

- Fees** \$1,000.00 per antenna, wind turbine, weather mast
- Submittal Requirements** Antenna submittals shall include the following documents.
Please note: The application may not be accepted if any of the documents below are not included in your submittal package.
- A. Complete the application form online via OPS
 - B. Attach the following documents:
 - 1. Site Plan
 - 2. Elevation Plan/Structural Details
 - 3. Land Register and Registry Map Extract, both less than 60 days old.
 - 4. a High Water Mark Survey for any waterfront developments (must be less than 6 months old). The HWM survey must be authenticated by the Department of Lands & Survey;

- Sheet Requirements** All plan sheets shall have the following:
- A title block in the lower right corner that includes the following information:
- a. Sheet Name (i.e., Site Plan, Floor Plans);
 - b. Block & Parcel;
 - c. Applicant Name/Project name;
 - d. Agent name & contact information;
 - e. Full Name of person who prepared the drawings;
 - f. Date of drawing; and,
 - g. The number of sheets (Sheet ____ of ____).

- Site Plan Requirements** The site plan shall show at minimum, the following information.
North Arrow & Scale (e.g., 1"=20', 1' = 1/4")
- a. The following statement signed by the applicant or agent;
"I hereby certify that all the dimensions shown on this plan are correct."; Include contact information.
 - b. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
 - c. Existing and proposed site levels
 - d. Location of proposed antenna and security fences;
 - e. Building footprints of proposed and existing structures;
 - f. Existing or proposed driveways; and,
 - g. Dimensioned site setbacks.

Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.

- Plan Review Process** Once a complete submittal package is received by the Planning Department, the application is assigned to a Planner. The application will be scheduled for Central Planning Authority (CPA) consideration. The Authority may approve, adjourn or refuse the request.

