



Doña Ana County

Community Development Department

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:	
CONTRACTOR INFORMATION		
Contractor Name:		
Address:		
City:	State:	Zip Code:
Phone:	Email:	
License #:	Classification:	Expiration:
SUBJECT PROPERTY		
Parcel ID:	Residential <input type="checkbox"/> Commercial <input type="checkbox"/>	
Address:		
City:		
Subdivision:	Lot:	Block:
Project Valuation:		
SIGNATORY RESPONSIBILITIES		

I hereby acknowledge this application is complete and accurate to the best of my knowledge and that all documents attached are true. I understand that any inaccurate or incomplete information provided on this application may delay the processing of this application. Furthermore, I agree to comply with all Doña Ana County Ordinances and State Laws, which regulate building construction.

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.