



## Benton County

### Telecommunications Tower Checklist

Planning Department  
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bentoncountyar.gov/county-planning/

#### IMPORTANT NOTES

- This is **NOT** an application. This is an informational and optional checklist for submitting an application. This checklist does not need to be submitted to the online portal nor to the Benton County Planning Department Staff. Whether or not this checklist is used, Staff will still require an application which can be found on our website at [bentoncountyar.gov/county-planning/applications/](http://bentoncountyar.gov/county-planning/applications/).
  - When an application is ready to be submitted, please send it to [planning@bentoncountyar.gov](mailto:planning@bentoncountyar.gov) or on our online portal at [bentoncounty.portal.iworq.net/portalhome/bentoncounty](http://bentoncounty.portal.iworq.net/portalhome/bentoncounty).
- The Planning Board reserves the right to retain professional services including legal, architectural, engineering, land surveying, and other such consulting services in appropriate circumstances to protect the health, safety, and environmental concerns. The Planning Board shall be reimbursed by the applicant for the reasonable fees and expenses of such consultants. The property owner hereby agrees to reimburse the Planning Board for third party consultant fees in accordance with §2.8 of the Benton County Planning and Development Regulations.

#### PROPERTY REFERENCE INFORMATION

Property Owner(s) Name: \_\_\_\_\_

\_\_\_\_\_

Physical Address of Property: Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

#### EXISTING TELECOMMUNICATIONS TOWER MODIFICATION CHECKLIST

- Application and notarized signature of owner of the property and the owner/operator of the easement and tower structure
- Engineered Site Plan depicting the proposed location of the antenna array. The site plan shall include:
  - A plan for the entire parcel identifying the location of the tower
  - A detail showing a dimensioned layout of the tower including the easement on which it is located
  - Construction detail of the new equipment to be installed. Planning staff will accept a product information sheet in place of a detailed drawing if specific enough
  - Meet all the requirements for a standard site plan as per Chapter VI of the [Planning and Development Regulations of Benton County](#)
- Cover letter that includes a complete written description of all new equipment being erected on an existing tower
- Engineering report or statement verifying that the addition of an antenna array will not compromise the load capacity of the existing tower if applicable
- Payment of \$200 review fee

## NEW TELECOMMUNICATIONS TOWER CHECKLIST

- Application and notarized signature of the owner of the property and the owner/operator of the easement and tower structure
- Engineered Site Plan depicting the proposed location of the antenna array. The site plan shall include:
  - A plan for the entire parcel identifying the location of the tower
  - A detail showing a dimensioned layout of the tower including the easement on which it is located
  - Construction detail of the new equipment to be installed. Planning staff will accept a product information sheet in place of a detailed drawing if specific enough
  - Meet all the requirements for a standard site plan as per Chapter VI of the [Planning and Development Regulations of Benton County](#)
- Service Agreement Forms (utilities)
- Erosion Control Plan
- Stormwater Pollution Prevention Plan
- Applicable State and Federal Permits
- Landscaping Installation & Maintenance Plan
- Hazardous Chemical Compliance Form (attached to application)
- Payment of \$200 fee
- Any additional materials as needed by Staff or Planning Board

**\*All items shall be submitted at the time of application, or the application will be rendered incomplete\***

## PUBLIC HEARING NOTIFICATION REQUIREMENTS

*Note: Planning Board review and approval is only applicable to new telecommunications towers; therefore, public hearing notifications are also only required for new telecommunications towers.*

**Public hearing notifications are to be provided after the application submittal. Once the Telecommunications Tower application and information above is submitted, Benton County Planning Staff will give more information about what the requirements are for public hearing notifications. Simplified, our notification requirements are as follows:**

- USPS certified mailers that shall be sent to all property owners within 500-feet of the property
- Post a 2-ft. by 4-ft. sign on the site