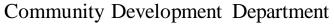
Doña Ana County





Advance Planning • Current Planning • Building Services • GIS 845 N. Motel Blvd. Las Cruces, NM 88007 (575) 647-7350 - FAX (575) 525-6131 - TTY (575) 525-5951

www.donaanacounty.org

Cell Tower Upgrade / Co-Location

Submittal of an application does not constitute acceptance for processing until the department reviews the application for accuracy and completeness. All incomplete applications will be rejected.

APPLICANT INFORMATION		
Contact Name:		
Address:		
Phone Number:	Email Address:	
	RINFORMATION	
Contractor Name:		
Address:		
City: State	: Zip Code:	
Phone: Ema	il:	
-: "	···· • • • • • • • • • • • • • • • • •	
License #: Class	Expiration: Expiration	:
SUBJECT	PROPERTY	
Parcel ID: Residential Commercial Commercial		
Address:		
Cha.		
City:		
Subdivision: Lot:	Block:	
Project Valuation:		
SIGNATORY RE	ESPONSIBILITIES	
I hereby acknowledge this application is complete and ac		that all documents
attached are true. I understand that any inaccurate or inco	mplete information provided on this app	plication may delay
the processing of this application. Furthermore, I agree to	comply with all Doña Ana County Ord	linances and State
Laws, which regulate building construction.		
D. Comment Construction Company	D-4-	
Property Owner / Contractor Signature	Date	
OFFICE USE ONLY		
Plan Check #:	Application Fee:	
Receipt Number:	Staff Member:	

REQUIRED DOCUMENTATION FOR A NEW CELL TOWER UPGRADE/ CO-LOCATION APPLICATION

- 1) **Application** Each item on this application shall be completed and all documentation required on this form shall be submitted before this application can be deemed complete.
- 2) Cover Letter (to include) point of contact and brief details describing scope of work
- 3) One (1) set of plans stamped by a New Mexico Design Professional
- 4) One (1) TIA-222 calculations stamped by a New Mexico Design Professional
- 5) Fee Permit fee is based on the project valuation
 25% Plan Review Fee due on submission, Balance due upon permit issuance
 (Payments Accepted: Check, Cash, Visa, Mastercard, or Discover)
 There is a credit card convenience fee: \$2.95 up to \$125.00 or 2.4% over \$125.00

CELL TOWER UPGRADE / CO-LOCATION PROCESS AND INSTRUCTIONS

30 day review application process

Staff Member / Department Review

The staff member assigned will review the documentation provided to ensure a complete application was received in order to complete the application review. The staff member will inform you if missing documentation is required to begin processing. The application will be placed on hold until the required documentation is received.

Additional Department Agency Reviews

Application will be forwarded to the Planning and Building Services Division. The department will contact the point of contact listed if additional information is required for permit approval.

Final Approval / Permit Issuance

Staff member will prepare the permit card and form for permit issuance and your New Mexico licensed contractor will be required to appear in person with the proper identification to pick up the permit prior to construction. This must take place within 180 days of approval or the application will be considered void.