

# City of Suwanee

## Telecommunications Tower Application Information

The follow information relates to a new Cellular Tower Permit authorization within the City of Suwanee.

A Telecommunications Tower Permit authorization must be approved by the City of Suwanee as outlined by the City of Suwanee Zoning Ordinance. This authorization is independent of any development and building permits that may be required to construct a tower or its associated facilities. Development plan approval may be submitted concurrently with a Telecommunications Tower Permit authorization. Upon authorization, the City may then issue development and/or building permits.

### **SECTION 806. Application Procedures**

806.1. Application for a development permit for any communication tower or use of an alternative tower structure shall be made to the City Administrator. An application will not be considered until it is complete. A complete application must contain the following:

- A. Inventory of Existing Sites: An inventory of the applicant's existing towers that are either within the jurisdiction of the governing authority or within two miles of the border thereof, including specific information about the location, height, and design of each tower.
- B. Site plan or plans to scale specifying the location of tower(s), guy anchors (if any), transmission building and/or other accessory uses, access, fences, landscaped areas, and adjacent land uses.
- C. Landscape plan to scale indicating size, spacing and type of plantings required in Section 804.1.G.
- D. Utilities inventory showing the locations of all water, sewage, drainage and power lines impacting the proposed tower site.
- E. A Phase I Environmental Site Assessment & Environmental Impact study/Statement fully describing the effect that the proposed tower and/or antenna will have on the environment and surrounding area, impacts on adjacent residential structures and districts, impacts on structures and sites of historic significance and impacts on streetscapes. The required report shall fully described the potential environmental concerns associated with past or current site or surrounding land use.
- F. A certified statement prepared by an engineer licensed to practice in Georgia that the construction of the tower, including reception and transmission functions, will not interfere with the usual and customary transmission or reception of radio, television, etc., service enjoyed by adjacent properties.

- G. A description of anticipated maintenance needs, including frequency of service, personnel needs, equipment needs, and traffic, noise or safety impacts of such maintenance.
- H. Report from a professional structural engineer licensed in the State of Georgia, documenting the following:
  - 1. Tower height and design, including technical, engineering, economic, and other pertinent factors governing selection of the proposed design. A cross-section of the tower structure shall be included.
  - 2. Total anticipated capacity of the structure, including number and types of antennas which can be accommodated.
  - 3. Evidence of structural integrity of the tower structure.
  - 4. Failure characteristics of the tower and demonstration that site and setbacks are of adequate size to contain debris.
- I. Written statements from the FAA, FCC and any appropriate state review authority stating that the proposed tower complies with regulations administered by that agency or that the tower is exempt from those regulations.
- J. Letter of intent to lease excess space on the tower structure and to lease additional excess land on the tower site when the shared use potential of the tower is absorbed, if structurally and technically possible.
- K. A reasonable pro rata charge may be made for shared use, consistent with an appropriate sharing of construction, financing and maintenance costs. Fees may also be charged for any structural or RF changes necessitated by such shared use. Such sharing shall be a condition for approval.
  - 1. The applicant shall describe what range of charges are reasonably expected to be assessed against shared users.
  - 2. The applicant shall base charges on Generally Accepted Accounting Principles (GAAP) and shall explain the elements included in the charge.
- L. The applicant shall quantify the additional tower capacity anticipated, including the approximate number and types of antennas. The applicant shall also describe any limitations on the ability of the tower to accommodate other uses, e.g., radio frequency interference, mass height, frequency or other characteristics. The applicant shall describe the technical options available to overcome those limitations and reasons why the technical options considered were not chosen to

be incorporated. The City Administrator shall approve those limitations if they cannot be overcome by reasonable technical means.

- M. Evidence of the lack of space on all suitable existing towers and alternative tower structures to locate the proposed antenna and of the lack of space on existing tower sites and alternative tower structures to construct a tower for the proposed antenna.
- N. Each applicant must make a good faith effort to substantially demonstrate that no existing or proposed towers can accommodate the applicant's proposed antenna/transmitter as described below:
  - 1. The applicant shall contact the owners of all existing or planned towers of a height roughly equal to or greater than the height of the tower proposed by the applicant. A list shall be provided of all owners contacted, the date of such contact, and the form and content of such contact.
  - 2. Such contact shall be made in a timely manner; that is, sufficiently before the filing of an application for a building permit to include a response into the application when filed.
    - a. Failure of a listed owner to respond shall not be relevant if a timely, good faith effort was made to obtain one. However, where an existing or planned tower is known to have capacity for additional antennas of the sort proposed, based on the decision regarding such tower, that application for a new tower shall not be complete until the owner of the existing or planned tower responds. Such response is to be required as a condition of approval.
    - b. The City Administrator shall maintain and provide, on request, records of responses from each tower owner.
    - c. Once an owner demonstrates an antenna of the sort proposed by the applicant cannot be accommodated on the owner's tower as described below, the owner need not be contacted by future applicants for antennas of the sort proposed.
  - 3. The applicant shall request the following information from each tower owner contacted:
    - a. Identification of the site by location, tax lot number, existing uses, and tower height.
    - b. Whether each such tower could structurally accommodate the antenna proposed by the applicant without requiring structural changes be made to the tower. 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.

c. Whether each such tower could structurally accommodate the proposed antenna, if structural changes were made, not including totally rebuilding the tower. If so, the owner shall specify in general terms what structural changes would be required.

d. If structurally able, would shared use of such existing tower be precluded for reasons related to RF 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 tower, if at all.

e. If shared use is possible, the fee an owner of an existing tower would charge for such shared use.

4. Shared use is not precluded simply 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 tower. The City Administrator and the Governing Body may consider expert testimony to determine whether the fee and costs are reasonable. Costs exceeding new tower development are presumed unreasonable.
- O. Applicant shall supply a site specific description and artistic renderings depicting how the tower will be camouflaged at the time of construction completion (camouflage will be consistent with existing vegetation and terrain) to overcome negative visual impact on non-industrial and residential areas.
  - P. Any other information which may be requested by the City Administrator to fully evaluate and review the application and the potential impact of a proposed tower and/or antenna.

**CITY OF SUWANEE**  
**Application/Route Sheet**  
Cellular Tower Authorization Review

Project Name \_\_\_\_\_ Date \_\_\_\_\_

Project Address/Location \_\_\_\_\_

Project Type \_\_\_\_\_

Dist., L.L., Parcel No. (include all parcel #'s) \_\_\_\_\_

Zoning \_\_\_\_\_ Acreage \_\_\_\_\_ Sewer/Septic \_\_\_\_\_

Owner/Developer \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Official Use Only

Please review the plans for this project. This form becomes an official part of any permits issued.

Approved By \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ City Engineer (LBGM, DPE or Columbia); \_\_\_\_\_

\_\_\_\_ City Planning and Inspections Department; \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Authorization

\_\_\_\_ City Planner \_\_\_\_\_ Approved By \_\_\_\_\_ Date \_\_\_\_\_