



County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010

WIRELESS COMMUNICATION FACILITIES (WCF) APPLICATION PACKET

Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

Step 3. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- \$2,500.00 for new tower review plus postage for adjacent properties.
- A detailed Rezoning Map
- A Site Specific Development Plan OR Generalized Concept Plan

Step 4. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to both the Planning Board meeting and the Board of Commissioners meeting / public hearing:

- All adjacent property owners will be notified by certified mail return receipt.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

Step 5. Community Meeting

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application and to provide the applicant an opportunity to hear comments and concerns about the proposal as a means of resolving conflicts, where possible.

Step 6. Planning Board Meeting

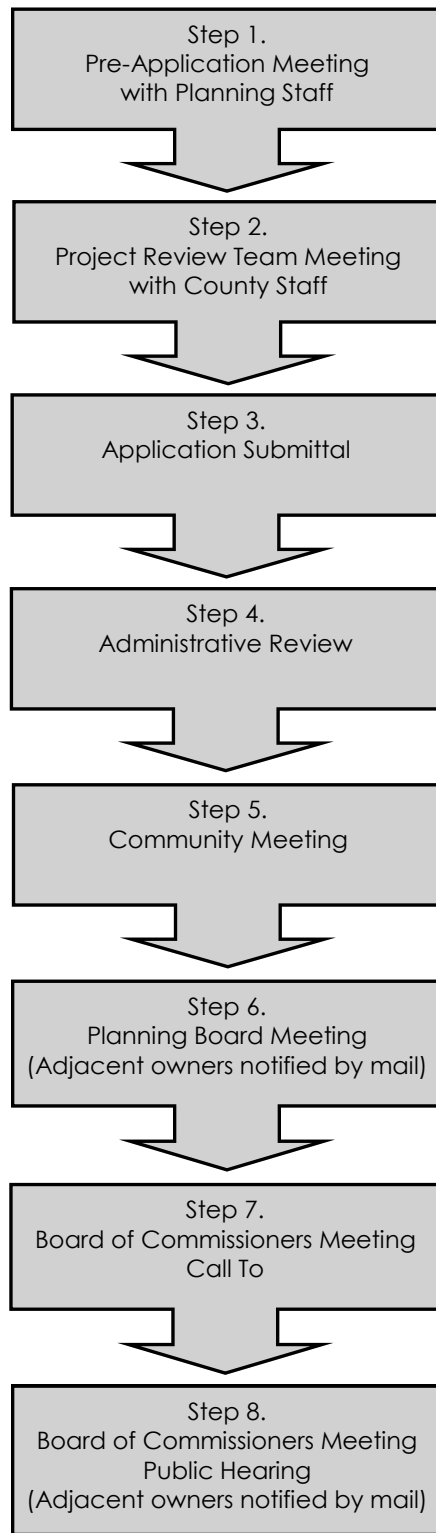
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

Step 7. Board of Commissioners Meeting—Call To

Planning Staff will present the request to the Board of Commissioners to schedule a Public Hearing. Applicants need not be present at this meeting.

Step 8. Board of Commissioners Meeting—Public Hearing

Planning Staff will present the request to the Board of Commissioners. A public hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.



Application Submittal Deadlines / Meetings

A date and location for a public hearing will be set (subject to change) once a complete application is submitted to the Planning Staff.

<u>Application Deadline</u>	<u>Planning Board Public Hearing</u>
November 17, 2025	January 1, 2026
December 22, 2025	February 5, 2026
January 19, 2026	March 5, 2026
February 16, 2026	April 2, 2026
March 23, 2026	May 7, 2026
April 20, 2026	June 4, 2026
May 18, 2026	July 2, 2026
June 22, 2026	August 6, 2026
July 20, 2026	September 3, 2026
August 17, 2026	October 1, 2026
September 21, 2026	November 5, 2026
October 19, 2026	December 3, 2026

Site Specific Development Plan

Chapter 4 Section 2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.

Community Meeting Requirements—Chapter 10, Section 10.4

1. TIMING

- i. The meeting should be held at a time of day when the maximum number of neighbors may attend, typically between the hours of 10AM and 8PM.
- ii. The meeting shall take place no less than ten days before the application is to be initially considered by the Planning Board.
- iii. There is nothing limiting the conduct of more than one community meeting provided they are all conducted at least ten days prior to the initial consideration of the application by the Planning Board.

2. FORM

- i. The community meeting can take the form of a meeting or gathering between the applicant, or the applicant's representative, and landowners or other interested parties.
- ii. Multiple meetings may take place, but advance notification for each meeting shall be provided in accordance with Section 10.4.C.4, Notification.

3. LOCATION

- i. The neighborhood information meeting shall take place in a location open to the general public or a community space as close as possible to the site where development is proposed.
- ii. In the event no public or community space is suitable, the meeting may take place at another County-owned site, subject to a prior reservation made by the applicant.

4. NOTIFICATION

- i. The applicant shall provide notification of the community meeting via certified mail, return receipt requested, to all landowners and occupants abutting the subject site where development is proposed.
- ii. Mailed notice shall also be provided to each home owner's association, if applicable, responsible for lands abutting the subject site where development is proposed.
- iii. Mailed notice shall be provided no less than ten days prior to the date of the community meeting.

5. INFORMATION PROVIDED

The applicant shall provide the following in the community meeting invitation:

- i. The purpose of the meeting;
- ii. A description of the proposed development;
- iii. The time, date, and location of the meeting;
- iv. Telephone and email contact information for the applicant or applicant's representative; and
- v. Any additional information that would promote understanding of the development proposal.

6. CONDUCT OF THE MEETING

At the meeting, the applicant shall explain the development proposal and the proposed application, respond to questions and concerns attendees raise about the application, and propose ways to resolve conflicts and concerns.

Application Date:			
Address of Property:			
Applicant:			Phone:
Applicant Address:	City:	St:	Zip:
Owner:			Phone:
Owner Address:	City:	St:	Zip:
Current Zoning District:	Proposed Zoning District:		
Current Use(s):	Proposed Use(s):		
Proposed rules, regulations, condition(s) for the proposed district that address the impacts expected to be generated by the development or use of the site: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
Statement of reasonableness of the proposed conditional zoning. The statement shall include, but not be limited to the following: <ol style="list-style-type: none"> 1. The size, physical conditions, and other attributes of the area proposed to be rezoned; 2. The benefits and detriments to the landowners, the neighbors, and the surrounding community; 3. The relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment; 4. Why the action being requested is in the public interest; 5. Any changed conditions warranting the amendment. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			

Approximate completion time for the project:

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests or information as designated by the County of Moore Zoning Administrator. If Applicant is not owner of property or has joint ownership must provide notarized statement of acknowledgement of submittal.

Applicant/Owner Signature

Date

Applicant/Owner Signature

Date

Office Use Only:

PAR ID: _____

Received By

Date



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WIRELESS COMMUNICATION FACILITIES (WCF) FREESTANDING NON-CONCEALED

Applicant Information

Applicant Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

Applicant Classification: ☐ Commercial Wireless Provider ☐ Governmental User ☐ Private Business User

Is this a joint application by two or more wireless service providers? ☐ YES ☐ NO

If this is a joint application, please attach contact information for each additional applicant.

Parcel Information

ParlD #: _____ Zoning District: _____

Address: _____ City: _____ State: _____ Zip: _____

Landowner Information

Landowner Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

WCF Owner Information

Owner Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

WCF Facility Information

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

Latitude: _____ Longitude: _____

Support structure height: _____ Ground elevation (ASML): _____

Support structure description: ☐ Monopole ☐ Rooftop ☐ Self Supporting Lattice Tower ☐ Guyed Tower ☐ Other

Additional co-locations available? ☐ YES ☐ NO

Number of co-location slots available: _____



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- Building Permit Required. Prior to installation or modification exceeding the scope of routine maintenance, all wireless communications facilities shall receive a building permit in accordance with the requirements in this Ordinance.
- Compliance With Federal and State Regulations. All wireless communication facilities shall comply with or exceed current standards and regulations of the Federal Aviation Administration (FAA), the Federal Communications Commission (FCC), and any other agency of the federal government that regulates wireless communications facilities. In addition to federal requirements, all wireless communication facilities shall comply with or exceed current standards and regulations of the State of North Carolina pertaining to telecommunications facilities NCGS Sections 160D930 through 160D-934.
- Interference. No wireless communication facility shall disturb, diminish, or interfere with public safety, radio, television, or other wireless telecommunications signals in accordance with FCC requirements.
- Structurally Sound. Evidence from a professional engineer that all elements of a telecommunication facility shall demonstrate, to the satisfaction of the County, that the equipment and the structure supporting the equipment is structurally sound and can accommodate the proposed equipment and appurtenances.
- Sight Distance at Intersections. All elements of a wireless communication facility shall be located outside of, and shall in no way obstruct, required sight distance triangles. This requirement shall apply to existing streets as well as to future street intersections that have been designed or where right-of-way is currently being protected by the State.
- Accessory Equipment. Accessory equipment, including any buildings, cabinets, or shelters, shall be used only for the purposes of housing telecommunications equipment and other supplies in direct support of the operation of the wireless communications facility. Any equipment or materials not used in direct support of such operation shall not be stored on the site.
- Obstruction Lighting. Lighting of a wireless communications facility shall be limited to that required for compliance with FAA minimum standards. Any lighting required by the FAA must be of the minimum intensity and number of flashes per minute (i.e., the longest duration between flashes) allowable by the FAA. Nighttime strobing or flashing lights are prohibited, unless required by the FAA.
- Liability Insurance.
 - i. The permit holder for wireless communications facilities shall secure and at all times maintain public liability insurance for personal injuries, death, and property damage, and umbrella insurance coverage, until the tower is removed from the site, in amounts as set forth below
 - 01. Commercial general liability covering personal injuries, death, and property damage: \$1,000,000 per occurrence/\$2,000,000 aggregate;
 - 02. Automobile coverage: \$1,000,000 per occurrence/\$2,000,000 aggregate; and
 - 03. Worker's compensation and disability: statutory amounts.
 - ii. The commercial general liability insurance policy shall specifically include the County and consultants as an additional named insured.
 - iii. The insurance policies shall be issued by an agent or representative of an insurance company licensed to do business in the state and with a Best's rating of at least A.
 - iv. The insurance policies shall contain an endorsement obligating the insurance company to furnish the County with at least 30 days' prior written notice in advance of the cancellation of the insurance.
 - v. Renewal or replacement policies or certificates shall be delivered to the County at least 15 days before the expiration of the insurance that such policies are to renew or replace.
 - vi. Before construction of a permitted wireless communications facility is initiated, but in no case later than 15 days after issuance of the zoning permit, the permit holder shall deliver to the County a copy of each of the policies or certificates representing the insurance in the required amounts.
- Method of Attachment. Evidence from a professional engineer licensed in the State of North Carolina that the proposed collocation meets the applicable State and local building and fire code requirements.



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- | | |
|---|--|
| <input type="checkbox"/> US Fish and Wildlife Service submitted information, if applicable. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> National Environmental Policy Act (NEPA) checklist, if applicable. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> State Historic Preservation Office (SHPO) letter, if applicable. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Federal Aviation Administration (FAA) approval, if applicable. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

ENDORSEMENT

All wireless communication facilities shall comply with or exceed current standards and regulations of the Federal Aviation Administration (FAA), the Federal Communications Commission (FCC), and any other agency of the federal government that regulates wireless communications facilities. In addition to federal requirements, all wireless communication facilities shall comply with or exceed current standards and regulations of the State of North Carolina pertaining to telecommunications facilities NCGS Sections 160D-930 through 160D-934.

The applicant certifies that all statements, certifications, and representations supplied in this application are true and correct and that the person signing this application is duly authorized to execute this application and otherwise to act on the applicant's behalf with respect thereto:

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests or information as designated by the County of Moore Zoning Administrator. If Applicant is not owner of property or has joint ownership must provide notarized statement of acknowledgement of submittal.

Applicant/Owner Signature

Date

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