WIRELESS COMMUNICATION FACILITIES
BUILDING AND ZONING PERMIT APPLICATION

UPPER ALLEN TOWNSHIP
Community Development Department
100 Gettysburg Pike
Mechanicsburg, PA 17055
Phone: 717-766-0756  Fax: 717-796-9833
Office Hours: M-F 8:00 AM – 4:30 PM
www.uatwp.org

FOR OFFICE USE ONLY:

APP COMPLETE: □ Y □ N  RETURNED: □ Y □ N  APPROVED BY:  PERMIT #: 

Site Address: _______________________________  Parcel ID: _______________________________
Applicant Name: _______________________________  Address: _______________________________
Phone: ___________________  Fax: ___________________  Email: ___________________
Owner Name: _______________________________
Phone: ___________________  Fax: ___________________  Email: ___________________
Contractor Name: _______________________________
Phone: ___________________  Fax: ___________________  Email: ___________________
CONTRACTOR STATE ID #: ________________

Describe the proposed work in detail: __________________________________________________________
________________________________________________________
________________________________________________________

Describe the type of antenna band, etc.: __________________________________________________________
________________________________________________________
________________________________________________________

Are there accessory structures proposed? If so, describe in detail the proposed use of the building or
structure:
________________________________________________________
________________________________________________________
________________________________________________________

PARKING: Number of off-street parking spaces: Existing: _______ Proposed: _______
ADA Accessible: ________________

TYPE OF WCF: (Check One)
☐ Non-Tower WCF. Number of WCFs __________
☐ Tower-Based WCF (Outside Township ROW). Has Conditional Use Permit been Granted? ☐ Y ☐ N
☐ Pole Facility (Inside Township ROW)

Note: If the WCF is co-located on a pole, building, antenna, etc., a copy of the co-location agreement shall be provided with this application. If the WCF is to be located on private property or within the state right-of-way, the land owner must sign the application or provide an agreement/permit allowing the WCF. A copy of any agreement/permit shall be submitted with this application.
APPLICANT: PLEASE READ AND SIGN

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and all applicable codes, ordinances and regulations of Upper Allen Township. The applicant certifies that all work will be completed in accordance with all State and Federal regulations.

The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of Upper Allen Township or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the registered design professional employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the owner or the qualified applicant or a signed statement of the qualified applicant witnessed by the code official or his designee to the effect that the proposed work is authorized by the owner in fee and that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant and responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

For each review of construction plans beyond the initial review and report and one additional review, or if after the initial plan review the permit application is withdrawn, the permit applicant will be charged a plan review fee based on a per hour charge set forth by the Board of Commissioners. I certify that the code official or the code official’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

APPLICATION FEES:

- Non-Tower WCF: $500 for up to five (5) Non-Tower WCF. $100 for each Non-Tower WCF thereafter
- Tower-Based WCF (Outside Township ROW): $2,500
- Pole Facility (Inside Township ROW): $1,000

A PA State UCC fee of $4.50 is also charged to each permit requiring building. The Township reserves the right to recoup all costs beyond the initial permit fee paid by the permit holder and/or applicant.

ANNUAL ROW FEES:

- Pole Facility (Inside Township ROW): $750
- Non-Tower WCF (Inside Township ROW): $500
- Small WCF: $270

__________________________  __________________________  ____________
Signature of Applicant       Print Name                     Date

__________________________  __________________________  ____________
Signature of Owner           Print Name                     Date