



APPLICATION FOR TEMPORARY TOWER AUTHORIZATION

Incomplete Applications will be returned

All Applications Must Include the Following:

- Application:** Fill out the attached application form completely.
- Fees:** All applicable fees. Check or Cash only, we do not process credit cards.
- Site Plan:** Submit a complete site plan (see page two).
- Authorization Criteria:** The applicant must address the authorization criteria (see page two)
- Easements:** If the subject property is not adjacent to a public road, please include a copy of the easement granting you legal access to the property.
- Proof of Ownership:** A copy of the deed, lease, or contract for deed as proof of ownership. This may be obtained from the Albany County Real Estate Office (located within the Courthouse).
- Memorandum of Lease:** A copy of Memorandum of Lease of the property for temporary tower(s).

APPLICANT/OWNER INFORMATION

Applicant								
Mailing Address								
City				ST			ZIP	
Phone			Cell			Email		

Owner					Address				
City				ST			ZIP		

NOTE: All correspondence will be sent to applicant.

Site Address/Location								
City				ST			ZIP	

GPS Coordinates of the Proposed Tower	Latitude			Longitude		
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FOR OFFICE USE ONLY:

MT-	-	GPS COORDINATES				CHECK#	
PIN #	05-	ZONING:				RECEIPT#	
SITE ADDRESS						RECEIVED	
MAP REFERENCE	T-	R-	S-	Q-	of	APPROVAL DATE	

SITE PLAN REQUIREMENTS

You must include all of the following items

Please attach a site plan (no larger than 11"x17")

- Show the lot or parcel where the tower(s) will be located.
- Location of site(s) – quarter quarter of section and GPS coordinates within 10 meters.
- Indicate adjacent roads and their names.
- Vehicle access route to the site.
- Location of buildings/other structures within 1,000 feet of site.
- North Arrow

AUTHORIZATION CRITERIA

Address each of the following items in a narrative:

1. The proposed towers will be placed for a period of twenty-four months or less.
2. The height of the tower will be less than two hundred feet.
3. The tower location will be at least 1,000 feet from any residence unless the residents sign a document indicating no objections to the tower in the proposed location.
4. The tower shall be made more visible to low-flying aircraft if the tower exceeds seventy feet. At least thirty feet of the uppermost portion of the tower shall be alternating sections of red and white colored structure.
5. The impact to the site shall be minimal with no permanent fixtures.
6. The applicant shall notify the Albany County Planning Department when the temporary tower will be installed and when it has been removed.

APPLICATION SIGNATURES AND ACCESS PERMISSION

Right to ingress property for assessment, evaluation and inspections.

I hereby grant authorized Albany County Personnel the right to enter onto this said land for any and all inspection purposes necessary to exercise this permit. I certify, to the best of my knowledge, that all information submitted with this application is true and correct.

Owner Signature:		Date:	
Applicant Signature:		Date:	

PLEASE REVIEW THIS APPLICATION CAREFULLY TO BE SURE THAT ALL QUESTIONS ARE ANSWERED. THE PLANNING OFFICE STAFF IS AVAILABLE TO ASSIST WITH ANY QUESTIONS OR PROBLEMS THAT YOU MAY HAVE.