



1839

JERSEY COUNTY, ILLINOIS

WIRELESS COMMUNICATION TOWERS & CO-LOCATION CHECKLIST

Requirements to submit for review:

- Completed application form for new construction/co-location on existing structure. (all applications are required to have the owner's signature or a notarized authorization form signed by the owner of the property to submit the permit).
- Non-refundable Application Fee in the amount of \$500.00, made payable to "Jersey County" (refer to Fee Schedule for permit fee);
- Include a grid map that shows the location of all existing cellular antenna towers that indicates the general position of proposed construction sites for new cellular antenna towers within an area that includes all of the county's jurisdiction; and a one-half mile (1/2) area outside of the boundaries of incorporated municipalities, if that area contains existing or proposed construction sites for cellular antenna towers;
- Provide 2 *recorded* copies of the plat of survey accurately showing the proposed lease area, locations of proposed new tower and all equipment pad, shelter, cabinet, fencing and access road locations. (This is also required for all of the existing when new antennas/equipment is being added to an existing site/tower). The survey must include the legal description signed and sealed by a registered Illinois Land Surveyor;
- Provide 2 copies of constructions plans **meeting and reflecting the current building codes** including structural calculations, signed and sealed by a registered Illinois architect or structural engineer. In addition, if a new prefabricated equipment shelter is also proposed, 1 set of the manufacturer's construction drawings and specifications are required, also signed and sealed by a registered Illinois architect or structural engineer. (The drawings may be stamped by either a PE or architect, however, a current structural analysis of the tower is required for each submittal as well and must be stamped by a registered Illinois architect or structural engineer.);
- Provide 1 copy of cut sheets for any proposed equipment cabinets;
- Provide 1 copy of cut sheets for the proposed antenna if not already included in the plans;
- Include in any contract with an owner of property upon which a cellular antenna tower is to be constructed, a provision that specifies, in case of abandonment, a method that the utility will follow in dismantling and removing a cellular antenna including a timetable for removal;
- Original of the geotechnical investigation report, signed and sealed by a professional engineer licensed in Illinois, that includes the boring logs and foundation design recommendations;
- A written report, prepared by a professional engineer or land surveyor, of findings as to the proximity of the proposed site to a flood hazard area;
- Clear directions from the county seat to the proposed site;
- Copy of lease or sales agreement for the property on which the tower is proposed to be located;
- Provide a copy of a Trust Disclosure for properties in a trust;

Requirements to submit prior to County Board Approval:

- Submitting a list of property owners and certified receipts or equivalent mail service receipts that every person who, according to the records of the Supervisor of Assessments, owns property within five hundred (500) feet or property contiguous to the site where the tower is proposed to be constructed, has been:
 1. Notified by certified mail, return receipt requested, for the proposed construction which notice shall include a map of the location of the tower;
 2. Given the name, address, and telephone number of the company responsible for the construction of the tower;
 3. Given the name, address, and telephone number of the governmental entity authorized to issue the building permit, and the location of the tower;
- A copy of the notice that the Chairman of the County Board and its members have been notified, in writing, of the proposed construction and a map of the proposed location;
- A copy of the notice that the State Representative and the State Senator of the district in which the proposed tower is to be constructed have been notified, in writing, of the proposed construction; and a map of the proposed location;
- A statement that:
 1. A written notice, stating that “[Name of Applicant] proposes to construct a telecommunications tower on this site” and including the addresses and telephone numbers of the applicant and the governmental entity authorized to issue a building permit and the location of the site;
- A certification of publication that the location of the proposed construction has been published in a newspaper of general circulation in the county in which the construction is proposed and also states:
 1. The name, address and phone number of the owner(s) of the tower;
 2. Brief explanation of the construction project;
 3. The 9-1-1 address of the proposed construction location;
 4. The proposed tower’s coordinates, latitude and longitude;
 5. The required federal notice information listing the website information for the Federal Communication Commissions (FCC) application; the FAA Aeronautical study number; the Antenna Structure Registration number;
 6. The web address and registration number for environmental concerns if any person is interested in filling out a request for an Environmental Review with the Federal Communication Commissions (FCC).
- **A statement that the applicant has considered the likely effects of the installation on nearby land uses and values and has concluded that there is no more suitable location reasonably available from which adequate service to the area can be provided, and that there is no reasonably available opportunity to locate its antennas and related facilities on an existing structure, including documentation of attempts to locate its antennas and related facilities on an existing structure designed to host a multiple wireless service providers’ facilities or on an existing structure, such as telecommunications tower or other suitable structure capable of supporting the applicant’s antennas and related facilities;**
- The means of security of the cellular facility shall be identified on the development plan, i.e., chain link fencing with safety instruction signs attached.
- Provide details on the development plan as to the location, spacing, species and mature growth (trees 3” in diameter) information for all landscaping proposed.
- Statement from the entity (County Highway, Township Road, IL Dept. of Transportation or private road) that is responsible for the maintenance of the entrance road.

Project may also be subject to the county’s ordinances regulating floodplain development and stormwater drainage, soil erosion and sediment control and the permitting requirements. You can visit the website at www.jerseycountyillinois.us.