

BOARD OF COMMISSIONERS

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Township Engineer

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PROCEDURE FOR SUBMISSION OF CELL TOWERS REVIEW FOR ADDITIONAL WORK:

1. PERMIT APPLICATION.
2. SUBMIT 3 SETS OF DRAWINGS, NO SMALLER THAN 11 X 14.
3. STRUCTURAL ANALYSIS, 2 SETS.
4. ESCROW OF \$4000.00 FOR PLAN REVIEW.
5. CONTACT INFORMATION FOR PLAN REVIEW PROCESS.
6. PDF COPIES VIA E-MAIL FOR PLAN REVIEW PROCESS ONLY.
7. ONCE APPROVED, 2 COMPLETED SETS OF DRAWINGS MUST BE SUBMITTED FOR SIGNATURE/CONSTRUCTION, ALONG WITH A COPY OF COST.
8. PERMIT FEE IS \$3,000 PLUS \$4 UCC CHARGE.
9. ONCE COMPLETED PLANS ARE APPROVED AND FEE PAID, PERMIT WILL BE ISSUED WITHIN 48 HOURS FOR PICK UP.
10. ONCE WORK IS COMPLETED, SUBMISSION OF SIGNED/SEALED LETTER FROM ENGINEER OF RECORD MUST BE SUBMITTED. AFTER COMPLETION, ANY REMAINING ESCROW FUNDS WILL BE RELEASED.
11. ALL CONTRACTORS MUST BE REGISTERED WITH ASTON TOWNSHIP.

PLEASE NOTE THAT THE REVIEW PROCESS TAKES A MINIMUM OF 30 BUSINESS DAYS. EACH TIME THERE IS A REVISION, THE 30 DAYS STARTS ANEW.