



**DEPARTMENT OF
PLANNING & ZONING**

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Permits: (410) 758-4088

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Telecommunications Permit Worksheet

All information requested below is applicable and required by County Code.

A. Subject Property

Street Address: _____ City: _____ State: _____ Zip code: _____

Tax Acct #: _____ Tax Map #: _____ Block: _____ Parcel: _____ Lots: _____

B. Property Owner

Name: _____ Phone #: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip code: _____

C. Tower Owner

Name: _____ Phone #: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip code: _____

D. Service Provider

Company Name: _____

Phone #: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip code: _____

E. Tower Information Found on [QAC Telecommunication Infrastructure Viewer](#) (Click on tower location to see details)

Conditional Use Approval #: _____ Approved Tower Height: _____

Height of Tower: _____ Year Constructed: _____ Type of Tower: _____

Tower Latitude: _____ Tower Longitude: _____

State Plane Coordinates: _____

F. Scope of Work

Reason for Work (Upgrade, Repair, etc.): _____

of Antennas/Devices Proposed: _____

of Antennas/Devices Being Removed: _____

Antenna/Device Type: _____

Radio Frequency Parameters/Output: _____

Effective Radiated Power & Azimuth: _____

- Copy of Countywide Coverage Map without proposed devices.¹
- Copy of Countywide Coverage Map with proposed devices.
- Copy of Countywide Coverage Map showing service provider's existing and anticipated towers for a 5 year period.

Site Compliance

- Copy of site plan to demonstrate the site remains in compliance with the following:
 - Color/Building Material Existing Equipment Elevations Access
 - Landscaping Environmental Features Site Layout
- Copy of Radio Frequency Study signed by RF Engineer to demonstrate no interference with QAC Emergency Services communication equipment at ground level.²
- Copy of Structural Capacity Study signed by RF Engineer to demonstrate the tower can accommodate the proposed scope of work.
- Proof of FAA compliance. Found on [FCC Antenna Structure Registration](#)
- Proof of FCC compliance. Found on [FAA Archived Cases](#)

Agreements

- Copy of Lease Agreement between the property owner and tower owner with right to enter property.³
- Copy of Lease Agreement between tower owner and service provider above.³
- Copy of Work Order/Agreement between service the service provider and install contractor.⁴

Notes:

¹ Existing coverage area can typically be found at service provider’s website – Copy & submit at least a 5-mile area around subject property.

² At minimum, a letter signed by the RF Engineer must be submitted.

³ Redacted, if necessary

⁴ If applicable; Redacted if necessary