

**Radio and Television Reception or Transmission Structures
Application for Administrative Approval Questionnaire**

1. Is the structure ground or roof mounted? _____
2. What are the dimensions and number of the structure(s)?: _____
3. What type of materials will be used to build the structure, and what is the color?

4. What type of screening will be used to minimize the visual impact of the structure? _____

5. Is the size and height of the structure compatible with the height and scale of the building? _____
6. Is the site and height of the structure the minimum that is necessary to conduct the transmission or reception activity? _____
7. Is the proposed structure location the least visible one that still provides adequate transmission or reception? _____
8. Is the proposed structure location one that has the least negative impact on the surrounding buildings and neighborhoods? _____
9. What alternative locations were considered for placement of the proposed structure? _____
10. Have you submitted plans (see page 3 for submission requirements)? _____
11. Is this property within a historic district? _____ If so, is this case scheduled for a hearing? _____
 - a. Old and Historic BAR Date of Approval _____
 - b. Parker-Gray BAR Date of Approval _____

If no hearing is required, has the staff of the Board of Architectural Review reviewed and approved the proposed request? _____ If yes, please attach a copy of the approval.

12. Is the property located within the Carlyle Development? _____ If so, is this case scheduled to be reviewed by the Carlyle Design Review Board?
 - a. Carlyle Design Review Board Date of Approval _____

Signature: Applicant/ Agent

Date

Roof Top Equipment Guidelines and Application Requirements

Guidelines

Rooftop equipment cabinets should be located within the building penthouse or other enclosed structure. If adequate space does not exist to place the equipment in this manner, equipment may be located on the roof or ground, if appropriate and screened from each direction.

Equipment should be clustered where possible and located near penthouse or other existing rooftop structures. Equipment should also be located in the least visible location possible.

Rooftop equipment screening should be constructed of a material similar to that of the building and should be painted to match the building or roof color.

Telecommunications antennas should be flush mounted and painted to match the existing building or roof color. The City strongly discourages sled-mounted antennas. Antennas should not extend beyond either the building parapet if attached to the building or the top of the penthouse wall if attached to the penthouse.

Submission Requirements

Each request shall be accompanied by a completed Administrative Approval Application.

Applicants must submit a total of three (3) sets of plans no smaller than 11" x 17" and no larger than 24"x 36". All sets must be to scale and must include:

- Roof plan detailing location of all existing and proposed equipment
- Elevation drawings of each building façade showing all existing and proposed equipment
- Equipment and screening details
- Photos of existing conditions

Permit Approval

Upon administrative approval of the rooftop equipment by the Department of Planning and Zoning, the applicant may be required to file a building permit with the Department of Building and Fire Code Administration prior to the installation of any equipment. The applicant should contact that department at 703-746-4200 to determine whether a building permit is required. **One stamped copy of the administratively approved plans must accompany the building permit application.**