

# Qualifying Small Wireless Facility Zoning Permit Application

Town of Boone Planning & Inspections Department

680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: [planning@townofboone.net](mailto:planning@townofboone.net) ♦ [www.townofboone.net](http://www.townofboone.net)



A qualifying small wireless facility is a facility that does not extend ten (10) feet above the utility pole, town utility pole, or wireless support structure on which it is collocated and is located either (i) in the Town right-of-way or (ii) outside of the Town right-of-way on property that is neither used as single-family residential property nor vacant but zoned for single-family residential. A qualifying small wireless facility must meet the requirements of Town of Boone Unified Development Ordinance (UDO) Section 15.25.

## A. Required to be Submitted at Time of Application (check all that apply)

**Failure to provide the info required on this application may delay the review and subsequent issuance of the requested permit.**

- Digital copies of all paper submittal documents (may be emailed to [planning@townofboone.net](mailto:planning@townofboone.net))
- 2 copies of all documentation, reports and tests as required by UDO Section 15.25 including site plans to determine the location for each qualifying small wireless facility (max. size for plans 30" x 46")
- Property Owner Authorization. If you are not the property owner, you will need to provide documentation of property owner authorization to apply for this permit. You may have the property owner sign this application ([Section G](#)) or the property owner can provide a written and signed authorization that clearly states they are authorizing the applicant to submit this application.
- Permit Fee (See Planning & Inspections Fee Schedule)

Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

## B. Number of Wireless Facilities (Maximum of 25 facilities per application):

Total Number of Facilities Included in this Submittal: \_\_\_\_\_

## C. Property Owner Information

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

Complete Mailing Address (Street, City, Zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## D. Applicant Information

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

Company: \_\_\_\_\_

Complete Mailing Address (Street, City, Zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Preferred Method of Contact for Written/Response Documents (select one):  Mail or  Email**

## E. Detailed Description of Project

## F. Project Cost

Project Cost: \$ \_\_\_\_\_

**G. Applicant Signature and Property Owner Authorization (submit additional property owner authorization on a separate sheet if required)**

I hereby certify that I am authorized to submit this application; that all information is correct and complete; and all work will comply with all applicable State and local laws, ordinances, and regulations. I will ensure that the Planning and Inspections Department is notified of any changes in the approved plans and specifications for the project permitted herein.

Note: this form is not a permit. No work may commence until all the required permits have been issued. Working without permits may result in additional fees being assessed.

\_\_\_\_\_  
**Applicant (Print)**                                  **Applicant (Signature)**                                  **Date**

\_\_\_\_\_  
**Property Owner (Print)**                                  **Property Owner (Signature)**                                  **Date**

Official Use Only				
Permit Name:				
Permit Number:				
Date:	Fee:	Receipt Number:	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check Number: _____	Paid By:

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