

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877

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**PRE-APPROVAL FORM FOR TELECOMMUNICATIONS FACILITY**

**1) SUBJECT PROPERTY**

Street Address or Location \_\_\_\_\_

Zone \_\_\_\_\_

**2) APPLICANT**

Business Name \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

E-mail Address \_\_\_\_\_

*For Staff Use Only*

**Planning Staff has reviewed your plans and you may now submit the following for review\*:**

*\*this signed form must be included with your submission*

Telecommunications Permit Application

Special Exception Application\*\*

Staff Approval Application\*\*

Amendment to Final Plan Application\*\*

*\*\*Followed by submittal of Telecommunications Permit Application*

Please submit the following items with the selected application above to initiate the application process:

Property Owner/Manager Approval

Pole Owner Approval, if different from Property Owner

Site Plan Showing Location

Copy of Special Exception or Site Development Approval (if applicable)

Complete Construction Drawings; including elevations (2 paper sets, 1 digital)

Antenna Specifications

Structural Engineering Report (if applicable)

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_