

**Collocation/Modification/Concurrent Variance of Wireless Telecommunication Facilities****APPLICATION FOR EXPEDITED REVIEW****APPLICANT'S CHECKLIST**

<b>ITEM #</b>	<b>REQUIRED ITEM</b>	<b>NUMBER OF COPIES</b>	<b>CHECK</b> √
1	Application Form	1 original and 3 copies	
2	Pre-Application Form (If requesting Concurrent Variance)	1 original and 3 copies	
3	Letter of Appeal - Must state hardship and explain how your request complies with the appropriate considerations. (If requesting Concurrent Variance)	1 original and 3 copies	
4	Elevation Drawings of the proposed tower, accessory structure, and any other proposed structures –Document use of stealth technology or lack thereof	4 copies (will also be used for Building Permit)	
5	P.E. Certified structural design and certification of construction code compliance	4 copies (will also be used for Building Permit)	
6	Landscaping Plan and Site Plan	4 copies (will also be used for Building Permit)	
7	P.E. Certified Letter of Structural Capability	4 copies (will also be used for Building Permit)	
8	Fees – Concurrent Variance - \$350 for first request and 100 for each additional request		
9	PDF of entire application		
<b>THE FOLLOWING ITEMS MAY BE REQUIRED. SEE THE FOLLOWING INFORMATION FOR DETAILS.</b>			
10	Building Permit Application (if the request meets the eligibility criteria of Section II)	1 original	
11	Any additional information regarding special attributes of the proposal	4 copies	

**ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF FILING. AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**



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## Collocation/Modification of Wireless Telecommunication Facilities

ITEM 1. **APPLICATION FORM:** Original and notarized signatures of the property owner(s) and applicant(s) or a notarized statement by the applicant as to ownership 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 approval process. See the application form for additional details.

ITEM 2. **PREAPPLICATION REVIEW MEETING AND FORM (ONLY FOR WHEN APPLYING FOR CONCURRENT VARIANCE):** Prior to submitting an application, all applicants are required to meet with a current planner who will review the applicant's proposal and site plan and complete a Pre-application Review Form. Applicants are required to bring the site plan, property address, and tax parcel identification number(s) to the meeting. Call 678.242.2540 to schedule an appointment.

ITEM 3. **LETTER OF APPEAL (ONLY FOR WHEN APPLYING FOR CONCURRENT VARIANCE):**

The Letter of Appeal should state the hardship, background and justification for the variance request and any additional information to support the request. The hardship should address the property's limitations preventing compliance with the zoning standards. Refer to Article X, Appeals of the City of Milton Zoning Ordinance for additional information.

A Variance must be based upon credible evidence submitted at a public hearing before the City of Milton Mayor and City Council demonstrating compliance with paragraphs A-D. Please ensure that your letter shows compliance with the following four conditions:

A. Relief, if granted would not offend the spirit or intent of the Ordinance; and

B. There are such extraordinary and exceptional situations or conditions pertaining to the particular piece of property that the literal or strict application of the Ordinance would create an unnecessary hardship due to size, shape or topography or other extraordinary and exceptional situations or conditions not caused by the variance applicant; and

C. Relief, if granted would not cause a substantial detriment to the public good and surrounding properties; and

D. That the public safety, health and welfare are secured, and that substantial justice is done.

## Collocation/Modification of Wireless Telecommunication Facilities

- ITEM 4. **ELEVATION DRAWINGS:** Drawings of the proposed structure and accessory structures and other proposed structures, include documentation of the use of stealth technology or lack thereof.
- ITEM 5. **STRUCTURAL DESIGN AND CONSTRUCTION DRAWINGS:** Structural design of the foundation and all attachments, showing compliance with all applicable local, state and federal codes, ordinances and regulations including but not limited to the most recent editions of the national electrical Safety Code and the National Electrical Code, as well as accepted and responsible workmanlike industry practices and recommended practices of the National Association of Tower Erectors. Certifications of structural integrity shall bear the signature and seal of a Professional Engineer licensed in Georgia.
- ITEM 6. **LANDSCAPING AND SITE PLAN:** Showing compliance with all required landscaping and buffering as outlined in Chapter 54 of the City of Milton Code of Ordinances and any other applicable screening requirements as well as any additions, changes or modifications of structures on the leased area.
- ITEM 7. **STRUCTURAL CAPABILITY LETTER:** A letter certifying the proposed collocation shall not exceed the applicable weight limits for the wireless support structure signed and sealed by a licensed PE in Georgia.
- ITEM 8. **FEES:** These fees only apply when a concurrent variance is included in the application.
- ITEM 9. **BUILDING PERMIT APPLICATION:** A completed copy of the building permit application with original signatures (if proposal meets the criteria of Section II) Building Permit fees will apply.
- ITEM 10. **ADDITIONAL INFORMATION:** Any additional information the applicant may feel further describes the proposal.

**APPLICATION FOR  
COLLOCATION OR MODIFICATION/CONCURRENT VARIANCE OF  
WIRELESS TELECOMMUNICATION FACILITIES**

DATE: \_\_\_\_\_

TAX PARCEL ID. NO. \_\_\_\_\_

**SECTION I**

**REQUEST DESCRIPTION**

*Office use only*

WTF Case #: \_\_\_\_\_ Road Frontage: \_\_\_\_\_

Property Address (if available) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Proposed Use (Colloc. Tower/Attached) \_\_\_\_\_

Tower Owner \_\_\_\_\_ Contact Name \_\_\_\_\_

Height of Tower \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Proposed Mounting Height \_\_\_\_\_ Total Collocation Mounts Avail. \_\_\_\_\_

List of Existing Service Providers on the Support Structure \_\_\_\_\_

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

**SECTION II CONCURRENT VARIANCE REQUEST**

**VARIANCE REQUEST(S): ARTICLE / SECTION:**

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

**SECTION III ELIGIBILITY**

Please check if any of the following apply:

The proposed collocation increases the overall height or width of the wireless support structure to which it is to be attached if it exceeds 30% of the existing tower height.

The proposed collocation increases the dimension of the equipment compound approved by the local governing authority if not associated with the increase of height not to exceed 30% of the existing tower height.

The proposed collocation does not comply with applicable conditions of approval applied to the WTF and wireless support structure.

The proposed collocation exceeds the applicable weight limits for the wireless support structure.

If any of the boxes above are checked then this proposal does NOT qualify for expedited approval and MUST be considered as a New or Attached WTF. Otherwise, the proposal is eligible to use this form and expedited 60 day approval process.

**SECTION III OWNER/PETITIONER**

NOTICE: Part 1 and/or Part 2 below must be signed and notarized when the petition is submitted. Please complete Section IV as follows:

- A. If you are the sole owner of the property and not the petitioner complete Part 1.
- B. If you are the petitioner and not the sole owner of the property complete Part 2.
- C. If you are the sole owner and petitioner complete Part 1.
- D. If there are multiple owners each must complete a separate Part 1 and include it in the application.

Part 1. Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.

\_\_\_\_\_  
TYPE OR PRINT OWNER'S NAME

Sworn to and subscribed  
before me this the

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
CITY & STATE                      ZIP CODE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
PHONE NUMBER

