

**FAYETTE COUNTY
ADMINISTRATIVE APPLICATION REQUEST
FOR COMMUNICATIONS TOWER USE**

Applicant must complete all of the information below (type or print legibly)

Project Name & Location: _____

Applicant/Agent:

Name and Company: _____

Contact Phone #: _____ Contact Fax #: _____

Property Owner(s) of Parent Tract:

Names of all owners on latest recorded Warranty Deed: _____

Mailing Address: _____

Owner Phone #: _____

Owner Fax #: _____

Tower Company:

Name of Representative and Company: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Project Locational Information:

Project site address: _____

Land District #: _____ Land Lot #: _____ Parcel #: _____

Acreage of parent tract: _____ Zoning District: _____

Road frontage(s): _____

Proposed Tower Information:

Type of tower proposed: _____

Tower height (from grade to highest point): _____

Type of accessory facilities: _____

Total square feet proposed: _____

Applicant=s Notarized Certification:

I affirm and certify that I understand and will comply with the provisions and regulations of the Fayette County Zoning Ordinance. I further certify that all the information contained in this application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application, attachments and fees become a part of the Official Records of the Fayette County Planning & Zoning Department and are not returnable.

Signature of Applicant/Agent

Date

Signature/Stamp of Notary Public

Date

PROPERTY OWNER CONSENT AND AGENT AUTHORIZATION FORM

(Applications require authorization by ALL property owners of subject property).

I/We hereby certify that I/We are the current property owner(s) of record of the parent parcel on which the requested communications tower use will be located. Further, I/We authorize the following as my Agent _____ of _____

Name of Representative

Name of Company

to act on my behalf to seek approvals from Fayette County for the requested communications tower to be located on my property. I/We understand that this application, attachments and fees become part of the official records of the Planning & Zoning Department of Fayette County. I/We have reviewed the completed application and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. I/We understand that any knowingly false information given will result in the denial of this application request. I/We further acknowledge that additional information may be required by Fayette County in order to process this application.

Name(s) of All Property Owners of Record found on latest recorded Warranty Deed for subject property:

Please Print Names

Signature of Property Owner 1

Signature of Notary Public

Address

Date

Signature of Property Owner 2

Signature of Notary Public

Address

Date

Signature of Property Owner 3

Signature of Notary Public

Address

Date

Signature of Authorized Agent

Signature of Notary Public

Address

Date

TECHNICAL REVIEW COMMITTEE SCHEDULE

The Technical Review Committee (TRC) will meet the second (2nd) Tuesday of each month at 10:00 a.m. in Suite 202 of the Fayette County Administrative Complex, 140 Stonewall Avenue West, Fayetteville, Georgia. TRC review will require all initial submittals for Site Plans and Final Plat applications to be submitted to the Zoning Administrator by **the third (3rd) of each month by noon**. The application submittal deadline for Preliminary Plats, Rezoning, and Public Hearing Towers will remain the same (first of each month by noon). If the first (1st) or the third (3rd) of the month falls on the weekend or on a holiday, the deadline is automatically extended to the next working day **by noon**.

TRC SCHEDULE FOR 2011- 2012

**APPLICATION DEADLINE IS 12:00 NOON
ON DEADLINE DATE WITH NO EXCEPTIONS**

<u>APPLICATION DEADLINES :</u>	<u>MEETING DATES:</u>	<u>NUMBER OF COPIES TO SUBMIT:</u>	
November 3, 2010.....	November 9, 2010	SITE PLAN	15
December 3.....	December 14	FINAL PLATS	20
January 3, 2011.....	January 11, 2011	PRELIMINARY PLATS	20
February 3.....	February 8	REZONING APPLICATIONS	20
March 3.....	March 8	PUBLIC HEARING TOWERS	20
April 4.....	April 12		
May 3.....	May 10		
June 3.....	June 14		
July 4.....	July 12		
August 3.....	August 9		
September 3.....	September 13		
October 4.....	October 11		
November 3.....	November 8		
December 5.....	December 13		
January 3, 2012.....	January 10, 2012		

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**FAYETTE COUNTY PLANNING & ZONING DEPT.
COMMUNICATION TOWERS CHECKLIST
FOR ADMINISTRATIVE APPLICATION SUBMITTAL**

ALL OF THE FOLLOWING ITEMS ARE REQUIRED FOR APPLICATION SUBMITTAL FOR NEW COMMUNICATIONS TOWERS. ANY DEFICIENCIES WILL BE NOTED WITH A * BELOW.

- _____ Completed Application (signed by Applicant/Agent and notarized).
- _____ Notarized Agent Authorization (from Property Owners for Tower Company to act as Agent).
- _____ Copy of latest recorded Warranty Deed indicating ownership of parent parcel.
- _____ Signed and sealed Survey of parent parcel (entire lot) with legal description (metes and bounds) indicating total acreage of site (15 required).
- _____ Access Easement Agreement (if applicable).
- _____ Zoning District of parent parcel.
- _____ Acreage of parent parcel and acreage of lease parcel (if applicable).
- _____ Tower elevation drawing indicating total height from finished grade to highest point.
- _____ Type and design of tower including Engineer statement (signed and sealed) regarding number of users it can structurally accommodate.
- _____ Statement of Intent detailing any variances which will be required, trips generated, security fencing, landscaping, capacity of tower, ANSI standards, aesthetics, lighting, F.A.A. compliance, F.C.C. compliance, etc.
- _____ Proximity of the tower facilities to the nearest off-site residential structure.
- _____ Zoning district and names of property owners or subdivision name of adjacent properties.
- _____ Nature of uses on adjacent and nearby properties.
- _____ Surrounding topography, elevation of site.
- _____ Surrounding tree coverage and foliage.
- _____ Proposed ingress/egress including width of right of way or access easement, type of surface.
- _____ Distance from nearest proposed or existing tower over 70 feet in height (includes all county and city zoning jurisdictions).
- _____ Tower setbacks (measured from nearest edge of tower or equipment building to property lines).

STAFF COMMENTS:

APPLICATION SUFFICIENT AND ACCEPTED:

ZONING ADMINISTRATOR

DATE

APPLICATION INSUFFICIENT - RESUBMIT

ZONING ADMINISTRATOR

DATE

FURTHER INSTRUCTIONS

Any variances which may be required are required to be granted prior to the administrative site plan approval process. Pursuant to Article II. A Nonresidential Construction; Approval and Compliance of the Development Regulations:

- A. No building permit shall be issued unless it is shown that a proposed use or structure is in compliance with all County regulations as verified by a Certificate of Zoning Compliance.
- B. Prior to the approval of a Certificate of Zoning Compliance by the Zoning Administrator, a Site Plan must be approved for all nonresidential changes of use and all construction, including expansions and additions.
- C. The following, at a minimum, must be provided at the time of application for a Certificate of Zoning Compliance.
 1. Verification that a plat of subdivision has been approved and recorded when so required by the Subdivision Regulations.
 2. A copy of a boundary line drawing of the lot, parcel, or tract prepared by a land surveyor, architect, or engineer registered in the State of Georgia and recorded by the Clerk of Superior Court.
 3. **Fifteen (15) copies** of a Site Plan which shall be submitted to the Zoning Administrator for distribution to the Technical Review Committee (TRC), and other departments as applicable.
- D. The Site Plan must be prepared by an engineer or architect who is registered by the State of Georgia and shall include all of the information required on page 4 of this application and the following additional information:
 - Name, address, telephone number, and seal of person preparing plan.
 - Date, scale, north arrow, and number of sheets.
 - Locations and dimensions of all existing structures (principal and accessory).
 - The limits of a 100-year flood including elevations.
 - Rezoning conditions (if applicable).
 - Locations and dimensions of all proposed structures (principal and accessory) and proposed use(s).
 - Rights-of-way, pavement edges, centerlines of roadways, and all easements.
 - Distance between buildings.
 - Number of stories, square footage existing and proposed.
 - Proposed ingress/egress and all dimensions of entrances/exits.
 - Parking area, required 10 foot landscape buffer
 - Required landscape areas, buffers, and screening.
 - Existing and finished topography at 2' contour interval.
 - Erosion and sediment control plan and 24 hour contact (must be approved by county and soil Conservation service prior to issuance of a land disturbance permit).
 - Tree protection plan. (Section 5-45.)
 - Construction details or standards (erosion and sediment control features, pavement design, clearing and grading, drainage structures, etc.)
 - Begin development status report.
- E. The following may be included with a Site Plan or may be submitted separately; however, **no clearing, grubbing or grading may be undertaken until a Land Disturbance Permit has been approved and visibly posted at the primary point of access to the property.**
 1. Building plans.
 2. Landscape, Buffer and Screening plan.
 3. Sediment Control Plan may be included with Grading Plan. Specific instructions are available from the County Engineer. SCS also reviews. See Section 9-1. of the Zoning Ordinance. May include Tree Retention Plan.
 4. Grading Plan. Must include Tree Retention Plan if not included in Sediment Control Plan -- See Section 5-45. and 9-1. of the Zoning Ordinance.

5. Hydrological Study and Detention Basin Design.
- F. Upon completion of review by all applicable departments, each department will return its comments to the Zoning Administrator who will forward all comments to the Applicant/Contact Person for Revisions.