



Pre – Submittal Application/Completeness Review
Cumberland County Planning and Inspections Department, Current Planning

Request for Pre-Submittal Meeting :

Proposed Use or Activity:

Applicant proposing Co-Location on existing tower site. (Identify existing tower location, where co location will be located on the tower and at what elevation). List all proposed changes from previous approval and show updated site plan with clouded areas to reflect such change. Please provide required site plan information provided below with narrative of changes, including any generators or pads, and other structures. Review previous conditions of approval associated with site plan and if applicable Special Permit.

Applicant:

Owner:

REID #:

Address:

Site Acreage:

Related Approvals (identity if applicable previous approval site plan, special permit, and watershed case number):

Current Zoning:

Airport Overlay:

Watershed:

Floodplain:

Within Municipal Town Limits:



Pre – Submittal Application/Completeness Review
Cumberland County Planning and Inspections Department, Current Planning

Within Municipal MIA:

Provide a detailed narrative on the request (including intent):

Once above information is provided we can schedule a meeting to provide review and comment.

The following steps:

Site plan review for all nonresidential uses: Application fee is \$150 for co-location of an existing tower site.

Special Use Permit (if existing tower has special permit approval, applicant will have to apply for amendment to the Special Permit. Fee is \$100. Applicant must submit an application and submit for modification to the Special Permit. Staff pursuant to Sections 1606 and 506 of the Cumberland County Zoning Ordinance may only approve minor modifications. Please review the criteria outlined below and provide a letter from your engineer of record indicating whether change is substantial or minor.

Please submit a separate application provided for each step of approval and required fees for the proposed activity of a co-location tower site. Staff cannot start review, until other approvals have been garnered on the site plan for the actual co-location at the tower site, particularly if associated with a Special Permit approval.

Pursuant to Section 1606 SPECIAL USE PERMITS.

F. Modifications to Plans. The Board of Adjustment shall review any change, enlargement or alteration in site plans submitted as a part of a Special Use application, and new conditions may be imposed where findings require. **The Planning and Inspections Staff may approve minor modifications of the approved plans in the same manner as authorized in Section 506 for Conditional Zoning districts, provided that the changes do not materially alter the original plan as approved, and the intent and objectives of the original approval are not deviated from.**

Pursuant to Section 506: MODIFICATION TO APPROVED CONDITIONAL ZONING DISTRICTS. All modifications, including changes in use and/or increase in density, to approved Conditional Zoning districts, other than those listed below, shall be reviewed in the same manner as a new project. The following minor modifications to the [approval for the] Conditional Zoning district may be approved by the Planning and Inspections Staff without approval by the Board of Commissioners, provided no variance is required, the use does not change, the intent and layout of the approved plan is generally followed, density is not increased, conditions of approval are not violated, and such changes do not cause a significant adverse impact:



Pre – Submittal Application/Completeness Review
 Cumberland County Planning and Inspections Department, Current Planning

- A. Slight variations in the building dimensions that do not depart from the general approved layout and not exceeding ten percent of the original approved dimensions.
 - B. Minor changes in parking lot or traffic lane dimensions.
 - C. Minor dimensional changes to individual lots.
 - D. Minor site modifications due to necessary engineering requirements.
 - E. Change of location of elements included on the site plan that generally maintains relative alignment and orientation to the approved site plan; and
 - F. Other similar insignificant changes. In reviewing such changes, the Planning and Inspections Staff may require that the modification be handled in the same manner as a new application.
 - G. Noncompliance. If for any reason any condition imposed pursuant to this section is found to be illegal or invalid, the Special Use Permit shall be null and void and of no effect, and the Planning and Inspections Staff shall institute proceedings for the case to be reheard by the Board of Adjustment.
- Additional regulatory requirements are found in Section 927 Towers if applicable.

Applicant Name: Agent: Owner:	Date
Property Address:	REID (#):

1. SECTION 901. DEVELOPMENT STANDARDS FOR INDIVIDUAL USES. The development standards of this article are additional to other requirements in this ordinance. If there is a conflict with another section of this ordinance or any **other Federal, State, or local regulation**, the most **restrictive requirement shall apply**. These development standards are **use-specific** and apply as minimum development standards for the use regardless of the type of approval or permit otherwise required by this ordinance. **All non-residential uses listed within this article require site plan review and approval in accordance with Article XIV unless this article specifically requires approval of a Special Use Permit or Conditional Zoning District.** Those uses requiring approval as a **Special Use Permit (Section 1606)** or a **Conditional Zoning District (Article V)** shall also be subject to these standards and any additional standards or conditions required by the approval.



Pre – Submittal Application/Completeness Review
Cumberland County Planning and Inspections Department, Current Planning

Requirements for Site Plan Review:

Site Plan Review	Applicant Check	Staff Review Yes	Staff Review No
<p>Drawing done to engineering scale.</p> <p>Drawings will reflect:</p> <ul style="list-style-type: none"> a. Metes and bounds of entire site with adjoining street right-of-way shown and name or state road number of that street or road. b. Foot printing of all existing and/or proposed buildings or additions with dimensions and square footage indicated. c. Location and size of all existing and/or proposed curb cuts and indicate such on the plan. d. Parking plan to include the location of all proposed spaces (standard size is 9' by 20'), parking isle width and traffic circulation scheme. e. Existing or proposed location and drain field area of wells and/or septic tanks. f. Existing or proposed fencing. g. Setbacks of all existing and/or proposed buildings or additions from all other building and from all property lines-. Note: IF setbacks shown are not in accordance with the minimum setbacks of the zoning district of the property, and the alternate yard is necessary and logical in order to develop the site. h. Any easements which may exist on the subject property are accounted for and shown on the plan, not encumbered and that no part of the development is violating the rights of the easement holder. i. Any easements which may exist on the subject property are accounted for and shown on the plan, not encumbered 			



Pre – Submittal Application/Completeness Review
Cumberland County Planning and Inspections Department, Current Planning

<p>and that no part of the development is violating the rights of the easement holder.</p> <p>j. Location of buffer with the type and size indicated.</p> <p>k. Location of landscaping and type of planting.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>l. Drawing will reflect:</p> <p>Vicinity map to show location of property or site within the County.</p> <p>m. Correct North Arrow</p>	<input type="checkbox"/> <input type="checkbox"/>		
<p>Data block to reflect the following:</p> <p>a. Name of development</p> <p>b. Owner</p> <p>c. Zoning of property</p> <p>d. Acreage of site</p> <p>e. Scale of drawing</p> <p>f. Proposed building or addition square footage.</p> <p>g. Number of off-street parking spaces (include handicapped spaces).</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Pre – Submittal Application/Completeness Review
 Cumberland County Planning and Inspections Department, Current Planning

<p>If the subject property contains split zoning, zoning lines must be shown on the site plan.</p> <p>Revised 2-2-07</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Information:

Special Use: Those uses for which a permit is required for the proposed activities which are essentially compatible with other uses or activities permitted in a zoning district, but which present unique challenges or possess unique characteristics, or qualities that require comprehensive review at a public hearing by the County Board of Adjustment and which may be allowed only after the findings of fact and the imposition of reasonable conditions. (Section 1606) (Amd. 04-18-11)

Special Use Permit: A permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgement and discretion be exercised as well as compliance with specific standards. This definition includes permits previously referred to as “conditional use permits” or “special exceptions.” (Section 1606)

A. Section 1606 Special Use Permit .. 167



Pre – Submittal Application/Completeness Review
Cumberland County Planning and Inspections Department, Current Planning

- B. Purpose.. 167
- C. Procedure . 167
- D. Consideration of Application .. 168
- E. Final Disposition..168
- F. Expiration of Permits . 170
- G. Modifications to Plans . 170
- H. Noncompliance.. 170
- I. Appeals of Special Use Permit Decision 171
- J. Section 1607 Hearings .171
- K. Section 1608 Required Vote . 172
- L. Section 1609 Reversal/Revocation of Decision.. 172
- M. Section 1610 Appeal of Final Decision.. 173