

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

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

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 _____

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: _____



SITE PLAN APPLICANT CHECKLIST

Every application for a building permit or agricultural exempt structure construction card must be accompanied by a site plan. The purpose of this form is to inform applicants of the requirements for the site plan. If the information described in the Submittal Checklist is not provided on the site plan, the permit application may be rejected. The information is provided for the applicant's general information. This checklist does not restrict staff's ability to require additional information, as appropriate, based on the permit and site conditions. If a Stormwater Management Permit is required or if the site plan must be reviewed by the Staff Plat Review Committee, a more detailed site plan may be required.

Staff will review the site plan to ensure that the project complies with the County's adopted Unified Development Ordinance and Stormwater Management Ordinance. Applicants are ultimately responsible for ensuring that their development complies with these regulations, which are available on the County's website: www.co.mchenry.il.us/PlanDevOrdinances.

SUBMITTAL CHECKLIST (if the information is not provided, the permit application may be rejected)

- The site plan may, but is not required to, be drawn on the back of this form. The site plan may also be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: www.mchenrycountygis.org/planning.
- The site plan should be drawn to scale (such as one inch equals 30 feet).
- The following information, as appropriate to your project, should be represented on the site plan:
 1. Lot lines and lot dimensions.
 2. Parcel size (acres or square feet).
 3. A graphic scale bar or narrative scale (such as one inch equals 50 feet) and a north arrow.
 4. Adjacent road rights-of-way and platted but unbuilt road rights-of-way with road names labeled.
 5. Existing and proposed easements.
 6. Existing structures, sidewalks, access roads, driveways, parking areas, retaining walls, seawalls, piers, etc.
 7. Proposed new or modified structures, access roads, driveways, parking areas, retaining walls, seawalls, piers, and berms with dimensions.
 8. Existing and proposed well(s) and septic systems.
 9. Existing and proposed utilities, equipment, culverts, landscaping, ponds, and creeks.
 10. Limits of land disturbance for construction, including grading, spoil piles, spoil re-spread areas.
 11. Soil erosion and sediment control measures.
 12. Measured setbacks from new or modified structures (measured to building walls) to lot lines, wells and septic fields, and existing structures.
 13. Measured setbacks from areas of land disturbance to wells and septic fields.

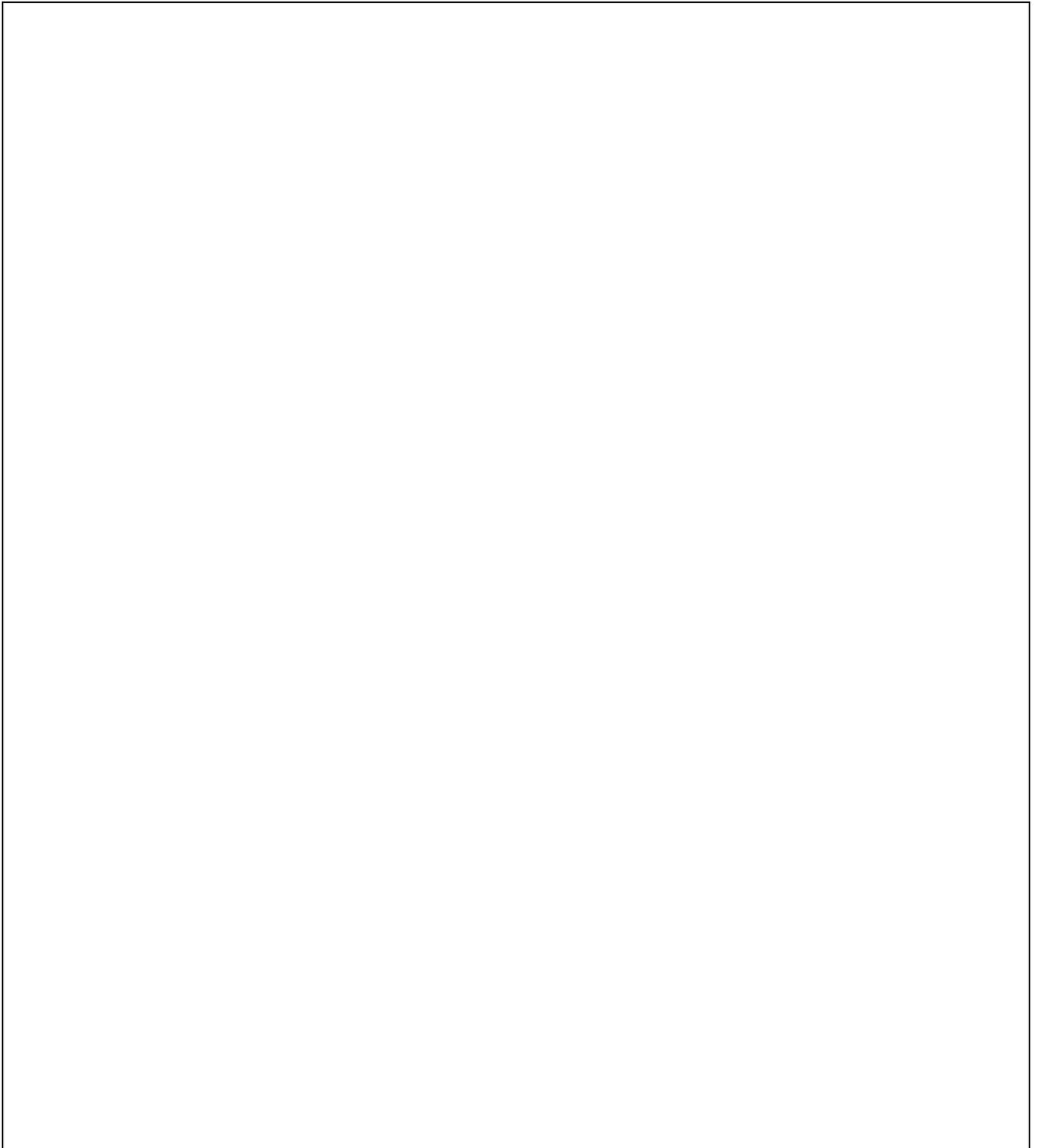
SITE PLAN

Address: _____

PIN: _____

N

(draw arrow)



Parcel Size: _____

Drawing Scale: _____

Permit # _____

(for office use only)