

# TELECOMMUNICATIONS CONDITIONAL USE PERMIT



Date Received \_\_\_\_\_

## APPLICANT INFORMATION

APPELLANT NAME (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## OWNER INFORMATION

PROPERTY OWNER (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## PROPERTY INFORMATION

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

CURRENT USE \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_

## APPLICATION PROCESS

The Chief Building Inspector renders a determination as to whether a conditional use permit for installing an antenna on an existing building, structure, tower or monopole should be issued. This determination must be made within 45 calendar days of receipt of a complete application. A decision to deny such an application may be appealed to Mayor and Council by filing a written notice of appeal within 10 calendar days of the denial. Failure to file a notice of appeal within those 10 calendar days constitutes a waiver of the applicant's right to appeal. The Mayor and Council will hold a hearing within 45 calendar days of receipt of the notice of appeal. The decision of the Mayor and Council is final.

Applications for issuance of conditional use permits for towers or monopoles are first considered by the Board of Zoning Appeals. The Board transmits a recommendation to Mayor and Council within 60 calendar days of considering a complete application. Upon receipt of the Board's re recommendation or at the expiration of the 60-day period, Mayor and Council will place the application on the next available agenda of Council for the purpose of setting a public hearing. Council shall decide to approve or deny issuance of a conditional use permit at the hearing. The decision of Mayor and Council is final.

The Board of Zoning Appeals meets at 6:00 PM on the second Monday of each month in the Mayor and Council chambers in City Hall at 3667 Main Street, College Park, Georgia 30337. Mayor and Council meet in the Mayor and Council chambers at 7:30 PM on the first and third Monday of each month.

## ZONING ORDINANCE INFORMATION

Please refer to Article XXVII-B. Telecommunications Towers and Antennas, for information regarding installation, repair, relocation, construction or maintenance of telecommunication facilities. Information concerning application requirements associated with installation of antennas, monopole towers and lattice towers is reprinted below.

## LEGAL DESCRIPTION OF PROPERTY

A property survey or metes and bounds legal description must accompany the application.

## FEES

The application fee for a conditional use permit for installation of an antenna is \$200.00. The application fee for a conditional use permit for construction of a tower or monopole is \$300.00. The fee for a variance from the standards of the Telecommunication Towers and Antennas regulations is \$200.00. In addition to the fee, the applicant shall sign a statement accepting responsibility for the full cost of a professional engineering review by an independent engineer for the purpose of assessing the need for the variance.

## QUESTIONS

The City Planner's Office offers assistance to applicants at no charge via email at [spl\\_llc@bellsouth.net](mailto:spl_llc@bellsouth.net) or by phone at 404-684-6588.

ARTICLE XXVII-B TELECOMMUNICATIONS TOWERS AND ANTENNAS SEC. 4.

General Information Checklist for Applications. **ALL APPLICATIONS** must include the following:

- Name, address and telephone number of the applicant;
- Address of building, structure, or lot to which or upon which the telecommunication facility is to be attached or erected;
- Name of the person, firm, corporation or association erecting the telecommunication facility;
- Written consent of the owner of the building, structure, or land to which or upon which the telecommunication facility is to be erected;
- A site plan showing existing vegetation to be removed from the site, and vegetation to be replanted to replace the vegetation that will be removed;
- A certified statement prepared by an engineer licensed to practice in Georgia that the installation and operation of the antenna, including reception and transmission functions, will not interfere with the usual and customary transmission or reception of radio, television, or other telecommunication service enjoyed by adjacent properties; and
- Written certification from the FAA, the FCC, and any appropriate state review authority stating that the proposed telecommunication facility complies with regulations administered by that agency or that the facility is exempt from those regulations. In particular, an applicant must submit written certification that all emissions from the antenna will comply with FCC frequency emissions standards and that the telecommunication facility has received written clearance from the FAA.

ARTICLE XXVII-B TELECOMMUNICATIONS TOWERS AND ANTENNAS SEC. 5.

**ADDITIONAL INFORMATION REQUIRED** for conditional use permits — **ANTENNAS**.

- Three (3) sets of accurately scaled drawings
- Scaled site plan
- Scaled elevation view
- Other supporting drawings, calculations, and other documentation including, but not limited to, the method of construction and attachment to the building or structure for the antenna.
- Antenna construction plans certified by an independent registered structural engineer licensed in the State of Georgia as meeting all current safety and design standards of all applicable federal, state, and city codes.

ARTICLE XXVII-B TELECOMMUNICATIONS TOWERS AND ANTENNAS SEC. 6.

**ADDITIONAL INFORMATION REQUIRED** for conditional use permits — **TOWERS**.

- Three (3) sets of accurate scale drawings
- Scaled site plan
- Scaled elevation view
- Other supporting drawings, calculations, and other documentation including, but not limited to, the method of construction and attachment to the building or structure for the antenna.
- Antenna construction plans certified by an independent registered structural engineer licensed in the State of Georgia as meeting all current safety and design standards of all applicable federal, state, and city codes.
- Tower height and design, including technical, engineering, economic, and other pertinent factors governing selection of the proposed design.
- Cross-section of the tower structure
- Total anticipated capacity of the structure, including number and types of antennas which can be accommodated;
- Evidence of structural integrity of the tower structure; and
- Failure characteristics of the tower and demonstration that site and setbacks are of adequate size to contain debris;
- An inventory of the applicant's existing telecommunication towers, antennas, or monopole towers that are either within the city or within one (1) mile of the city limits, including specific information about the location, height, and design of each tower, antenna, or monopole. The city may share such information with other applicants applying for conditional use permits under this article or other organizations seeking to locate telecommunication towers, antennas or monopoles within the city, provided, however, that the city is not, by sharing such information, representing or warranting in any way that such sites are available or suitable for telecommunication towers, antennas or monopoles;
- An inventory of existing telecommunication towers or monopoles which are owned by persons other than the applicant and are either within the city or within one mile of the city limits, including specific information about the location, height, and design of each facility. In preparing such an inventory, the applicant shall provide the following information:

- Identification of each existing facility by location, tax lot number, existing uses, and height of the facility;
- Whether such facility could structurally accommodate the proposed antenna without requiring structural changes be made to the facility. To enable the owner to respond, the applicant shall provide each such owner with the height, length, weight, and other relevant data about the proposed antenna;
- Whether each such facility could structurally accommodate the proposed antenna if structural changes were made, not including totally rebuilding the facility. If so, the owner of the facility shall specify in general terms what structural changes would be required, and the cost of such changes;
- If structurally able, whether shared use by such existing facility would be precluded for reasons related to radio frequency (RF) or electromagnetic interference. If so, the owner shall describe in general terms what changes in either the existing or proposed antenna would be required to accommodate the proposed antenna, if any; and
- If shared use is possible, the fee an owner of an existing facility would charge for such shared use. Shared use is not precluded because a reasonable fee for shared use is charged, or because of reasonable costs necessary to adapt the existing and proposed uses to a shared facility. The city may consider expert testimony to determine whether the fee and costs are reasonable. Costs exceeding the cost of development of a new telecommunication facility are presumed unreasonable.

ARTICLE XXVII-B TELECOMMUNICATIONS TOWERS AND ANTENNAS SEC. 7.

**ADDITIONAL INFORMATION REQUIRED** for conditional use permits — **MONOPOLE TOWERS**.

- Three (3) sets of accurate scale drawings
- Scaled site plan
- Scaled elevation view
- Other supporting drawings, calculations, and other documentation including, but not limited to, the method of construction and attachment to the building or structure for the antenna.
- Total anticipated capacity of the structure, including number and types of antennas which can be accommodated.

- Failure characteristics of the monopole tower and demonstration that site and setbacks are of adequate size to contain debris; and
- An inventory of the applicant's existing telecommunication towers, antennas, or monopole towers that are either within the city or within one (1) mile of the city limits, including specific information about the location, height, and design of each tower, antenna, or monopole. The city may share such information with other applicants applying for conditional use permits under this article or other organizations seeking to locate telecommunication towers, antennas or monopoles within the city, provided, however, that the city is not, by sharing such information, representing or warranting in any way that such sites are available or suitable for telecommunication towers, antennas or monopoles;
- An inventory of existing telecommunication towers, antennas, or monopoles which are owned by persons other than the applicant and are either within the city or within one (1) mile of the city limits, including specific information about the location, height, and design of each facility. In preparing such an inventory, the applicant shall provide the following information:
  - Identification of each existing facility by location, tax lot number, existing uses, and height of the facility;
  - Whether such facility could structurally accommodate the proposed antenna without requiring structural changes be made to the facility. To enable the owner to respond, the applicant shall provide each such owner with the height, length, weight, and other relevant data about the proposed antenna;
  - Whether each such facility could structurally accommodate the proposed antenna if structural changes were made, not including totally rebuilding the facility. If so, the owner of the facility shall specify in general terms what structural changes would be required;
  - If structurally able, would shared use by such existing facility be precluded for reasons related to RF or electromagnetic interference. If so, the owner shall describe in general terms what changes in either the existing or proposed antenna would be required to accommodate the proposed antenna, if any; and
  - If shared use is possible, the fee an owner of an existing facility would charge for such shared use. Shared use is not precluded because a reasonable fee for shared use is charged, or because of reasonable costs necessary to adapt the existing and proposed uses to a shared facility. The city may consider expert testimony to determine whether the fees and costs are reasonable. Costs exceeding the cost of development of a new telecommunication facility are presumed unreasonable.

APPLICANT AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who on oath deposes and says that the above is true to the best of his/her knowledge and belief:

\_\_\_\_\_  
Notary Public

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

OWNERS AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who on oath agrees with the above request and states that the information is true to the best of his/her knowledge and belief.

\_\_\_\_\_  
Notary Public

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of City Clerk

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip