONT COUNTY**  
**DEPARTMENT OF PLANNING AND ZONING**  
**APPLICATION FOR COLLOCATION**  
**OF ANTENNA ON AN EXISTING TOWER**

1. Name and Number of Existing *SRU (if applicable)* Permit \_\_\_\_\_

2. The Existing *SRU (if applicable)* Permit is currently issued to: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Facsimile #: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

3. The Applicant Applying for Collocation is:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Facsimile #: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

4. Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Facsimile #: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

5. Consultant: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Facsimile #: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

## **Please read prior to completion of this application.**

An application for Special Review Use Permit, instead of a Collocation Application, will be required for the following:

1. An increase in the height of the existing tower;
2. The relocation of an existing tower;
3. The placement of an additional tower on the existing tower site;
4. An attachment of an antenna on a existing non-commercial tower, which is less than one-hundred (100) feet in height.

Any application which is not complete or does not include all minimum submittal requirements will not be accepted by the Fremont County Department of Planning and Zoning (Department).

The applicant shall provide one (1) original document of the application and all of its attachments (*copies of deeds, contracts, leases etcetera are acceptable*) at the time of application submittal. After submittal, the Department will review the application and all attachments and prepare a Department Submittal Deficiency and Comment Letter (D & C Letter), which will list the deficiencies, comments and questions about the application, which must be addressed by the applicant. The applicant shall provide one (1) original document of all requirements of the D & C letter to the Department.

Attachments can be made to this application to provide expanded narrative for any application item including supportive documentation or evidence for provided application item answers. Please indicate at the application item that there is an attachment and label it as an exhibit with the application item number, a period and the number of the attachment for that item (*as an example, the first attached document providing evidence in support of the answer given at application item number 22 would be marked - Exhibit 22.1, the fifth attached document supporting the narrative provided for application item 22 would be marked - Exhibit 22.5*). **Please label all exhibits in the lower right-hand corner of the page.**

An additional review fee of two-hundred fifty dollars (\$250.00) will be charged to the applicant, if all deficiencies as per the initial D & C Letter are not adequately addressed or provided. Each subsequent D & C Letter, based on resubmitted items, will result in another two-hundred fifty dollar (\$250.00) review fee. All such fees shall be paid along with the deficiency submittal, prior to any further review of the application.

If the application is approved by the Department, with contingencies and the contingencies are not submitted or addressed within six (6) months after approval, an additional fee of one-hundred fifty dollars (\$150.00) will be charged to the applicant for a request for an extension of time to submit the contingencies. All such fees shall be paid along with a written request, explaining the need for extension.

The Department may require additional information at any time during the application process as may be deemed necessary in determining if the application is in compliance with all applicable regulations and to make an informed decision with regard to recommendations, approval or disapproval of the application.

7. The legal description and/or address of the existing site is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. The type of construction of the existing tower is: \_\_\_\_\_
9. The total height of the existing tower (*with antenna*) is \_\_\_\_\_ feet.
10. What will be the total height of the tower (*with antenna(s)*) after collocation? \_\_\_\_\_ feet.
11. The existing tower currently has \_\_\_\_\_ antennas.
12. After the proposed collocation the tower would house \_\_\_\_\_ antennas.
13. Please provide documentation from a Licensed Professional Engineer demonstrating that the tower is capable of accommodating the proposed number of antennas. (*Mark as EXHIBIT 13.1*)
14. The existing site contains \_\_\_\_\_ accessory structures.
15. Will the proposed collocation require additional accessory structures?  Yes ---  No If yes, please provide how many, the sizes, the heights, the location and the reason such additional structures are necessary (*a new site plan may be required*): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
16. If a design plan addressing materials, colors, textures, screening and landscaping in the design of the tower or antenna was required with the issuance of the original permit, will it be adequate for the proposed collocation?  Yes ---  No If no, it may be required to comply with the original design plan.
17. The existing site contains \_\_\_\_\_ off-street parking spaces.
18. Will the proposed collocation require additional off-street parking spaces?  Yes ---  No If yes, please provide how many additional spaces will be necessary: \_\_\_\_\_ off-street parking spaces.
19. Was surfacing, lighting and or landscaping of driveways and parking areas required with issuance of the original permit?  Yes ---  No If no, was it waived by the Board?  Yes ---  No
20. Will the surfacing, lighting and or landscaping of driveways and parking areas required with issuance of the original permit be adequate for the proposed collocation?  Yes ---  No Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

21. Will the existing access to the site be adequate for the proposed collocation?  Yes ---  No

If No, what is the proposed access for the proposed collocation? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

22. Was a stormwater drainage plan required and approved with the issuance of the original permit?

Yes ---  No If yes, will the stormwater drainage plan required and approved with the issuance of the original permit be adequate with the addition of the accessory structures (if any)?

Yes ---  No Please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

23. Please explain how the existing tower and additional uses meet the minimum requirements of the Federal Aviation Administration. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

24. If the existing permit holder is not the site property owner, does the agreement, lease, or the like between the site property owner and the existing permit holder allow the collocation?

Yes ---  No Please show (highlight) in the agreement, lease or the like that grants the permission to collocate.

25. Please attach a copy of a lease or agreement between the permit holder and the collocation applicant as to right to use of the tower by the collocation applicant, marked as Exhibit 25.1.

26. A submittal fee of \$250.00 must accompany this application (Check # \_\_\_\_\_  cash)

**Collocation Applicant’s Endorsement:**

**By signing this Application, the Applicant, or the agent/representative acting with due authorization on behalf of the Applicant, hereby certifies that all information contained in the application and any attachments to the Application, is true and correct to the best of Applicant’s knowledge and belief.**

**Fremont County hereby advises Applicant that if any material information contained herein is determined to be misleading, inaccurate or false, the Board of Commissioners may take any and all reasonable and appropriate steps to declare actions of the Board regarding the Application to be null and void.**

**Further the applicant understands that if collocation is approved the applicant must comply with the conditions of the original permit, as issued or as may be amended, and applicable regulations of the Fremont County Zoning Resolution.**

**Signing this Application is a declaration by the Applicant to conform to all plans, drawings, and commitments submitted with or contained within this Application, provided that the same is in conformance with the Fremont County Zoning Resolution.**

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Title & Company Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Existing Permit Holder’s Endorsement:**

**By signing this Application, the Permit Holder, or the agent/representative acting with due authorization on behalf of the Permit Holder, hereby certifies that all information contained in the application and any attachments to the Application, is true and correct to the best of Permit Holder’s knowledge and belief.**

**Fremont County hereby advises Permit Holder that if any material information contained herein is determined to be misleading, inaccurate or false, the Board of Commissioners may take any and all reasonable and appropriate steps to declare actions of the Board regarding the Application to be null and void.**

**Further the existing permit holder understands that if collocation is approved the applicant and existing permit holder must comply with the conditions of the original permit, as issued or as may be amended, and applicable regulations of the Fremont County Zoning Resolution.**

**Signing this Application is a declaration by the Permit Holder to conform to all plans, drawings, and commitments submitted with or contained within this Application, provided that the same is in conformance with the Fremont County Zoning Resolution.**

***THIS SIGNATURE ALSO SERVES AS THE EXISTING PERMIT HOLDERS APPROVAL FOR COLLOCATION.***

\_\_\_\_\_  
Permit Holder Printed Name

\_\_\_\_\_  
Permit Holder Title & Company Name

\_\_\_\_\_  
Permit Holder Signature

\_\_\_\_\_  
Date