



**New Wireless Telecommunication Facilities and
Attached Wireless Telecommunication Facilities**

PERMIT APPLICATION

ITEM #	REQUIRED ITEM	NUMBER OF COPIES	CHECK √
1	WTF Pre-Application Review	1 original and 8 copies	
2	Site Plan with Form "D"	17 copies; plus 1 additional copy if petition includes a concurrent variance	
3	Application Form	1 original and 8 copies; plus 1 additional copy if petition includes a	
4	Legal Description of parent parcel and leased area (if applicable) (8 1/2 "x 11")	10 copies; plus 1 additional copy if petition includes a concurrent variance	
5	Impact Analysis-Form "B" (8 1/2 "x 11")	10 copies; plus 1 additional copy if petition includes a	
6	Environmental Site Analysis with	10 copies	
7	PDF of Site Plan	Send via e-mail or CD	
8	Existing Wireless Telecommunication Facilities	See Ordinance for specific data required. 2 copies	
9	Disclosure Form(s)	2 copies	
10	Elevation Drawings of the proposed tower, accessory structure, and any other proposed structures – Document use of stealth	17 copies, plus 1 additional copy if the petition includes a concurrent variance	
11	Propagation and Capacity study as outlined in Chapter 54 Section 5-6	1 original and 8 copies plus 1 additional copy if the petition includes a concurrent variance	
12	P.E. Certified structural design and certification of construction code	10 copies; plus 1 additional copy if petition includes a concurrent variance	
13	Landscaping Plan	17 copies; plus 1 additional copy if petition includes a	
14	Evidence of Compliance with FAA Requirements under 14	10 copies; plus 1 additional copy if petition includes a	
15	Copy of NEPA Report for the proposed facility	10 copies; plus 1 additional copy if petition includes a	



PHONE: 678.242.2500 | FAX: 678.242.2499

info@cityofmiltonga.us | www.cityofmiltonga.us

13000 Deerfield Parkway, Suite 107 | Milton GA 30004



16	Copy of the applicable FCC License	10 copies; plus 1 additional copy if petition includes a	
17	Evidence of compliance with Section 106 of the National Historic Preservation Act	10 copies; plus 1 additional copy if petition includes a concurrent variance	
18	Line of sight analysis	10 copies; plus 1 additional copy if petition includes a	
19	Photo Simulations	10 copies; plus 1 additional copy if petition includes a	
20	Date & time of balloon testing	10 copies	
21	Application Fee	\$2,000 plus consulting cost up to \$7,500	
THE FOLLOWING ITEMS MAY BE REQUIRED. SEE THE FOLLOWING INFORMATION FOR DETAILS.			
22	If tower is proposed at a height greater than 100' then written certification and	10 copies	
23	Any additional studies or evidence required by	10 copies	
24	Any additional information regarding special attributes of	10 copies	
25	Letter of Intent (for Concurrent Variance	10 copies	

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

- ITEM 1. **PREAPPLICATION REVIEW MEETING AND FORM:** 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 and tax parcel identification number(s) to the meeting. Call 678-242-2540 to schedule an appointment.
- ITEM 2. **SITE PLAN CHECKLIST:** The site plan checklist (Form D) details the minimum requirements for site plans as specified by Chapter 54 of the City of Milton Code of Ordinances. Prior to submitting an application, a review of the site plan and signoff by Plan Review of Form F is required.
- ITEM 3. **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 hearing process. See the application form for additional details. If concurrent variances are requested, the an additional Letter of Intent should be submitted that clearly states the requested variances and includes explanations of hardships and any other reasons why the development standards cannot be met.

- ITEM 4. **LEGAL DESCRIPTION:** The legal description must be a *metes and bounds* description of the property that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines or lease lines. If the property consists of more than one parcel, all parcels must be combined in one legal description.

- ITEM 5. **IMPACT ANALYSIS:** The Impact Analysis should answer the questions listed in the form as applicable. The information should include factual details about the proposal such as number and square footages of buildings, number of carrier antennae, height of tower, topography, location, etc.

- ITEM 6. **ENVIRONMENTAL SITE ANALYSIS (ESA):** All applications must include an Environmental Site Analysis (ESA) identifying environmental conditions on the site to determine if the proposed use may be considered environmentally adverse. Refer to Environmental Site Analysis (Form A) for specific instructions.

- ITEM 7. **PDF:** Electronic file of the site plan is required via e-mail or CD.

- ITEM 8. **EXISTING WIRELESS TELECOMMUNICATION FACILITIES INVENTORY:** Listing and/or map with description of all of applicant's existing Wireless Telecommunication Facilities to include any towers and receivers/transmitters located within the City of Milton and a one-half mile radius surrounding the City Limits. The listing shall include each asset's location (plane coordinates), height, and collocation usage or capabilities, and any special design features.

- ITEM 9. **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 for \$250.00 or more within the past 2 years, Sections 1 through 4 of the Disclosure Form (Form C) must be completed. If no contributions have been made, No should be circled and Section 4 of the form completed.

- ITEM 10. **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 11. **PROPAGATION AND CAPACITY STUDY:** Include a study of the defined area of coverage, capacity and radio frequency goals to be served by the antenna or

tower and the extent to which such is required for coverage and/or capacity. The study shall include all adjoining planned, proposed, in-service or existing sites owned by the applicant or others and a color propagations study demonstrating the existing coverage of all WTF's owned and proposed by the applicant within the GSA. The study shall also demonstrate that the proposed height is the minimum necessary to achieve the required coverage. The study shall bear the signature and certification of a Radiofrequency Engineer. If a capacity issue is involved, include an analysis of the current and projected usage in the service area.

- ITEM 12. **STRUCTURAL DESIGN:** 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 13. **LANDSCAPING 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.
- ITEM 14. **FAA COMPLIANCE:** Evidence of Compliance with FAA requirements.
- ITEM 15. **NEPA REPORT:** Provide copies of FCC NEPA Environmental Checklist compliance report.
- ITEM 16. **FCC LICENSING:** Provide a copy of the applicable FCC license for the proposed facility.
- ITEM 17. **SHPO REPORT:** Provide a copy of the SHPO consultation documentation for compliance with Section 106 of the NHPA.
- ITEM 18. **LINE OF SIGHT ANALYSIS:** To include elevation views of the proposed facility with a description of natural and man-made features that affect the buffering of the potential visual impact of the structure.
- ITEM 19. **PHOTO SIMULATIONS:** Photos with post-construction renderings of the completed antenna/support structure, equipment compound and/or equipment cabinets, ancillary structures and landscaping shall be included. Before and after scenarios, and a scaled color image of the facility, as well as an aerial map with the location of the selected views. A description of the technical approach used to create the photo simulations shall also be attached. A minimum of 4 vantage points(north, south, east, west) from 200 feet away from the base location of the tower is required.
- ITEM 20. **BALLOON TEST:** Date and time of the proposed balloon tests is required. Notification to the Community Development Department of any changes to the submitted date

and time due to inclement weather or other circumstance is also required. Please note that it is the responsibility of the applicant to notify the public regarding the test.

- ITEM 21. **APPLICATION FEE:** An application fee of \$2,000 plus consulting cost up to \$7,500 will be required for remittance in order to accept the application.
- ITEM 22. **ANALYSIS OF HEIGHT REQUIREMENT:** If the proposal includes a height greater than 100' then written certification is required to substantiate that claim.
- ITEM 23. **ADDITIONAL INFORMATION:** Any additional information the applicant may feel further describes the proposal or as required by the Planning Commission or City Council in order to make a clear and fair decision.
- ITEM 24. **LETTER OF INTENT:** If any concurrent variances are being requested then a letter of intent must also be submitted outlining the specific hardship imposed on the proposal by compliance with the regulations.

OTHER RELEVANT INFORMATION:

1. If a project is located in any watershed, it may be subject to the Standards for Protection of Public Water Supply Watersheds.

PUBLIC HEARINGS:

- A) **The Design Review Board** holds a public meeting on the first Tuesday of each month at 6:00 PM at City Hall. The Design Review Board makes a recommendation that is forwarded to the Planning Commission and Mayor and City Council.
- B) **The Planning Commission** holds a public hearing on the fourth Tuesday of each month at 7:00 PM at City Hall. The Planning Commission makes a recommendation that is forwarded to the Mayor and City Council.
- C) **The Mayor and City Council** hold public hearings for zoning and other related items on the third Monday of each month at 6:00 PM at City Hall.

PUBLIC NOTICE:

- A) **Design Review Board Notice:** Notice of the meetings shall be posted in the newspaper by the City at least ten days prior to the date of the meeting for regular meetings. Notice shall also be given by mail to adjacent property owners according to Section C below.
- B) **Planning Commission and Mayor and City Council Public Hearing Notice:** Signs posted along the frontages of properties subject to review and hearings notify area residents of the Planning Commission and Mayor and City Council public hearings. Applicants are

required to post signs in conspicuous places along the property's street frontage(s) no later than 30 days before the Planning Commission hearing. Failure to post the signs properly, in accordance with instructions given to applicants at the time of filing, will result in delaying action on the petition until the next available appropriate hearing date.

If an applicant, prior to advertising, defers a petition, it is the responsibility of the applicant to contact the Community Development Director at (678) 242-2534 to pick up new signs and re-post the property.

If the Planning Commission or Mayor and City Council defer a petition, it is the applicant's responsibility to contact the Community Development Director at (678) 242-2534 to pick up new signs and re-post the property 30 days prior to the next hearing date. When a petition is deferred by the Mayor and City Council for less than 30 days, posting an updated sign is not required.

- C) **Adjacent Owner Notice:** By U. S. Mail, notices are sent by the City to all property owners within 500 feet of subject properties with a minimum of 75 residents being contacted. Said notices are mailed 14 days prior to the Planning Commission hearing to property owners of record. If the petition is recommended for deferral by the Planning Commission or is deferred by the Mayor and Council new letters of notification are required.

STAFF ANALYSIS: Prior to the public hearings, the Department of Community Development will publish its findings, recommendations and comments in the staff analysis. Please contact the Department at (678) 242-2534 for additional information.

APPLICATION FOR NEW WIRELESS TELECOMMUNICATION FACILITIES AND ATTACHED 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 (Tower/Attached) _____

SECTION II

HEARING REQUEST

Under the provisions of Chapter 54 of the City of Code of Ordinances, application is hereby made to hold a public hearing with the Planning Commission and Mayor & City Council as follows:

Planning Commission Hearing Date: _____ Time: _____ Location: _____

Mayor & Council Hearing Date: _____ Time: _____ Location: _____

Further review is required with the Design Review Board and will be held as follows:

Design Review Board Meeting Date: _____ Time: _____ Location: _____

SECTION III

CONCURRENT VARIANCE REQUEST(S)

Office use only
Variance Case #: _____

Request 1) _____

Ref. Article _____ Section _____

Request 2) _____

Ref. Article _____ Section _____

Request 3) _____

Ref. Article _____ Section _____

SECTION IV

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

Part 2. Petitioner states under oath that: (1) he/she is the executor or Attorney-in-fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

TYPE OR PRINT OWNER'S NAME

Sworn to and subscribed
before me this the

ADDRESS

_____ Day of _____ 20____

CITY & STATE ZIP CODE

NOTARY PUBLIC

PETITIONER'S SIGNATURE PHONE NUMBER

SECTION V

ATTORNEY / AGENT

Check One: [] Attorney [] Agent

TYPE OR PRINT ATTORNEY / AGENT NAME

SIGNATURE OF ATTORNEY / AGENT

ADDRESS

CITY & STATE ZIP CODE

PETITIONER'S SIGNATURE PHONE NUMBER

**ENVIRONMENTAL SITE ANALYSIS (ESA)
FORM A**

Provide a complete Environmental Site Analysis document fully addressing all items as required in sections 1 through 3 below. Attach this Form A to the front of the completed Environmental Site Analysis document (and any subsequent revisions) prior to submission.

WTF Case #: _____ ESA Revision Number: _____

Applicant: _____ Phone Number: _____

1. ENVIRONMENTAL IMPACTS OF THE PROPOSED PROJECT. For each environmental site feature listed below, indicate the presence or absence of that feature on the property. Describe how the proposed project may encroach or adversely affect an environmental site feature. Information on environmental site features may be obtained from the indicated source(s).

- a. Wetlands
 - U. S. Fish and Wildlife Service, National Wetlands Inventory (<http://wetlands.fws.gov/downloads.htm>)
 - Georgia Geologic Survey (404-656-3214)
 - Field observation and subsequent wetlands delineation/survey if applicable

- b. Floodplain
 - Federal Emergency Management Agency (<http://www.fema.gov>)
 - Field observation and verification

- c. Streams/stream buffers
 - Field observation and verification

- d. Slopes exceeding 25 percent over a 10-foot rise in elevation
 - United States Geologic Survey Topographic Quadrangle Map
 - Field observation and verification

- e. Vegetation
 - United States Department of Agriculture, Nature Resource Conservation Service
 - Field observation

- f. Wildlife Species (including fish)
 - United States Fish and Wildlife Service
 - Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
 - Field observation

- g. Archeological/Historical Sites
 - Historic Resources Survey
 - Georgia Department of Natural Resources, Historic Preservation Division
 - Field observation and verification

- h. Specimen trees
 - Identify all specimen trees as defined by the City of Milton Tree Preservation Ordinance

3. **PROJECT IMPLEMENTATION MEASURES.** Describe how the project implements each of the measures listed below as applicable. Indicate specific implementation measures required to protect environmental site feature(s) that may be impacted.

- a. Protection of environmentally sensitive areas, i.e., floodplain, slopes exceeding 25 percent, river corridors.
- b. Protection of water quality
- c. Minimization of negative impacts on existing infrastructure
- d. Minimization on archeological/historically significant areas
- e. Minimization of negative impacts on environmentally stressed communities where environmentally stressed communities are defined as communities exposed to a minimum of two environmentally adverse conditions resulting from public and private municipal (e.g., solid waste and wastewater treatment facilities, utilities, airports, and railroads) and industrial (e.g., landfills, quarries and manufacturing facilities) uses.
- f. Creation and preservation of green space and open space
- g. Protection of citizens from the negative impacts of noise and lighting
- h. Protection of parks and recreational green space
- i. Minimization of impacts to wildlife habitats

IMPACT ANALYSIS FORM B

WTF Case #: _____ Location: _____

Applicant: _____ Phone Number: _____

Analyze the impact of the proposed facility based on the following questions:

1. Is there a demonstrated need for the location's proximity to residential structures and residential district boundaries? _____

2. Is there a demonstrated need for the proposed height of the tower?

3. Is there a minimal impact on the uses of adjacent properties?

4. Does the surrounding topography, tree coverage and foliage adequately buffer the potential visual impact of the Telecommunications facility?

5. How has the design of the facility addressed the effect of reducing or eliminating visual obtrusiveness, specifically referencing any design characteristics, to include use of stealth technology? _____

6. What is the proposed ingress and egress to the facility?

7. Are there any available and suitable existing towers, other structures, or alternative/emerging technologies? _____
8. that may reduce or negate the need for this request?

9. Is there are demonstrated need for this specific site proposed?

10. Has the City of Milton Existing Tower Map been referenced during this proposal investigation? _____

Attach additional sheets as needed.

**DISCLOSURE REPORT
FORM C**

Office use only
WTF Petition #: _____ Mayor and Council Hearing Date _____

Within the (2) years immediately preceding the filing of this zoning petition have you, as the applicant or opponent for the rezoning petition, or an attorney or agent of the applicant or opponent for the rezoning petition, made any campaign contributions aggregating \$250.00 or more or made gifts having an aggregate value of \$250.00 to the Mayor or any member of City Council.

If the answer is *YES*, proceed to sections 1 through 4.

If the answer is *NO*, complete only section 4.

- 1. CIRCLE ONE:** Party to Petition In Opposition to Petition

If party to petition, complete sections 2, 3 and 4 below.
If in opposition, proceed to sections 3 and 4 below.

- 2.** List all individuals or business entities which have an ownership interest in the property which is the subject of this rezoning petition _____

3. CAMPAIGN CONTRIBUTIONS:

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift at \$250.00 or more
--------------------------------	------------------------	-------------------------	--

- 4.** The undersigned acknowledges that this disclosure is made in accordance with the Official Code of Georgia, Section 36-67A-1 et. seq. Conflict of interest in zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

Name (print)

Signature: _____ Date: _____

Attach additional sheets as needed.

SITE PLAN CHECKLIST FORM D

Site plans for rezoning and use permit must be folded, drawn to scale, no larger than 30" x 42", and shall, at a minimum, include the following information:

ITEM #	DESCRIPTION	CHECK
1	Key and/or legend and site location map with North arrow	√
2	Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning	
3	Acreage of subject property	
4	Location of land lot lines and identification of land lots	
5	Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property	
6	Proposed streets/easements on the subject site	
7	Proximity to historic or scenic view corridors	
8	Current zoning of the subject site and adjoining properties	
9	Existing buildings with square footages and heights (stories), wells, driveways, fences, and any other structures or improvements on the	
10	Existing buildings with square footages and heights (stories), wells, driveways, fences and any other structures or improvements on adjacent properties within 400 feet of the subject site based on aerial photography from an acceptable source as determined by the Director of Community	
11	Location of proposed tower and accessory structures with total square	
12	Topography (surveyed or County) on subject site and adjacent property	
13	Location of major overhead and underground electrical and petroleum transmission/conveyance	
14	Required and/or proposed setbacks	
15	100 year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps	
16	Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed	
17	Lakes, streams and other waters, and wetlands on the site and associated	
18	Proposed stormwater management facilities	

New Wireless Telecommunication Facilities and Attached Wireless Telecommunication Facilities

19	Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access	
20	Availability of water system and sanitary sewer system	
21	Tree lines, woodlands and open fields on subject site	
22	Locate all specimen trees on the site, as defined by the City of Milton Tree Preservation Ordinance	
23	Distance to nearest residential unit or residentially used structure	

Office use only

I hereby certify that I have completed a preliminary review of the site plan for this project and determined that it meets the minimum standards specified by Chapter 54 of the City of Milton Code of Ordinances.

Staff signature: _____ Date: _____

Community Development

Staff printed name: _____

The undersigned acknowledges that the site plan is submitted in accordance with Chapter 54 of the City of Milton Code of Ordinances and failure to comply shall render my application incomplete which may result in delay in the process of this application.

Applicant signature _____ Date: _____

Applicant printed name _____