



# Baltimore County Office of Information Technology

## Existing Tenant Technical Application for Antenna Site Modification

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This section is for BC use only:  
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AT #: \_\_\_\_\_ Date Received: \_\_\_\_\_ (mm/dd/yyyy) County Site Name: \_\_\_\_\_  
=====

Contractor Company: \_\_\_\_\_ Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Contractor (PCC): \_\_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Contractor Site Name: \_\_\_\_\_ Site Number: \_\_\_\_\_

Site Address: \_\_\_\_\_

Latitude (NAD83): \_\_\_\_\_ Longitude (NAD83): \_\_\_\_\_

FAA Max Height: \_\_\_\_\_ (Feet) Structure Height: \_\_\_\_\_ (Feet)

City: \_\_\_\_\_ County: \_\_\_\_\_ Ownership:  County  Private  
=====

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)

Agency / Municipality or Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Email Address: \_\_\_\_\_  
=====

**Modification:**  Utility Upgrade (Ground Cabling)  Shelter/Cabinet  Tower Structure  Water Structure

### Brief Explanation for Application:

**Equipment and Space Entitlements****Date of Most Recent Agreement**

\_\_/\_\_/\_\_\_\_ (mm/dd/yyyy)

	<b>Total Sectors</b>	<b>Panels/ Antennas</b>	<b>Feedlines/ Cables ( ½" or below in diameter)</b>	<b>Feedlines/ Cables (Above ½" in diameter)</b>	<b>Ground Space (Sq. ft.)</b>
<b>Total Current County Approved</b>					
<b>Total Installed</b>					
<b>Total Planned</b>					



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(You may duplicate this page as needed to provide specifications for all antennas and related equipment.)

<b>MOUNTING DETAILS</b>	<b>ANTENNA # __</b>	<b>ANTENNA # __</b>	<b>ANTENNA # __</b>	<b>ANTENNA # __</b>
Sector number				
Base of mount AGL (feet)				
Base of antenna AGL (feet)				
Antenna tip height (feet)				
Clearance above antenna (feet)				
Clearance below antenna (feet)				
Total vertical space (feet)				
Tower leg				
Orientation from North				
<b>ANTENNA DETAILS</b>				
Manufacturer				
Model Part #				
Gain (db)				
Length				
Weight				
Wind Load (sq ft)				
<b>ANTENNA MOUNT/STAND-OFF</b>				
Manufacturer				
Model/Part #				
Stand-off size (feet)				
Mount size (vertical)				
Mount Weight				
<b>CABLES/WAVE GUIDES</b>				
Manufacturer				
Type				
Size				
<b>RF DETAILS</b>				
Call Sign				
TX Frequency				
RX Frequency				
Emission Designator				
<b>CHECK WITH AN "X" ONLY ONE OF THE FOLLOWING CIRCUMSTANCES AS IT APPLIES TO EACH ANTENNA:</b>				
<b>Additional Equipment</b>				
<b>Replacement Equipment</b>				
<b>Unchanged Existing Equipment</b>				
<b>Future Install (Fee active now)</b>				

**Other Equipment Not Listed Above (Describe):**



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### IMPORTANT INFORMATION

Baltimore County Cell Tower managers are authorized to reject any application as incomplete if it is deemed as such upon its receipt and/or review. The applicant will be promptly notified of the application's incomplete status. If six (6) months or more have passed from the date of placement in an "Incomplete" status, and a Cell Tower approved extension has not been requested by the applicant and obtained, the application may be rejected based on the fact that technical information submitted at least six months prior may be considered unreliable by the Cell Tower managers. An applicant may request an extension at least one month prior to the conclusion of any six (6) month "Incomplete" status period, with a written request and explanation for same to [celltower@baltimorecountymd.gov](mailto:celltower@baltimorecountymd.gov). Approval for an extension is at the discretion of Baltimore County Cell Tower management. Once an application has been rejected as incomplete, either at the time of its receipt by Cell Tower managers, or on the grounds that it has become outdated or inaccurate due to the passage of time, the applicant is permitted to re-enter the Cell Tower process by submitting a new and complete application.

Space on Baltimore County Towers and Facilities is premium. The goal of Electronic Services is to create a ubiquitous wireless communications system to serve the public safety community, including local government and state and federal agencies. The priority of the system is to provide public safety communications. Occupancy of space is subject to revocation if the needs of Baltimore County Public Safety Communications require the use of previously assigned space. Existing users will be notified in advance if the needs and safety of Baltimore County Public Safety Communications preempts their use of space.

#### **Priority Ranking System:**

1. Baltimore County Public Safety Communications
2. State Public Safety Communications, Federal Public Safety Communications
3. County Non-Public Safety
4. State Non-Public Safety, Federal Non-Public Safety
5. Commercial Services that directly support Public Safety Communications
6. User not defined above

#### **Comments or Special Conditions:**