



APPLICATION FOR ADMINISTRATIVE APPROVAL OF WIRELESS TELECOMMUNICATIONS FACILITY PERMIT

Community Development Department

2 PARK PLAZA

ALPHARETTA, GA 30009

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WWW.ALPHARETTA.GA.US

INSTRUCTIONS FOR FILING WTF PERMIT APPLICATIONS

1. **Prior to submitting an application for a wireless telecommunications facilities permit, the applicant must complete a pre-application meeting.** The applicant should bring one copy of the completed submittal package with all required plans and supporting materials to the meeting.
2. Prior to submittal, please review all information supplied in this application to ensure that all spaces are filled out completely and accurately and that all required supporting materials have been provided.
3. Two full-size sets of any drawings, surveys, and any other oversized materials shall be included with the original application. The additional copies of these documents shall be submitted at a size no greater than 11" x 17" and shall each be folded to a size not to exceed 8.5" x 11".
4. All application fees must be paid at the time of submittal.

CHECK LIST FOR WTF PERMIT APPLICATIONS

*This document is provided as a resource for the applicant to assist with preparing the application submittal package. Please note that all applicable items are due at the time of application submittal. **Incomplete applications will not be accepted.***

Required Item	Number of Copies
<u>Required Of All Applicants</u>	
<input type="checkbox"/> Pre-Application Review Meeting	N/A
<input type="checkbox"/> Completed Application Form with Review Criteria	One (1) original and two (2) copies
<input type="checkbox"/> Identify WTF Owner/Operator and Wireless Provider/Carrier	
<input type="checkbox"/> Design Review Board Criteria (if applicable)	One (1) original and two (2) copies
<input type="checkbox"/> Project Description/ Letter of Intent	One (1) original and two (2) copies
<input type="checkbox"/> Narrative	One (1) original and two (2) copies
<input type="checkbox"/> Owner Authorization Form	One (1) original and two (2) copies
<input type="checkbox"/> Full-Size Site Plan with Site Plan Checklist	Two (2) originals and two (2) copies
<input type="checkbox"/> Photo Simulations and Visual Impact Analysis	One (1) original and two (2) copies
<input type="checkbox"/> Design Description and Specifications	One (1) original and two (2) copies
<input type="checkbox"/> Certification of Engineer	One (1) original and two (2) copies
May Be Required (See Following Page For Details)	
<input type="checkbox"/> Supplemental Information	One (1) original and two (2) copies
<input type="checkbox"/> Specimen Tree Survey	Two (2) originals and two (2) copies

OVERVIEW OF CHECK LIST ITEMS

Pre-Application Review Meeting

Prior to submitting an application for a wireless telecommunications facility permit, applicants must meet with a representative of the Community Development Department to review the applicant's proposal and site plan and complete a pre-application review. Pre-application review meetings are held on Wednesdays between 9:00 AM and Noon. Please call 678-297-6076 to schedule an appointment.

Application Form

The applicant is required to submit one (1) original and two (2) copies of the application form. Each copy of the application form will have attached to it a complete set of all required supporting materials (site plans, drawings, photo simulations etc.) and must be bound or stapled. The original application form and supporting materials should be unbound.

WTF Owner/Operator and Wireless Provider/Carrier

The name of the respective parties that will own, operate and be responsible for the maintenance of the proposed WTF and the name of the wireless provider and/or carrier that such WTF will serve.

Project Description/Letter of Intent

The written project description should provide a general description of the existing land use setting, existing site features, the type of wireless telecommunications facility proposed, visibility from public rights-of-way and properties with 'For-Sale' dwelling uses, concealment elements and other design features, on and off-site access, landscaping, and other components of the proposed facility. The Letter of Intent should include factual details about the proposed use and its impact on surrounding properties. The Letter of Intent should also provide the additional authorizations, if any, applicant must obtain prior to the installation, collocation or modification of the proposed facility. If any variances are requested, the Letter of Intent should clearly state the requested variances and include explanations of hardships and any other reason(s) why the subject standards cannot be met.

Narrative

The written narrative must be technically accurate and reliable, explaining the nature of the permit sought (new installation, collocation, or modification) and further state whether the applicant believes (and if so, the basis therefor) that the application or proposed WTF is subject to: (a) the provisions of 47 U.S.C. section 332(c)(7), and if so, who the entity is that will be providing personal wireless services; (b) O.C.G.A. § 36-66B-1, *et seq.* (the BILD Act), and if so, why its proposal fits each and every criteria set forth therein; and/or (c) 47 U.S.C. § 1455(a), and if so, why its proposal fits each and every criteria for a Section 6409(a) modification (See, Section 2.8.9 of UDC).

Owner Authorization

Original and notarized signatures of the property owner(s) and applicant or a notarized letter of authorization from the property owner(s), including, to the extent allowed by law, the owner of any existing support structure for any proposed attached WTF or collocation, that demonstrates knowledge and acceptance of the applicant's proposed wireless telecommunications facility and use on the subject property, are required. If a contract is used in lieu of the owner's signature, the signature on the contract must be an original and the contract must be valid for the duration of the rezoning process. See the application form for additional details.

Site Plan Check List

The Site Plan Checklist (included in this package) details the minimum requirements for site plans submitted in support of an application for administrative review and approval. Applications that include site plan documents that do not meet these requirements will not be accepted. Site plans must be drawn to scale, and the scale must be displayed in the lower left corner of the plan page. Prior to submitting an application, a review of the draft site plan, drawings and other related materials will be conducted as part of the pre-application review meeting. Site plans must be drawn to scale, and the scale must be displayed on the plan page. The maximum page size for original full-size site plan documents is 30" x 42".

Copies of Site Plan

The applicant must attach a site plan on paper no larger than 11" x 17" and folded to a maximum size of 8.5" x 11" to each submitted copy of the application packet.

Photo Simulations and Visual Impact Analysis

Photo simulations of the WTF, which show the proposed facility from at least four (4) directions within the surrounding area and depict the visibility of WTF from public right-of-way and other properties zoned or used for 'For-Sale' dwelling use, are required. Photo simulations must include "before" and "after" renderings of the site, its surroundings, the proposed WTF and antennas at maximum height, and any other structures, vegetation, or topography that will conceal or screen the proposed WTF from visibility. Detailed drawings or renderings of the proposed WTF, which further provide the manner in which the proposed facility will be enclosed, camouflaged, screened, and/or obscured to meet the prescribed visibility requirements, are also required. Applicant should include such other visual information, as necessary, to determine the visual impact of the proposed wireless telecommunications facility on the existing setting and compliance with the prescribed design standards.

Design Description and Specifications

Written explanation and drawings to describe and depict the proposed wireless telecommunications facility, including the following:

Description of the WTF's components and design (including dimensions, colors, and materials), including, but not limited to, accessory equipment, equipment cabinets, concealment enclosures, and the number, direction, and type of antennas (including antenna concealment enclosures);

Front, side, and rear elevation plans showing the proposed WTF, including the support structure, antennas, concealment enclosures, accessory equipment, and all ground-mounted wireless transmission equipment; and

Manufacturer specifications, schematics, renderings, and illustrations of the proposed design of the WTF, including, but not limited to, samples of colors and materials of any proposed concealment elements.

Certification of Engineer

Certification from a professional civil and/or structural engineer (licensed in the State of Georgia) that the proposed antenna attachment device, antenna support structure and/or alternative support structure meet the applicable design standards for wind loads and have structural integrity to accommodate the proposed use.

Supplemental Information

Additional information necessary for review in order to confirm compliance with prescribed design requirements, as reasonably determined and requested by the Director, or as otherwise relied on by applicant to support an application for administrative review and approval, should be provided. Such information may be identified during the pre-application meeting.

SITE PLAN CHECK LIST

*This document is provided as a resource for the applicant to assist in the preparation of site plans to be submitted with the application package for a wireless telecommunications facility permit. The items listed below reflect the **minimum** information that must be included on all site plans submitted as part of the administrative review process.*

Elements Description

- Key and/or legend and site location map with North arrow
- Boundary survey of subject property which includes metes and bounds along property lines.
- Acreage of the subject property.
- Location of land lot lines and identification of land lots.
- Current zoning of the subject site and adjoining properties.
- The location and dimensions of the entire site area and the exact location of the support structure, ground-mounted wireless transmission equipment and equipment compound (if applicable).
- Proposed setbacks, buffers, landscaping and other development or site features.
- Existing, proposed, and future reserved rights-of-way of all streets, roads, and rail lines adjacent to and on the subject property.
- Proposed access driveways and the available intersection sight distance (according to AASHTO Green Book) and proposed parking spaces, loading, and unloading facilities
- Existing buildings (with square footages, heights, and stories), driveways, fences, utility equipment, wireless telecommunications facilities, and any other structures or improvements on the subject property.
- Topography of subject site.
- Existing setbacks and buffers.
- 100-year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps. Wetlands shown on GIS maps or survey.
- Tree lines, woodlands, significant trees with critical root zones (1.3 x trunk diameter), and open fields on subject site.
- Required and proposed stormwater management facilities (if applicable) and existing lakes, streams, and other waters on the site and associated buffers.
- Existing driveways located within 150 feet of the subject property on adjacent or nearby parcels (including those parcels on the opposite side of a public street).

CITY OF ALPHARETTA

FOR OFFICE USE ONLY

APPLICATION FOR ADMINISTRATIVE APPROVAL OF WIRELESS TELECOMMUNICATIONS FACILITY PERMIT

Case #: _____

Fee Paid Initial: _____

COMMUNITY DEVELOPMENT DEPARTMENT • 2 PARK PLAZA • ALPHARETTA, GA 30009

1. *This page should be the first page in each of your completed application packets.*
2. *It is preferred that all responses be typed. Illegible applications will not be accepted.*
3. *Prior to signing and submitting your application, please check all information supplied on the following pages to ensure that all responses are complete and accurate. Incomplete applications will not be accepted.*
4. *Payment of application fee of \$250.00 must be made at the time of application. Payment may be made via cash, credit card (American Express, Master Card or Visa), or check made payable to "City of Alpharetta."*
5. *Applications will be accepted only between the hours of 8:30 AM and 4:30 PM.*
6. *If you have any questions regarding this form, please contact the Community Development Department by calling 678-297-6070.*

Contact Information:

Contact Name: _____ Telephone: _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____ Fax: _____

Mobile Tel: _____ Email: _____

Subject Property Information:

Address: _____ Current Zoning: _____

District: _____ Section: _____ Land Lot: _____ Parcel ID: _____

Current Use: _____

This Application Is For (Check All That Apply):

- | | |
|---|---|
| <input type="checkbox"/> Concealed Roof-Mounted WTF | <input type="checkbox"/> Concealed Freestanding Support Structure |
| <input type="checkbox"/> Concealed Building-Mounted WTF | <input type="checkbox"/> Collocation |
| <input type="checkbox"/> Building-Concealed WTF | <input type="checkbox"/> Modification |
| <input type="checkbox"/> Concealed Attached WTF – Utility Pole | <input type="checkbox"/> Variance (Administrative) |
| <input type="checkbox"/> Concealed Attached WTF – Light Structure | <input type="checkbox"/> Other (Specify): _____ |
| <input type="checkbox"/> Attached WTF – Electrical Transmission Tower | |

WTF OWNER/OPERATOR & WIRELESS PROVIDER/CARRIER

Please enter the following information:

Owner of Wireless Telecommunications Facility:

Name of Owner: _____

Contact Name: _____

Telephone: _____

Address: _____

Suite: _____

City: _____

State: _____

Zip: _____

Email: _____

Owner is a Wireless Provider or Wireless Carrier (*please check applicable box*): Wireless Provider

Wireless Carrier

Operator of Wireless Telecommunications Facility:

Please check if same as above.

Name of Operator: _____

Contact Name: _____

Telephone: _____

Address: _____

Suite: _____

City: _____

State: _____

Zip: _____

Email: _____

Operator is a Wireless Provider or Wireless Carrier (*please check applicable box*): Wireless Provider

Wireless Carrier

Other Wireless Provider or Wireless Carrier that Proposed WTF is Intended to Serve:

Name of Wireless Provider/Carrier: _____

Contact Name: _____

Telephone: _____

Address: _____

Suite: _____

City: _____

State: _____

Zip: _____

Email: _____

Entity is a Wireless Provider or Wireless Carrier (*please check applicable box*): Wireless Provider

Wireless Carrier

APPLICANT'S REQUEST AND INTENT

Applicant's Request:

Summary of Project Description and Intent (*Please attach Project Description/Letter of Intent hereto*):

Summary of Narrative regarding nature of permit sought and whether Applicant believes (and, if so, the basis therefor) the application or proposed WTF is subject to the provisions of 47 U.S.C. § 332(c)(7), O.C.G.A. § 36-66B-1, *et seq.* (the BILD Act), and/or 47 U.S.C. § 1455(a) (*Please attach Narrative hereto*):

PROPERTY OWNER AUTHORIZATION

Property Owner Information:

Contact Name: _____ Telephone: _____

Address: _____ Suite: _____

City _____ State: _____ Zip: _____ - _____

Authorization:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified below, which is the subject of the attached Application for Administrative Approval of Wireless Telecommunications Facility Permit by the City of Alpharetta, Georgia.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of an administrative permit from the City of Alpharetta, Georgia for the item(s) indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Concealed Roof-Mounted WTF | <input type="checkbox"/> Concealed Freestanding Support Structure |
| <input type="checkbox"/> Concealed Building-Mounted WTF | <input type="checkbox"/> Collocation |
| <input type="checkbox"/> Building-Concealed WTF | <input type="checkbox"/> Modification |
| <input type="checkbox"/> Concealed Attached WTF – Utility Pole | <input type="checkbox"/> Variance (Administrative) |
| <input type="checkbox"/> Concealed Attached WTF – Light Structure | <input type="checkbox"/> Other (Specify): _____ |
| <input type="checkbox"/> Attached WTF – Electrical Transmission Tower | |

Identify Authorized Applicant:

Name of Authorized Applicant: _____ Telephone: _____

Address: _____ Suite: _____

City _____ State: _____ Zip: _____

So Sworn and Attested:

Owner Signature: _____ Date: _____

Notary:

Notary Signature: _____ Date: _____

WTF PERMIT ADMINISTRATIVE REVIEW CRITERIA

How will this proposal be compatible with the existing setting and surrounding properties?

How does the proposed wireless telecommunications facility comply with the guidelines, standards and minimum requirements set forth in Section 2.8 of the Unified Development Code? If there is/are any ground-mounted equipment cabinet(s) included in the proposal, explain how the location and design of same complies with the applicable guidelines and standards?

How is the proposed wireless telecommunications facility located and sited to utilize existing natural and manmade features, including topography, vegetation, building or other structures to provide the greatest amount of visual screening and blending in with the predominant visual backdrop?

How is the size and height of the proposed wireless telecommunications facility compatible with surrounding buildings and structures?

How is the design of the proposed wireless telecommunications facility architecturally compatible with surrounding buildings and structures?

How does the design of the proposed wireless telecommunications facility conform to the standard of visibility applicable to the subject type of wireless telecommunications facility?

Are there existing or changing conditions which affect the development of the property and support the proposed request?

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.

ADMINISTRATIVE VARIANCE REVIEW CRITERIA

Please respond to the following ONLY if you are applying for an administrative variance.

Are there extraordinary and exceptional conditions pertaining to the subject property because of its size, shape, or topography? Please describe them.

Would the application of the Zoning Code standards as they relate to the subject property create an unnecessary hardship? Please explain.

Are there conditions that are peculiar to the subject property? Please describe them in detail.

Would relief, if granted, cause substantial detriment to the public good or impair the purpose and intent of the Zoning Code? Please defend your response.

Would the proposed wireless telecommunications facility comply with the applicable standard of visibility if relief were granted? Please explain.

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.