

UPGRADE OF COMMUNICATION TOWERS AND CABINET APPLICATION PROCESS

Antenna(s) to be attached to an existing tower by the tower owner may be approved by the Planning and Zoning Administrator. To minimize adverse visual impacts associated with the proliferation and clustering of towers, additions of antenna shall take precedence over the construction of new towers. Tower owners are required to apply for an Upgrade Permit to add an antenna(s) or microwave to an existing Communications Tower.

The following provisions shall govern the issuance of shared use Upgrade Permits for antennas by the Planning and Zoning Administrator:

1. Proof of ownership of tower must be provided.
2. A detailed site plan must be submitted at the time of application. To the extent applicable, the additional antenna shall comply with the provisions of Section 11.4A of the Zoning Order of Warren County. (Section 11.4A – The design of the Telecommunications Facility shall maximize the use of building materials, colors, textures, screening, and landscaping that effectively blend the proposed facility within the surrounding natural seeing and environment. All Communication Towers, Equipment Shelters, and Cabinets shall have an exterior finish compatible with the natural environment surrounding the site. The site shall be kept landscaped and be aesthetically pleasing to the surround area.
3. Certification that antenna placement will not enact additional requirements by the FCC/FAA. If antenna placement on an existing structure enacts other changes of said tower under FCC/FAA requirements, Upgrade Permit will not be issued. The antenna must comply with all applicable FCC and FAA regulations.
4. Certification from licensed professional engineer which states tower, with additional antennas, will be in compliance with Section 11.4.
5. Any information of an engineering nature submitted by the applicants, whether civil, mechanical, structural, or electrical, shall be certified by a licensed professional engineer.
6. An applicant for an Upgrade Permit shall submit the information described in this Section and a non-refundable fee as established by the County Commission for the costs of reviewing the application. (See attached Schedule of Fees)
7. An Upgrade Permit will not be issued on a tower that does not already have a Conditional Use Permit.
8. In granting an Upgrade Permit, the Planning and Zoning Administrator may impose conditions to the extent it is concluded such conditions are necessary to minimize any adverse effect of the proposed antenna on adjoining properties.

Warren County Planning and Zoning Application

PARCEL ID _____ PERMIT # _____

_____ IMPROVEMENT _____ UPGRADE _____ SHARED USE

Type _____ Dimensions _____

NAME _____

Check One: **OWNER (S)** _____ **OTHER (Owner (S) Affidavit Required)** _____

MAILING ADDRESS:

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE # _____

PROPERTY ADDRESS: (If different from mailing address)

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DIRECTIONS TO PROPERTY: _____

Signature valid only if notarized or witnessed by Planning & Zoning Office staff.

PHOTO ID REQUIRED

SIGNATURE: _____ **DATE:** _____

(By signing this application you acknowledge you have been informed and agree to the stipulations and/or conditions required under the Warren County Zone Order to obtain the necessary permit(s).)

MONIES FOR PERMITS ARE NON-REFUNDABLE

Witness _____

WARREN COUNTY PLANNING AND ZONING
Schedule of Fees effective February 2, 2015 Exact Cash or Check only

Zoning Permits

Single Family Residence & Manufactured Dwelling:	\$100.00
Mobile Home, Recreational Vehicle, Camper:	\$ 80.00
Two Family Residence (2 units)	\$160.00
Improvement:	
120 sq. feet & under	No Charge
121-250 sq. feet	\$ 40.00
251-1000 sq. feet	\$ 50.00
1001-2000 sq. feet	\$ 75.00
2001 & over	\$100.00
Home Additions & In Ground Pools	\$ 50.00
Privacy Fences	\$ 40.00
Commercial:	\$100.00 plus 5¢/ sq. ft.
Multi-Family Residence (more than 2 units)	is charged at Commercial Rate
Shared Use (Tower)	\$300.00
Changes to Existing Towers	\$150.00
MoDot Permitted Billboards/Signs	\$100 plus 5¢/ sq. ft. of face

Conditional Use

Application:	\$150.00
Amend CUP Conditions	\$ 50.00
Publication:	\$ 60.00
Certified Mailings (# x \$7.40):	

Rezone Application

Publication:	\$60.00
Certified Mailings (# x \$7.40):	
Application:	
Less than 1 acre:	\$175.00
1 to 4.99 acres:	\$200.00
5 to 9.99 acres:	\$250.00
10 to 19.99 acres:	\$300.00
20 to 49.99 acres:	\$350.00
50 to 99.99 acres:	\$400.00
100 to 199.99 acres:	\$450.00
200 to 299.99 acres:	\$500.00
300 to 399.99 acres:	\$550.00
400 to 499.99 acres:	\$600.00
Over 500 acres:	\$700.00

Variance

Application	\$125.00
Publication	\$ 60.00
Certified Mailings (# x \$7.40)	

Subdivisions

Preliminary Plats:	\$25.00/ lot
Paper copies of Master Plan or Codes	\$ 40.00
CD copy of Master Plan or Codes	\$ 5.00

Effective 3-7-01, the fee will be doubled if the correct permit(s) is not obtained before the project is started. Effective 4-30-07, additional publication and certified mailing fees for second hearing conducted by the County Commissioners.

Not for profit- No permit fee, application fee for CUP, but publication & mailing; can ask for 501C3
Damage-less than 50%, same footprint, no cost for permit. Damage more than 50%, even though footprint same, permit full price. Changing roofline or footprint, permit full price.