



**Rio Arriba County
Planning & Zoning Department**

Tower Permit Application

PERMIT NO:	UPC NO:	DATE:
APPLICANT(S)/AGENT(S) NAME		
MAILING ADDRESS		
CITY		STATE: ZIP:
TELEPHONE		
E-MAIL		
COMPANY NAME		
NAME & TITLE OF REPRESENTATIVE		
MAILING ADDRESS		
CITY		STATE: ZIP:
COMPANY E-MAIL OR WEBPAGE		
PROPERTY OWNER NAME		
PHYSICAL ADDRESS		
CITY		STATE: ZIP:
TELEPHONE		

Pre-Application conference: Prior to filing an application, the applicant shall schedule a conference with the zoning administrator to discuss the application process and content.

REQUIRED SUBMITTALS CHECKLIST:

- Provide ‘Proof of Authority:** if applicable (e.g. permission from the property owner to use the property and permission to file the application for the person/entity proposing to construct/operate tower)
- Signatures of all participating parties:** including but not limited to lease agreements, property owners agreements and tower company agreements.
- Copy of FCC License,** if applicable.
- Narrative:** provide scope of work in detail of proposed project.
- Description of Proposed Tower or Alternative Support Structure** and information regarding architectural integration.
- Proof of Compliance with the New Mexico State Historic Preservation Office (NMSHPO).**
- Raptor Protection Devices,** for Wind Turbine Towers.
- Make and Model of the Transmitter,** duty cycle, type of emissions, frequencies, number of channels and their power in watts for all transmitted signals.
- Horizontal and Vertical Radiation Patterns,** including distances from the support structure and the computed distances covered by the proposed tower.
- Propagation Maps,** for existing wireless telecommunications coverage areas and coverage within the range of the proposed tower.
- Co-locator Capacity and Antenna Type,** including input and output in watts.
- Fall Radius,** stamped by a professional engineer in New Mexico;
- Vicinity Map** (scale 1 inch = 1000 feet), with the following:
 - (a) All geographic features within half (1/2) mile of the property including, drainages, mountains, hills, canyons and other landforms.
 - (b) All federal, state, and county roads within one thousand (1,000) feet of the property;
 - (c) All federal, state, tribal, historic, land-grant and county property within half (1/2) mile of the property.
- Site Plan** (scale 1 inch = 100 feet) stamped by a professional engineer licensed in New Mexico, with the following:
 - (a) Size, dimension and location of all existing and proposed structures;
 - (b) Type and height of the proposed tower;
 - (c) Existing land uses on the property;
 - (d) Existing and proposed walls or fences;
 - (e) Existing and proposed landscaping;
 - (f) Setbacks from adjoining property lines;
 - (g) Lighting;
 - (h) Ponding;
 - (i) Water features, including ephemeral and perennial water bodies;
 - (j) Roads and parking areas;
 - (k) Site topography and elevation drawings of the proposed tower and other structures; and
 - (l) Any other information required by the Zoning Administrator to determine compliance with this ordinance;
- Drainage and Grading Plan,** including drainage which shall include calculations and retention pond location and design, stamped by a professional engineer licensed in New Mexico;
- Topographical Map,** which shall include all ridgetops and slopes greater than thirty (30%) percent within one-half (1/2) mile of the property;
- Height Model** using pole, balloon or other object that demonstrating the proposed height of a tower;
- Photographic Simulation of Proposed Tower;** applicants must supply a photographic simulation of the tower.
- Application Fee (\$2500.00)-**Check, Money Order, or Cash made out to Rio Arriba County:



***Rio Arriba County
Planning & Zoning Department***

Thomas Aragon
Director

Application is not complete until all required submittals are received and approved by staff.

Applicant

Date

I hereby certify that the attached information submitted with this application is true and correct to the best of my knowledge.

Planning & Zoning Department Staff

Date Approved

I hereby certify that all of the required information was received and complete with this application to the best of my knowledge, unless particular information was waived by the Director as not applicable.

Approval Stamp



**Rio Arriba County
Planning and Zoning Department**

**Thomas Aragon
Director**

Class II – Development Permit Application

DATE FILED _____ PERMIT NO: _____ UPC: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

PHONE: (HOME) _____ (MOBILE) _____

APPLICANT/AUTHORIZED REPRESENTATIVE: _____

SITE'S PHYSICAL ADDRESS: _____

PROPERTY LOCATION COORDINATES - LAT: _____ LONG _____

(TOWNSHIP) _____ (RANGE) _____ (SECTION) _____

DESCRIBE PROPOSED DEVELOPMENT OR USE: _____

CHECK ALL THAT APPLY:

- NEW BUILDING (COMMERCIAL/INDUSTRIAL)
- NEW BUILDING (ACCESSORY STRUCTURE) FOUNDATION ONLY

- NEW TOWER
- TOWER CO-LOCATION EQUIPMENT UPGRADE
- UTILITY AUTHORIZATION

THE APPLICANT HEREBY CERTIFIES THAT ALL DOCUMENTS SUBMITTED ARE TRUE AND CORRECT.

APPLICANT'S SIGNATURE: _____ DATE: _____

(Note: The applicant's representative may sign the application as long as a letter of authorization from the applicant is submitted with the application.)

FLOODPLAIN APPROVAL SIGNATURE: _____ DATE: _____
(Certified Floodplain Manager)

APPROVAL SIGNATURE: _____ DATE: _____
(Authorized Planning and Zoning Department Staff)