

Department of Planning and Development  
McHenry County Government Center - Administration Building

2200 North Seminary Avenue  
Woodstock, Illinois 60098



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www.co.mchenry.il.us

## NEW TOWERS AND CO-LOCATES SUBMITTAL CHECKLIST

### NEW TOWER

- **A completed Permit Application.**
- A Site Plan showing lot dimensions, structures and the proposed construction with setbacks for zoning purposes. **YOU MAY USE A COPY OF THE PLAT OF SURVEY.**
- A Current Plat of Survey.
- 3 sets of the engineering showing any parking, screening and stormwater drainage per Sec. 405 of the McHenry County Zoning Ordinance.
- 3 sets of the building plans signed and sealed by an Illinois Registered Structural Engineer or Architect
- Commercial/Industrial Plan Review Information Form. (Not required if plans have the same data.)
- 3 sets of the Tower Plans signed and sealed by an Illinois Licensed Architect or Structural Engineer.
- **A nonrefundable Review Fee must be paid at the time of application. Cash or Check Only.**
- **An access permit is req'd from the appropriate road district for new accesses or increase in occupancy. [IDOT for state highway's, MCDOT for county highway's or Road Commissioner for township roads]**
- **Lease agreement (signed by all parties)**
- **FAA letter - determination of no hazard to air navigation (if applicable)**
- **FCC letter - antenna structure registration (if applicable)**
- **FCC letter - authorization for signal**
- **ICC letter - certificate of service authority**
- Copy of app'd Conditional Use if tower exceeds the height requirements within the Telecommunication Ordinance

### CO-LOCATION ON EXISTING TOWERS & THEIR EQUIPMENT/PLATFORMS

- A completed Permit Application.
- A Site Plan showing lot dimensions, structures and the proposed construction with setbacks for zoning purposes. **YOU MAY USE A COPY OF THE PLAT OF SURVEY.**
- A Current Plat of Survey.
- Three sets of the Building Plans/Platform signed and sealed by an Illinois Licensed Architect or Structural Engineer.
- Commercial/Industrial Plan Review Information Form. (Not required if plans have the same data.)
- **A nonrefundable Review Fee must be paid at the time of application. Cash or Check Only.**
- **An access permit or sign off is required from the appropriate road district. [IDOT for state highway's, MCDOT for county highway's or Township Road Commissioner for township roads] (ONLY IF A NEW DRIVEWAY IS PROPOSED)**
- **Lease agreement between the property owner and the owner of the tower regarding the co-location (signed by all parties)**
- **FAA letter if height of tower is to be increased - determination of no hazard to air navigation (if applicable)**
- **FCC letter if height of tower is to be increased - antenna structure registration (if applicable)**
- **FCC letter if new company is co-locating - authorization for signal**
- **ICC letter if new company is co-locating - certificate of service authority**
- **Structural Analysis of the existing tower for the add'l antenna's by an IL Registered Architect of Structural Engineer**
  - **This department will forward one of your plans to the local Fire Protection District.**
  - **Applicant/owner will be responsible to adhering to the McHenry County Stormwater Ordinance which may require additional information and a stormwater permit**

**PERMIT APPLICATION FOR NEW COMMERCIAL/INDUSTRIAL OR ADDITIONS**

<b>OWNER INFORMATION:</b>  Name _____  Address _____  City, St, Zip _____  Daytime Phone _____	<b>CONTRACTOR INFORMATION:</b>  Name _____  Address _____  City, St, Zip _____  Phone _____
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<b>PARCEL INFORMATION:</b>	
Address _____	
City _____ Zip _____	Property Phone: _____ <small>(If Applicable)</small>
Parcel/Tax Number _____	
Lot _____ Block _____	Unit _____
Subdivision _____	

Mail Permit To: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Pickup Construction: <input type="checkbox"/> New <input type="checkbox"/> Addition Building: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial Building Type: <input type="checkbox"/> Private <input type="checkbox"/> Public	Intended Use: _____ Number of Stories: _____ Number of Rooms/Offices: _____ Bathrooms: _____
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Electrical Wiring? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of Heat <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Water Central Air? <input type="checkbox"/> Yes <input type="checkbox"/> No # of Fireplaces and/or Woodburning Stoves _____ Chimney Type: _____	Amps 100 _____ 200 _____ 4000 _____ 800 _____ Other _____ Wall Type: _____ Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Total # of Plumbing Fixtures: _____ Sink _____ Toilets _____ Tubs _____ Showers _____ Misc. _____ Floor Drains _____ Hose Bibbs _____ DW _____
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Wrecking: <input type="checkbox"/> Yes <input type="checkbox"/> No New Siding: <input type="checkbox"/> Yes <input type="checkbox"/> No	New Foundation: <input type="checkbox"/> Yes <input type="checkbox"/> No Fencing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater Review: <input type="checkbox"/> Yes <input type="checkbox"/> No Red Tag: <input type="checkbox"/> Yes <input type="checkbox"/> No
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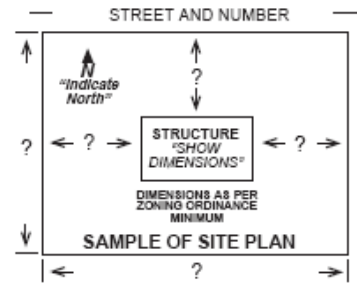
Roofers Name: _____ Roofers License #: _____ Electrician: _____ Excavator: _____ Concrete Contractor: _____	Architect: _____ Stormwater Engineer: _____ HVAC Contractor: _____ Plumber: _____ Plumber License#: _____ Plumber Registration#: _____
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Square Footage of Work Covered by This Permit: _____
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Approximate Value of Work Covered by This Permit: _____
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# SITE PLAN

- Parcel stakes *must* be visible
- Show *all* structures existing on parcel at present time (incl. well & septic)
- Note if your facility is *existing* or *proposed*
- Note parcel size and building location
- Indicate *north* direction
- Indicate *all* adjacent roads/streets (both improved & unimproved)



***ALL SETBACKS ARE MEASURED FROM THE OVERHANG TO THE PROPERTY LINE!***

*SKETCH YOUR SITE PLAN BELOW - SUPPLY COMPLETE INFORMATION  
LOCATE BUILDINGS ON PARCEL BY DIMENSIONS TO PARCEL LINES - NOTE ABOVE SKETCH*

***NOTE:*** FRAUDULANT MISREPRESENTATIONS ON THE SITE PLAN MAY RESULT IN FORFEITURE OF ANY PERMIT ISSUED BY MCHENRY COUNTY PURSUANT TO A REVIEW OF THE APPLICATION.

**NO INSPECTIONS UNTIL CULVERT IS INSTALLED AND ACCESS TO SITE IS AVAILABLE**

P.I.N. \_\_\_\_\_ PERMIT # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

LOT/S # \_\_\_\_\_ BLOCK # \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ UNIT # \_\_\_\_\_

ADDRESS \_\_\_\_\_

0102PLANFORM COUNTY - 0308