



# CITY OF FREDERICKSBURG ANTENNA STRUCTURES PERMIT APPLICATION

(For Antennas Attached to Telecommunications Towers or Other  
Accessory Structures)

**Issued to:** \_\_\_\_\_  
(Applicant Name) (Telephone)  
\_\_\_\_\_  
(Business Name)

**Location:** \_\_\_\_\_  
*Please attach a plat of the property (available from the Real Estate Division of the Commissioner of the Revenue's Office, Room 107, City Hall, 715 Princess Anne Street, Fredericksburg, Virginia) to this application showing the antenna location and height. **If the antenna is located within the Historic Fredericksburg District, Architectural Review Board approval may be required.***

**Type & Purpose  
Of Antenna Structure(s):** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

**Please read all the conditions listed on the back and if there are questions contact 540-372-1179. Applications for Antenna Permits should be delivered to the Office of Planning & Community Development, Room 209, City Hall, 715 Princess Anne Street, Fredericksburg, VA, or mailed to The City of Fredericksburg, Planning & Community Development, P.O. Box 7447, Fredericksburg, VA 22404.**

\_\_\_\_\_  
(Please do not write below this line)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Date

## Conditions of Permit

1. Satellite dish antennas shall be allowed in all zoning districts as an accessory use, but may only be erected, altered, raised, or relocated pursuant to a zoning permit issued by the Zoning Administrator.
2. Upon receipt of a complete application for zoning permit and payment of a permit fee, if any, the Zoning Administrator shall review and either grant or deny a permit based upon consideration of the following factors:
  - a. No satellite dish antenna shall be located in a front yard or in a location clearly visible from a Fredericksburg historic attraction;
  - b. Of all the locations practicably available for location of the proposed satellite dish antenna, the proposed location shall be the one that has the least negative impacts on surrounding buildings and neighborhoods and be the one least visible from nearby properties and the public right-of-way, yet still provides adequate transmission and reception;
  - c. The proposed size and height of such satellite dish antenna shall be compatible with the height and scale of adjacent buildings and shall be the minimum size and height necessary to conduct the anticipated transmission or reception activity;
  - d. Such antenna shall meet all of the requirements of this subpart (c)(2) relating to accessory structures and be landscaped or screened so as to substantially conceal it from view from nearby properties and the public right-of-way; and
  - e. No advertising, telephone numbers, pictorial designs, or other drawings shall be permitted on such antennas.
3. No satellite dish antenna within the Historic Fredericksburg District that is subject to view from a public street, right-of-way, or place shall be erected, altered, or relocated until approved by the Architectural Review Board pursuant to division 23 of this article. In considering such an application for a certificate of appropriateness, the Architectural Review Board shall apply the standards and factors set forth in division 23 of this article and subsection (c)(2) of this section.
4. Amateur radio stations properly licensed by the Federal Communications Commission or the U.S. Department of Defense shall be exempt from the provisions of this section.

## S. Zoning Permit

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### 1. General Description

The term “Zoning Permit” is the process used for review of several different application types, including:

#### **By the Zoning Administrator:**

- **Accessory Structure Permit** – A permit required for construction of any accessory structure subject to the standards in UDO Section 72-42.  
<https://www.fredericksburgva.gov/documentcenter/view/340>
- **Antenna Structure Permit** – A permit required before to ensure that proposed antennas or other structures are permitted in the zoning ordinance and that they comply with all zoning requirements in the UDO.  
<https://www.fredericksburgva.gov/Search?searchPhrase=Antenna%20Structures%20Permit%20Application&page=1&perPage=10>
- **Certificate of Zoning Use** – A document indicating that a proposed development or use complies with all zoning-related requirements in the UDO.  
<https://www.fredericksburgva.gov/documentcenter/view/345>
- **Fence/Wall Permit** – A permit required for construction of any permanent fences or walls two or more feet in height subject to the standards in UDO Section 72-56.  
<https://www.fredericksburgva.gov/documentcenter/view/7984>
- **Home Occupation Permit** – A permit required before a homeowner or renter may operate a business out of a residential dwelling, subject to the standards in UDO Section 72-42.6.D.  
<https://www.fredericksburgva.gov/documentcenter/view/9889>
- **Homestay Permit** – A permit required before a property owner can use a residence for short term lodging rental, subject to the standards in UDO Section 72-42.6.E.  
<https://www.fredericksburgva.gov/documentcenter/view/10528>
- **Temporary Use Permit** – A permit required prior to operation of a temporary use or installation of a temporary structure, subject to the standards in UDO Section 72-43.  
<https://www.fredericksburgva.gov/documentcenter/view/360>

#### **By the Development Administrator:**

- **Sign Permit** – A permit required for installation of a sign, subject to the standards in UDO Section 72-59.  
<https://www.fredericksburgva.gov/documentcenter/view/357>

#### **By the Stormwater Administrator:**

- **Land Disturbance Permit** – A permit required for all development located in the Chesapeake Bay Preservation Overlay District (CBPO) that will disturb 2,500 square feet or more of ground area in Resource Management Areas or 10,000 square feet or more in all other areas, subject to the standards in UDO Section 72-34.5.  
<https://www.fredericksburgva.gov/documentcenter/view/7078>

## 2. Review Procedure

- a. Applicant submits an application and fee to the office of the Zoning Administrator, Development Administrator, or Stormwater Administrator, as appropriate.
- b. The Administrator reviews the application for UDO compliance within 15 days.
- c. The Administrator may approve, approve with conditions, or deny the application.
- d. Decisions of the Zoning Administrator may be appealed to the Board of Zoning Appeals within 30 days of the decision date in accordance with Code of Virginia Section 15.2-2311.

## 3. Things to Know

### Certificates of Zoning Use

Certificates of Zoning Use are required for all forms of development, a new use, change in use, change in ownership (prior to obtaining a business license), or change in the business location. A Business License must be obtained from the Commissioner of Revenue before any nonresidential use begins to operate in the City.

### Home Occupation Permit

Anyone conducting a home-based business must obtain a Business License from the Commissioner of Revenue after obtaining a Home Occupation permit from the Planning Office.

### Signs

The design of signs in Historic Districts requires a Certificate of Appropriateness from the Architectural Review Board. The design of signs in the Princess Anne Gateway Corridor Overlay and Lafayette Boulevard Gateway Corridor Overlay require approval of the Development Administrator. Signs being erected, constructed, posted, painted, altered, or relocated require a sign permit. Applicants should check with the Development Administrator before modifying or adding any signage.

## 4. Submittal Requirements

Applications are available on the City's website or in the Planning Services Division and Building Services Division. Links to the applications are also available in Part 3 of this Procedures Manual.

### Process Flow Chart **Administrative Permit**

