

**HENDERSON COUNTY
COMMUNICATION FACILITY SITE PLAN REQUIREMENTS**

The following information shall be shown on the plan for information and discussion purposes unless not applicable or specifically waived by the Communication Facilities Administrator. Three full-sized copies and one reduced copy (11 x 17) shall be provided. If the Communication Facility Site Plan does not contain the required items by the submittal deadline, the application will be considered incomplete and the plan need to be resubmitted to the Communication Facilities Administrator. For each item below, please indicate if the requested information has been provided.

Title Block	
	Title of map (Must state: "Communication Facility Site Plan")
	Type of proposed facility (Must state: "Category 1 Communication Facility", "Category 2 Communication Facility", or "Category 3 Communication Facility")
	Owner name/address/daytime phone
	Applicant name/address/daytime phone (if other than owner)
	Plan preparer name/address/daytime phone ¹
	Date plan prepared
	Date plan revised (if applicable)
	Plat book or deed reference
	Scale (written and graphic)
Plan Details	
	North arrow (not oriented toward bottom of plan)
	Boundaries of the tract with bearings and distances
	Acreage in tract (total)
	Existing contours at no more than five (5) foot intervals with a minimum of at least two (2) contours per plan
	Vicinity map
	Legend providing appropriate symbols
	Adjoining property owner(s) name(s)
	Jurisdiction, zoning district, and fire district boundaries/lines (if applicable)
	Zoning district(s) of site and required setbacks
	Zoning district(s) of adjacent property
	Existing land use(s) and structure(s) of site labeled
	Existing land use(s) of adjacent property labeled

¹ It is recommended that a professional land surveyor, North Carolina registered professional engineer, or other certified professional prepare the plan.

Proposed and Existing Uses and Structures	
	Location/dimension/use(s) of proposed structures, including any mounting structures/foundations/antennas
	Communication facility profile
	Ground elevation of the base of the proposed communication facility to the nearest foot
	Communication facility type of stealth design used ²
	Communication facility color
	Number of antenna arrays that can be accommodated by the communication facility (minimum of three (3) in Category Two (2); minimum of four (4) in Category Three (3))
	Location/dimension/use(s) of existing structures, including any mounting structures/foundations/antennas
	Distance from any existing communication facility located: (1) on site (Category One (1) Communication Facility); or (2) onsite and within ½ mile (Category Two (2) Communication Facility); or (3) onsite and within 1 mile (Category Three (3) Communication Facility).
	Radius from the proposed communication facility base equal to 110 percent of the proposed communication facility height, and including any tract or portion thereof falling within the radius
	Location of existing occupied buildings within the communication facility’s radius (if applicable)
Roads, Driveways and Parking Areas	
	Location of existing roads (with type (public/private) and right-of-way)
	Location of proposed roads/drives (with right-of-way and easements) to accommodate all-weather movement of construction, maintenance and emergency response equipment to and from the site
	Length of proposed roads/drives (total)
	Location and dimensions of proposed parking areas
	Proposed road names approved by the Henderson County Property Addressing Office (if applicable) ³
Streams, Floodway/Floodplain, Surface Water Buffers and Related Information	
	Location of existing ponds/lakes/watercourses/drainageways and direction of flow on the site and off site if within the communication facility’s radius (if applicable)
	Location of floodplain and floodway (if applicable)
	Location of water supply watershed (if applicable)
	Location of 30 foot buffer from all perennial and intermittent surface waters
Protected Mountain Ridges	
	Location of protected mountain ridges (if applicable) ⁴

² Applies only if the facility is located within a residential zoning district

³ The applicant should contact the Henderson County Property Addressing Office for road name approval. The Code Enforcement Services Department may verify this with the Property Addressing Office.

⁴ If proposed on a Protected Mountain Ridge, the communication facility shall not exceed 100 feet in height.

Buffering and Screening	
	Type/location/plant materials and approximate placement/dimensions of buffering (as required)
	Type/location/plant materials and approximate placement/dimensions of screening (as required)
Signs	
	Location/dimension of signs (including the communication facility identification sign and two (2) "warning/no trespassing" signs)
Lighting Mitigation	
	Location/type of exterior lighting
Additional Forms and Fees Required	
	Agent form (filled out and signed by the property owner if applicable)
	Communication Facilities Application form (filled out and signed by the property owner or agent (if an agent form is provided))
	Fee
Additional Approval Required⁵	
	Erosion and sedimentation control plan approval from the Erosion Control Division or certification that no plan approval is required.
	A structural engineering certification certifying the integrity of the communication facility, shall be signed and sealed by a professional engineer
	Any other approvals as required by Federal, State or local agencies

⁵ The Communication Facility Administrator may conditionally approve the Communication Facility Site Plan subject to receipt of such information if it is not available at the time of review.