

# TOWN OF HOLLY SPRINGS WIRELESS TELECOMMUNICATIONS PACKET (CO-LOCATION OR SMALL CELL)

DPM Appendix #A.08  
Supplement #18  
April 2022



UDO Permit for Co-Location of Wireless Telecommunication Facilities

## General Information

A Sketch Plan Review (Pre-Submittal) Meeting is recommended prior to submitting a Petition for a UDO permit for a co-location of a wireless telecommunication facility. Please email [DevelopmentServices@hollyspringsnc.gov](mailto:DevelopmentServices@hollyspringsnc.gov) to schedule a Concept Meeting. For more information, contact Development Services at (919) 557-3908.

The full review procedures for Wireless Telecommunication Facilities can be found in Section 3.3.9 E. of the *Unified Development Ordinance*.

### FOR MORE INFORMATION:

Current Fee Schedule:

[www.hollyspringsnc.us/2170/Development-Services](http://www.hollyspringsnc.us/2170/Development-Services)

NOTE: All fees include the initial two (2) staff reviews and Plans for Official Action review. Each additional review will cost ½ the original petition submittal fee.

Review Process: Town of Holly Springs UDO Chapter 11

## Submittal Requirements

**All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.us/portal>. You must register an account and then click on "Apply for a Planning & Zoning Review" underneath "Preliminary Development Approval".**

Only complete submittals will be processed. The following items must be submitted with the Petition for UDO Permit: Wireless Telecommunication Facility to be deemed a complete submittal:

- Petition Form
- Processing Fees (make check payable to: Town of Holly Springs)
- 1 set of all relevant co-location information
- Color Photo showing the current appearance of the co-location site **without** the telecommunications antenna.
- Color Photo Simulations showing the site/structure with a photo-realistic representation of the proposed telecommunications antenna as it would appear from the closest residential district and from the adjacent public right-of-way.
- Initial submittal is to include; (1) PDF format version of all submittal materials

## Permitted Wireless Telecommunication Facilities

In accordance with UDO Section 3.3.9 E. the following building or structure mounted telecommunications antennas are allowed if in compliance with the specific UDO regulations qualify as a permitted:

- a. Roof-Mount
- b. Surface Mount
- c. Other Existing Structures such as: existing utility, lighting, and telecommunications towers

## Special Use Permit for New Wireless Telecommunication Facilities

A Special Use Permit Petition will be required for all new telecommunication towers, and may be required for any co-locations that are determined by the Administrator to have an adverse visual effect on its surroundings. Please refer to UDO Section 3.3.9 E., for further information.

# WIRELESS TELECOMMUNICATION Co-LOCATION FACILITY

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:  
[www.hollyspringsnc.us/2170/Development-Services](http://www.hollyspringsnc.us/2170/Development-Services)



## Project Information

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

*Use street address. If none, use the closest intersection*

Within Corporate Limits  Within Holly Springs ETJ  Pending Annexation

PIN: \_\_\_\_\_ Real Estate ID: \_\_\_\_\_

Project Acreage: \_\_\_\_\_ Partial Parcel:  No  Yes

Current Zoning:

Co-location  Small Cell  Other \_\_\_\_\_

Height of existing tower or structure: \_\_\_\_\_ Height of addition: \_\_\_\_\_

For DS Use only

Permit # \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

## Petition Contact Information

(complete each contact in its entirety- please print or type)

### Project Applicant/Contact

(check one)  Owner  Owner's Agent  Design Professional  Developer  Other: \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

How would you like to receive staff review comments?  E-Mail  US Mail

How would you like to receive Official Action Notices?  E-Mail  US Mail- Certified

### Design Professional (if other than Applicant/Contact)

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

How would you like to receive staff review comments?  E-Mail  US Mail

How would you like to receive Official Action Notices?  E-Mail  US Mail- Certified

### Developer (if other than Applicant/Contact)

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

How would you like to receive staff review comments?  E-Mail  US Mail

How would you like to receive Official Action Notices?  E-Mail  US Mail- Certified

### Property Owner -Required

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

How would you like to receive staff review comments?  E-Mail  US Mail

How would you like to receive Official Action Notices?  E-Mail  US Mail- Certified

## Completion Certification

I HEREBY CERTIFY that the above information is true and correct and that I am aware of the requirements governing Telecommunication Facilities as stated in the Town of Holly Springs Unified Development Ordinance (UDO) and that I will comply with all applicable regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_