



Clayton County Planning & Zoning

121 South McDonough Street
Jonesboro, GA 30236
Office: 770.477.3569 Fax: 770.473.5481
Website: www.co.clayton.ga.us

TELECOMMUNICATIONS PERMIT APPLICATION, INSTRUCTIONS & CHECKLIST

Instructions:

1. **Application:** The petitioner shall submit an application for Zoning Approval - Telecommunications Permit, an application for Building Permit, an affidavit and consent of property/tower owner (if the property/Tower owner is someone other than the petitioner), the required filing fee, and required supportive information to the Zoning Administrator.
2. **Zoning Approval:** The Zoning Administrator or his/ her designee will review the documentation for Zoning Approval – Telecommunications Permit and render a decision of approval or denial. If the application is approved, the Planning & Zoning Office will forward all documentation, including the Building Permit application to the Permits Office. If the application is denied, the Planning & Zoning Office will notify the applicant of its decision.
3. **Building Permit:** The Permits Office will review all forwarded documentation and issue the Building Permit to the Applicant. Please speak with the Permits Office for additional information.

Checklist:

Telecommunications Application: The petitioner shall submit an application for Zoning Approval - Telecommunications Permit, an application for Building Permit, an affidavit and consent of property/Tower owner (if the property/tower owner is someone other than the petitioner), the required filing fee, and required supportive information to the Zoning Administrator. Supportive information shall include, but not be limited to the following:

For Co-locations:

- Engineering.** For towers or concealed support structures, a report from a qualified independent engineer licensed in the State of Georgia documenting the following information:
 1. The location of the facility by longitude and latitude and Georgia Plan Coordinate System, ground elevation and total height in English and metric measurements;
 2. Number and type of proposed antennas and their height above ground level, including the proposed placement of antennas on the support structure; and
 3. Evidence of the structural integrity of the structure with respect to wind and ice loadings;
- FAA Determination.** A determination by the FAA regarding potential hazards to air navigation.

- Fee.** Required filing fee.

For New Towers/ Structures:

- Commitment.** A written statement of commitment to use the proposed site from at least one federally licensed wireless service provider.

- Materials.** Narrative and graphic materials, such as signal propagation plots, prepared by a radio frequency engineer clearly explaining and illustrating the proposed service provider's need for the new antenna installation. In documenting need, the applicant will address the following:
 1. The proposed site's relationship to the existing antenna network, existing towers and tall structures located within 3,000 feet of the proposed location;
 2. The required antenna height;
 3. Alternate locations as may be appropriate; and
 4. Line-of-sight diagram or photo simulation, showing the proposed Support Structure set against the skyline and viewed from at least four (4) directions within the surrounding areas.

- Structural Renderings.** Architectural renderings or simulated photographs of all proposed structures in their physical environment with particular attention to views from public streets or residential uses.

- Engineering Statement.** For towers or concealed support structures, a report from a qualified independent engineer licensed in the State of Georgia documenting the following information:
 1. The location of the facility by longitude and latitude and Georgia Plan Coordinate System, ground elevation and total height in English and metric measurements;
 2. Total anticipated capacity of new communications tower;
 3. Number and type of proposed antennas and their height above ground level, including the proposed placement of antennas on the support structure;
 4. Evidence of the structural integrity of the structure with respect to wind and ice loadings;
 5. Design characteristics that indicate the limits of falling debris in the event of catastrophic structural failure; and
 6. A scale drawing of the site and area that indicates distances to the nearest residential uses.

- Map.** A map that illustrates the proposed tower location with respect to the nearest airport.

- FAA Determination.** A determination by the FAA regarding potential hazards to air navigation.

- Statement of Co-location Feasibility.** A statement justifying why co-location is not feasible. Such statement shall include:
 1. Such technical information and other justifications as are necessary to document the reasons why co-location is not a viable option;
 2. The applicant shall provide a list of all existing structures considered as alternatives to the proposed location. The applicant shall provide a written explanation why the alternatives considered were either unacceptable or infeasible due to technical, physical, or financial reasons. If an existing tower was listed among the alternatives, applicant must specifically address why the modification of such tower is not a viable option; and
 3. A statement that the proposed support structure will be made available for co-location to other service providers at commercially reasonable rates.

- Fee.** Required filing fee.



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TELECOMMUNICATIONS PERMIT APPLICATION

<u>FOR STAFF USE ONLY</u> Project# _____ Filing Fee \$ _____ Received By: _____	<u>DATE/TIMESTAMP</u>
<u>FOR CERTIFICATION USE ONLY</u> Parcel ID # _____ Zoning District _____ Zoning Conditions _____	<u>APPROVAL GRANTED</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>COMMENTS</u>	<u>SIGNATURE</u>
	<u>DATE</u>

This telecommunications permit application is required for submittals . . .

APPLICANT AND PROPERTY/ TOWER OWNER INFORMATION

1. Applicant Name:	
Address:	
Phone #:	E-mail Address:

2. Property/Structure Owner Name:	
Address:	
Phone #:	E-mail Address:

SUBJECT PROPERTY AND TELECOMMUNICATIONS INFORMATION

4. Location of Subject Property:

5. Type of Proposed Telecommunications Facility:		If Temporary Wireless Communications Facility or New Tower/ Concealed Support Structure, identify the date that the conditional use permit was granted.
Co-location/ Attached Antennas <input type="checkbox"/> Yes	Temporary Wireless Communications Facility <input type="checkbox"/> Yes	
New Tower/ Concealed Support Structure <input type="checkbox"/> Yes		Maximum height of New Tower: feet
If Construction of New Tower, is it:		
Monopole <input type="checkbox"/> Yes	Lattice <input type="checkbox"/> Yes	
Guyed <input type="checkbox"/> Yes	Concealed Support Structure <input type="checkbox"/> Yes	Is there any accessory equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Setback from property line: feet		
Land Lot(s):	District:	Tax Parcel #:

6. Date of Installation:

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development within Clayton County, Georgia.

Signature of Applicant

Date

Printed Name of Applicant

Phone Number

AUTHORIZATION BY PROPERTY/ TOWER OWNER

I, _____ (Property or Tower Owner's Name) SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY/ TOWER OWNER AT _____ (Property Address), AS SHOWN IN THE TAX MAPS AND/OR DEED RECORDS OF CLAYTON COUNTY, GEORGIA. I hereby authorize the person(s) or entity(ies) named below to act as the applicant or agent in pursuit of the telecommunications permit requested on this property.

Name of Applicant:

Last Name:

First Name:

Address:

City:

State:

Zip Code:

TELEPHONE NUMBER

AREA CODE () Number -

Notary's Seal:

Print Name of Property or Tower Owner

Signature of Property or Tower Owner

Personally Appeared Before Me this _____ day of _____ 2_____.

Notary Signature

Date