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# INSTRUCTIONS FOR FILING WTF CONDITIONAL USE PERMIT APPLICATIONS

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1. **No less than one week prior to submitting an application for Public Hearing, the applicant must complete a pre-application/pre-submittal meeting.** The applicant should bring one copy of the completed submittal package with all required plans and supporting materials to the meeting.
2. On the appropriate "Submittal Deadline" day, the applicant should file one (1) original, plus ten (10) sets of the completed Public Hearing Application and supporting documents. Part A of the Citizen Participation Form must be included. Each set will be comprised of the completed Public Hearing Application with the required supporting documents attached. 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 ten (10) 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. The City of Alpharetta allows the applicant two (2) requests for extensions beyond the scheduled public hearing. If the request for extension is received after the Notice of Public Hearing has been published, a \$325 re-advertising fee must be paid by the applicant. Additionally, with respect to scheduling, the deferred item will be treated as a new application and scheduled for a hearing a minimum of two (2) months following the date of receipt by Staff of the notice of deferral.
5. An application may be withdrawn without prejudice (no waiting time to refile) at any time prior to the public hearing at which final action is taken. A request for such withdrawal must be made in writing.
6. If the application is for a conditional use permit for a wireless tower, applicant shall pay an additional fee equal to the City's actual, direct costs for a third-party consultant's review of applicant's engineering study (if submitted), which shall not exceed \$3,500. Applicant must deposit \$2,000 toward such fee at the time of submittal.
7. All application fees, including the foregoing deposit (if applicable), must be paid at the time of submittal.
8. All taxes must be paid in-full and any and all outstanding code violations on the property must be rectified prior to the public hearing.
9. The applicant or an authorized agent of the applicant must be present for all public hearings to present the proposal.

# 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
<b><u>Required Of All Applicants</u></b>	
<input type="checkbox"/> Pre-Application Review Meeting	N/A
<input type="checkbox"/> Completed Application Form with Review Criteria	One (1) original and ten (10) copies
<input type="checkbox"/> Deposit for Costs of Third-Party Consultant ( <i>if applicable</i> )	
<input type="checkbox"/> Identify WTF Owner/Operator and Wireless Provider/Carrier	
<input type="checkbox"/> Design Review Board Criteria (if applicable)	One (1) original and ten (10) copies
<input type="checkbox"/> Owner Authorization Form	One (1) original and ten (10) copies
<input type="checkbox"/> Disclosure Form	One (1) original and ten (10) copies
<input type="checkbox"/> Legal Description	One (1) original and ten (10) copies
<input type="checkbox"/> Project Description/ Letter of Intent	One (1) original and ten (10) copies
<input type="checkbox"/> Narrative	One (1) original and ten (10) copies
<input type="checkbox"/> Full-Size Site Plan with Site Plan Checklist	Two (2) originals and ten (10) copies
<input type="checkbox"/> Engineer Scaled Drawings	One (1) original and ten (10) copies
<input type="checkbox"/> Public Participation Plan	One (1) original and ten (10) copies
<input type="checkbox"/> Public Participation Report ( <i>Due twenty (20) business days prior to City Council hearing to which case has been assigned</i> )	One (1) original and ten (10) copies
<input type="checkbox"/> Photo Simulations and Visual Impact Analysis	One (1) original and ten (10) copies

Required Item	Number of Copies
<input type="checkbox"/> Balloon Test Photos	One (1) original and ten (10) copies
<input type="checkbox"/> Design Description and Specifications	One (1) original and ten (10) copies
<input type="checkbox"/> Certification of Engineer	One (1) original and ten (10) copies
<input type="checkbox"/> Engineering Study	One (1) original and ten (10) copies
<input type="checkbox"/> Curriculum Vitae of Radiofrequency Engineer	One (1) original and ten (10) copies
<input type="checkbox"/> Analysis of Impact	One (1) original and ten (10) copies
<input type="checkbox"/> Additional Written Documentation	One (1) original and ten (10) copies
<input type="checkbox"/> Copies of FCC, FAA, NEPA, and SHPO Licenses or Approvals	eleven (11) copies
<b>May Be Required (See Following Page For Details)</b>	
<input type="checkbox"/> Supplemental Information	One (1) original and ten (10) copies
<input type="checkbox"/> Specimen Tree Survey	One (1) original and ten (10) copies

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# OVERVIEW OF CHECK LIST ITEMS

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## **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 678-297-6072 to schedule an appointment.

## **Application Form**

The applicant is required to submit one (1) original and ten (10) 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.

## **Costs of Third-Party Consultant; Deposit**

If the application is for a conditional use permit for a wireless tower, applicant shall pay an additional fee equal to the City's actual, direct costs for the review of applicant's engineering study (if submitted) by a third-party consultant (radiofrequency engineer), which shall not exceed \$3,500. Applicant is required to deposit \$2,000 toward such fee at the time the application is submitted. Applicant's execution of this application shall constitute its agreement to pay such costs, not to exceed \$3,500.

## **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.

## **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.

## **Disclosure Form**

If the owner, applicant, and/or applicant's representative has made a campaign contribution to the Mayor or any member of the City Council of \$250 or more within the past two (2) years, the Disclosure Form must be completed in full. If no such contributions have been made, "No" should be checked and the signature section of the Disclosure Form should be completed.

## **Legal Description**

The legal description of the subject lot and leased parcel (if applicable) must be provided. The legal description must be a metes and bounds description of the property based on the provided survey that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description.

## **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).

### **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 conditional use 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 of the ten (10) copies of the submitted application packet.

### **Engineer Scaled Drawings**

Applicant must provide engineer scaled drawings providing the distances between (1) the nearest edge of the proposed wireless tower or other wireless telecommunications facility and the nearest off-site residential building or structure ; (2) the nearest edge of the wireless tower or support structure and all related equipment to historic structures and/or scenic views within one (1) mile of the proposed site; and (3) the nearest point of any proposed accessory equipment of the wireless telecommunications facility and the nearest off-site residential building or structure.

### **Public Participation Plan**

The Public Participation Plan is to ensure that applicants pursue early and effective public participation in conjunction with their petitions, ensure that the citizens of the City of Alpharetta have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, community associations and other organizations. Applicants are required to submit a Public Participation Plan at the time of the filing of the Public Hearing Application.

### **Public Participation Report**

The Public Participation Report (included in this packet) must be completed in-full and submitted to the Community Development Department a minimum of twenty (20) business days from the date prior to the City Council Hearing Date to which the application has been assigned.

### **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.

### **Balloon Test Photos**

Photos depicting the results of a balloon test of the wireless tower.

### **Design Description and Specifications**

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

- (1) 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);
- (2) 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
- (3) 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 wireless tower, 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.

### **Engineering Study**

If applicant contends that the wireless telecommunications facility is required to close a significant gap in service coverage or capacity, an engineering study must be submitted, which includes a current and a future definition of the area of service coverage, capacity and radio frequency goals for voice and data (delineated individually and combined) to be served by the antenna or support structure, and the extent to which such antenna or support structure is needed for service coverage and/or capacity of the subject wireless carrier. The study must include all information required pursuant to the City's requirements.

### **Curriculum Vitae of Radiofrequency Engineer**

A curriculum vitae for any radio frequency engineer who certifies any documentation provided as part of the application for a WTF, which shall include education obtained in the area of radio frequency engineering and experience in the field, including length of time.

### **Analysis of Impact**

Written documented, detailed analysis of the impact of the proposed wireless telecommunications facility/use addressing the criteria for consideration of a conditional use permit as set forth in City regulations.

### **Additional Written Documentation**

Additional written documentation providing the following:

Whether a stealth tower is proposed, and if not, an explanation as to why not;

Analysis of possibilities of collocation or the inability to collocate, including any studies and detailed reasons as to why collocation is not possible and proof of the following: (1) all collocation sites and other alternative sites in the area that are/were being pursued and whether use of such sites has been denied; (2) the ability or inability to site an attached WTF by using existing structures; and (3) all actions taken by the applicant to achieve collocation or site an attached WTF to an existing structure; and

A written statement providing whether the proposed WTF is engineered and constructed to accommodate additional antennas or antenna arrays and whether the applicant consents to the future collocation of other wireless carriers on the proposed wireless tower.

### **Copies of FCC, FAA, NEPA, and SHPO Licenses or Approvals**

The following must be included: (1) copy of the FCC license applicable for the intended use of the WTF; (2) copy of the FAA determination of no hazard letter or a written statement prepared and signed by a professional airspace safety consultant evidencing compliance with applicable FAA requirements under 14 C.F.R. Section 77, as amended; and (3) if issued, copies of the NEPA and SHPO reports for the proposed WTF.

**Supplemental Information**

Additional information necessary for review in order to confirm compliance with prescribed requirements, as reasonably determined and requested by the Director, or as otherwise relied on by applicant to support an application for conditional use 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 conditional use 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 and proposed land uses and 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).
- Existing and 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.
- Cable/electrical elements to be utilized .
- 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

## APPLICATION FOR APPROVAL OF WIRELESS TELECOMMUNICATIONS FACILITY CONDITIONAL USE PERMIT

FOR OFFICE USE ONLY

Case #: \_\_\_\_\_

Fee Paid Initial: \_\_\_\_\_

Deposit 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 all applicable fees 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 3:30 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):**

Wireless Tower Proposed Height: \_\_\_\_\_

Stealth Tower

Roof-Mounted WTF

Building-Mounted WTF

Building-Concealed WTF

Attached WTF – Utility Pole

Attached WTF – Light Structure

Attached WTF – Electrical Transmission Tower

Concealed Freestanding Support Structure

Collocation

Modification

Variance

Other (Specify): \_\_\_\_\_

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# WTF OWNER/OPERATOR & WIRELESS PROVIDER/CARRIER

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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

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# APPLICANT'S REQUEST AND INTENT

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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*):

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# DISCLOSURE FORM

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*The Official Code of Georgia Annotated requires disclosure of campaign contributions to government officials by an applicant or opponent of a rezoning or public hearing petition (O.C.G.A. 36-67 A-1).*

*Applicants must file this form with the City of Alpharetta Community Development Department within ten (10) days after filing for rezoning or public hearing. Opponents to a rezoning or public hearing petition must file this form five (5) days prior to the Planning Commission meeting at which the subject rezoning or public hearing petition is scheduled to be heard.*

Name of Applicant or Opponent: \_\_\_\_\_

Subject Public Hearing Case: \_\_\_\_\_

## **Campaign Contribution Information:**

Please provide the requested information for each contribution with a dollar amount or value of \$250 or more made within the past two (2) years to an Alpharetta Official by the individual identified above. Please use a separate form for each Alpharetta Official to whom such a contribution as been made.

If the individual identified above has made no such contributions to an Alpharetta Official within the past two (2) years, please indicate this by entering "N/A" on the appropriate lines below.

Name of Official: \_\_\_\_\_ Position: \_\_\_\_\_

Description of Contribution: \_\_\_\_\_ Value: \_\_\_\_\_

Description of Contribution: \_\_\_\_\_ Value: \_\_\_\_\_

Description of Contribution: \_\_\_\_\_ Value: \_\_\_\_\_

Description of Contribution: \_\_\_\_\_ Value: \_\_\_\_\_

Description of Contribution: \_\_\_\_\_ Value: \_\_\_\_\_

## **Campaign Contribution Information:**

*I do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Disclosure Form is true and accurate and that I have disclosed herein any and all campaign contributions made to an Official of the City of Alpharetta, Georgia in accordance with O.C.G.A. 36-67 A-1.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 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 Conditional Use Approval of a 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 a conditional use permit from the City of Alpharetta, Georgia for the item(s) indicated below:*

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

## **Identify Authorized Applicant:**

Name of Authorized Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **So Sworn and Attested:**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Notary:**

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# CITIZEN PARTICIPATION FORM - PART A

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*This form must be completed and submitted with the applicant's completed Public Hearing Application. Applications submitted to the City of Alpharetta without a completed Citizen Participation Form - Part A will not be accepted.*

Public Hearing or Project Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

*The following people will be notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified. Use additional pages as needed.*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Method by which these individuals will be contacted. Please mark all that apply. *If you select "Other," please provide a description of the method of contact that will be used.*

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Letter    | <input type="checkbox"/> Personal Visits               |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Group Meeting                 |
| <input type="checkbox"/> Email     | <input type="checkbox"/> Other <i>(Please Specify)</i> |

Please describe the method(s) by which these individuals will have the opportunity to respond or contact the applicant with questions or concerns about the proposal.

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# CITIZEN PARTICIPATION FORM - PART B

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*This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.*

Public Hearing or Project Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Letter    | <input type="checkbox"/> Personal Visits                     |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Group Meeting                       |
| <input type="checkbox"/> Email     | <input type="checkbox"/> Other <i>(Please Specify)</i> _____ |

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

*I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.*

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Print Form

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# WTF CONDITIONAL USE PERMIT REVIEW CRITERIA

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

How will this proposal not impede the normal and orderly development of surrounding property for uses predominant in the area?

How is the location and siting of the proposed wireless telecommunications facility consistent with a desirable pattern of development for the City, in general?

What would be the impact, including the visual and aesthetic impact, on residential districts, properties with 'For-Sale' dwelling uses, and historic structures/properties if the proposal were approved? *(Please attach written documented, detailed analysis of the impact of the proposed wireless telecommunications facility/use.)*



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# WTF CONDITIONAL USE PERMIT REVIEW CRITERIA

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How will this proposal affect the use and value of the surrounding properties? What would be the impact on the use of adjacent properties and surrounding areas, including the visual and aesthetic impact on such properties and areas, if the proposal were approved? (*Please attach written documented, detailed analysis of the impact of the proposed wireless telecommunications facility/use.*)

Is the proposed wireless telecommunications facility necessary to close a significant gap in service coverage or capacity? If so, please summarize the Engineering Study? (*Please attach Engineering Study and Curriculum Vitae of Radiofrequency Engineer hereto.*)

How does the topography, tree coverage and foliage of the area where the wireless telecommunications facility is to be located buffer or screen the potential visual impact of the support structure and wireless transmission equipment? 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?

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# WTF CONDITIONAL USE PERMIT REVIEW CRITERIA

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How does the design of the wireless telecommunications facility reduce or eliminate visual obtrusiveness? What other designs or types of wireless telecommunications facilities, which would be less obtrusive than the proposed WTF, were considered? Please explain why other designs or types of facilities are not being proposed.

If a wireless tower is being proposed, does the proposal provide for the design of such facility as a stealth tower? If not, please summarize why a stealth tower is not being proposed? (*Please attach documentation establishing whether a stealth tower is to be proposed, and if not, an explanation as to why not.*)

How does the proposed wireless telecommunications facility comply with the applicable guidelines, standards and/or minimum requirements set forth in Section 2.8 of the Unified Development Code?

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# WTF CONDITIONAL USE PERMIT REVIEW CRITERIA

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Are there existing wireless towers or other support structures for collocation or for siting an attached WTF, so as to not require the construction of an additional wireless tower or other antenna support structure? *(Please attach analysis of possibilities of collocation or the inability to collocate hereto.)*

Were other sites/locations considered as alternatives for the proposed siting? If so, please identify what other sites/locations were pursued and explain how such other sites/locations were pursued and whether the use of such other sites/locations were denied. *(Please attach analysis and documentation supporting such response hereto.)*

Is the proposed wireless telecommunications facility engineered and designed to accommodate additional antennas and/or antenna arrays? If so, do you intend to allow, accept, and accommodate collocation in the future? *(Please attached executed written statement regarding the foregoing hereto.)*

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.

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# VARIANCE REVIEW CRITERIA

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**Please respond to the following ONLY if you are applying for a variance.**

Are there extraordinary and exceptional conditions pertaining to the subject property because of its size, shape, or topography, which are not applicable to other lands in the area? Please describe them in detail.

Would the application of the particular provision of Section 2.8 to the subject property result in a hardship that is substantially unwarranted by the protection of the public health, safety or general welfare and the need for consistency among all properties similarly zoned? Please defend your response.

Would granting the variance will confer any special privileges to the applicant that are inconsistent with the limitations upon other properties similarly zoned or which are denied to others similarly situated, or otherwise confer to applicant any advantage over similarly zoned properties or others similarly situated? Please explain.

Would granting the variance not violate more than one standard of Section 2.8 of the Unified Development Code?

Would relief, if granted, be the minimum necessary to alleviate such unnecessary hardship and not otherwise serve as a mere convenience to the applicant?

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# VARIANCE REVIEW CRITERIA

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Would relief, if granted and with necessary conditions imposed, be in harmony with the general purpose and intent of Section 2.8 of the Unified Development Code?

Would relief, if granted, not be injurious to surrounding residential areas and neighborhoods, cause substantial detriment to the public good or impair the purpose and intent of the Unified Development Code? Please defend your response.

Would the failure to grant relief have the effect of prohibiting personal wireless services? Please defend your response.  
*(Please attach Engineering Study hereto.)*

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.