

**DEPARTMENT OF LAND USE, GROWTH
MANAGEMENT & ENVIRONMENT**

160 Coursevall Drive
Centreville, MD 21617

Telephone Community Planning: (410) 758-1255
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Telephone Land Use: (410) 758-1255
Fax Land Use: (410) 758-2905
Telephone Permits: (410) 758-4088
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*Queen
Anne's
County*

County Commissioners:

Eric S. Wargotz, M.D., Commission President
Courtney M. Billups, District 1
Paul L. Gunther, District 2
Gene M. Ransom III, District 3
Carol R. Fordonski, District 4

HOW TO FILE A PERMIT FOR A TOWER/ANTENNA

- **New towers require approval from the Board of Appeals prior to submitting the building permit application. See conditional use standards in Title 18 for telecommunication facilities to determine if a conditional use is required prior to applying for a building permit.**

The following information and fee is required to file a building permit application for a tower/antenna.

SITE PLANS

- The permit application must be accompanied by five (5) copies of a site plan showing location of tower & any equipment buildings.
- On existing towers show location and height of proposed new antenna (antenna height cannot exceed limit approved by Board of Appeals) and location of equipment buildings.
- Setbacks for equipment buildings 35ft minimum from the front property line; 10ft minimum from the side and rear property lines; 15ft minimum from the closest structure.

BUILDING PLANS

- 4 copies of construction drawings sealed by a Maryland licensed engineer with the following information:
- NEW ANTENNA drawings showing footing/foundation detail, method of anchoring, wind speed data.
- ANTENNA ADDITIONS detailed drawings showing the type of mounts being used, method of attachment and wind speed data for each device, provide engineering data that the tower can support the weight of the new antenna.
- EQUIPMENT BUILDINGS: modular buildings show footing /foundation detail, method of anchoring and elevations.
- A QUEEN ANNE'S COUNTY licensed electrician is required for all electrical work including low voltage. An electrician must be listed on the application.
- COMPLETED COPY of the information required under Conditional Use Procedures 18-1-95 (b) 5.
YOU MUST HAVE A COPY OF TITLE 18 TO COMPLETE THIS SECTION.

FEES

- The application for is \$130.00 (Zoning fee \$55 + Building Inspection fee \$75) for each application.

Building permit applications are available on line at www.qac.org

Contact Vivian J. Swinson at 410-758-4088 if you have any questions regarding the permit application submittal.

Contact Holly Thompkins at 410-758-1255 if you have any questions regarding the tower/antenna.