

City of Fairfax Telecommunication Facility Application Process

The following table is to help you identify which types of applications you need to submit and where to email the applications. In all cases a Zoning Permit for Non-Land Disturbance (**ZP NLD**) and Building Permit (**BLD**) are required.

Drawings should say ‘replacement’ when antennas and/or equipment are being replaced.

The processes described below do not apply to small cell antennas in the City of Fairfax right-of-way that are reviewed by the Department of Public Works through a **right-of-way license agreement and permit**.

Facility	Small Cell ¹ (colocation)	Administrative review-eligible projects ²	Telecommunication Antennae ³ (colocation on previously approved sites)	Telecommunication Tower ⁴ (new structure)
Review Timeline	60 days (may be extended by City)	60 days (may be extended by City)	90 days (may be extended by mutual agreement)	150 days (may be extended by mutual agreement)
Required Approvals	Zoning Permit for Non-Land Disturbance (ZP NLD) Building Permit (BLD) Board of Architectural Review (BAR) Certificate Bonding Agreement	Zoning Permit for Non-Land Disturbance (ZP NLD) Building Permit (BLD) Board of Architectural Review (BAR) Certificate Bonding Agreement	Zoning Permit for Non-Land Disturbance (ZP NLD) Building Permit (BLD) Board of Architectural Review (BAR) Certificate Bonding Agreement	Special Use (SU) Site Plan Zoning Permit Non- Land Disturbance (ZP NLD) Building Permit (BLD) Board of Architectural Review (BAR) Certificate Bonding Agreement
<p>¹ Small cell requirements: 1) no portion exceeds the permitted height of the zoning district; 2) each antenna is located inside or could fit in an enclosure of no more than 6 cubic feet in volume; and 3) all other wireless equipment associated with the facility has a cumulative volume of no more than 28 cubic feet (Code of Virginia §15.2-2316.3, 15.2-2316.4, 15.2-2316.4:1, 15.2-2316.4:2 and 15.2-2316.4:3).</p> <p>² Administrative review-eligible projects City Code Section §110-3.5.2.J.</p> <p>³ Telecommunication antennae are governed by City Code Section §110-3.5.2.J.</p> <p>⁴ Special Use (SU) approval from the City Council is required by City Code Section §110-6.7</p>				

Links to applications and how to submit applications with drawings.

- **Zoning Permit for Non-Land Disturbance (ZP NLD):** [ZP NLD application](#)
email to Zoning@fairfaxva.gov
- **Building Permit (BLD):** [BLD application](#)
email to CodeAdministration@fairfaxva.gov and email a copy of **BLD** to Zoning@fairfaxva.gov
- **Board of Architecture Review (BAR):** [BAR Application](#)
email to Zoning@fairfaxva.gov
- **Telecommunication Bonding Package:** [Telecom Bonding Package](#)
email to Zoning@fairfaxva.gov
- **Special Use (SU):** [SU application](#)
email to Zoning@fairfaxva.gov after pre-application meeting.

BAR approval is needed whenever antennas and/or equipment are visible from right-of-way.

Bonding is required prior to approval of any permit to ensure that measures can be taken by the City of Fairfax, at the applicant's expense, should he/she fail to remove the facility or its components.