
**AUGUSTA COUNTY SERVICE AUTHORITY
OPERATING PROCEDURES AND POLICY MANUAL**

Approved By: Board of Directors
Effective Date: March 9, 2015

Engineering Management/Design
Policy No. 10.7
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Requests to Locate Telecommunication Equipment on Authority Property

Procedure for Requesting Antenna Location on Authority Structures

The Applicant shall submit to the Authority Engineering Department the following along with a one-time, non-refundable fee as given in the current Fee Schedule plus associated consulting fees. Plan review shall be in accordance with the Augusta County plan review process, and will incur plan review fees as given in the current Fee Schedule.

1. An application for review and site plan in accordance with the Design and Construction Standards.
2. A detailed data sheet showing the information relative to the proposed antenna site, including Effective Radiated Power (ERP), Antenna Above Ground Level (AGL), and Above Mean Sea Level (AMSL), Frequencies, Antenna type, and Antenna placement.
3. A structural analysis showing the adequacy of the existing structure to support the proposed antenna array. Such analysis must have a Virginia Professional Engineer's seal and signature.
4. Details of any equipment enclosures and/or auxiliary power supplies, fuel type of generator, grounding details, and power/Telco requirements.
5. If a new structure is proposed, that structure must have a Virginia Professional Engineer's seal and signature.
6. A written analysis of all projected impacts on Authority operations, including vehicle and personnel traffic, physical and electromagnetic interference, RF Exposure to personnel and increased exposure to damage from lightning or equipment faults.
7. Plans for minimizing the visual impact of any proposed structure.
8. Written comment from the Augusta County Community Development Department that the proposed installation meets (or can meet) all Ordinance requirements.

Review

The Authority Engineering Department will review the request and will evaluate the space on the property requested for necessary appurtenances, for the purpose of constructing, maintaining and operating antennas, connecting cables and appurtenances collectively, the antenna facilities, together with such assignable easements that the Authority may possess for vehicular and pedestrian access. Authority will also review the installation, maintenance and replacement of necessary utilities, wiring, cables and other conduits, for the construction, maintenance and operation of an accessory structure to be used in conjunction with the antenna facilities.

If the request is approved by Authority Engineering Department, an agreement will be written by Authority that clearly defines the terms and conditions under which the Authority is willing to lease the proposed site. This agreement will be contingent on the applicant meeting all Augusta County ordinance requirements.

Site Signal Testing

Applicants requesting to perform signal testing on or at the tank facility will be required to complete the Request for Authorization to Climb Tank Form.