



# Telecommunications Tower Special Use Permit Application

Douglas County Board of Commissioners  
Douglas County, Georgia

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**Applications will be received on business days between 9:00 AM and 3:00 PM**

Date of Application: \_\_\_\_\_

Application #: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Address of Property:

\_\_\_\_\_

Land Lot: \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_

Area: \_\_\_\_\_ Acres or \_\_\_\_\_ Square Feet

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

If existing property/structure is vacant or not in use, how long has it been vacant or not in use?

\_\_\_\_\_

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Owner of Property: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number (Daytime): \_\_\_\_\_

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Applicant: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number (Daytime): \_\_\_\_\_

Email address: \_\_\_\_\_

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Description of Proposed Use:  
(attach additional sheets if necessary)

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## ITEMS WHICH MUST ACCOMPANY APPLICATION

- A. **Owner's Signature or Affidavit** - If the owner and applicant are not the same, the owner must sign the application or complete the attached affidavit.
- B. **Plat/Survey** – Submit one(1) full size, one(1) 11 x 17 and one (1) digital copy of a plat in JPG format, drawn by an engineer or land surveyor, describing in detail the tract, parcel or lot of land proposed to be rezoned. The plat must include the following information:
  - 1. A current boundary survey and plot plan, dimensioned and to scale, prepared by a registered surveyor, architect or engineer showing the seal of such surveyor, architect, or engineer.
  - 2. This survey shall be a plat of the land in question (**must be a survey of the entire tract and/or parcel**), or a description by metes and bounds, bearings and distances of the land, or if the boundaries conform to the lot boundaries within a subdivision for which a plat is recorded in the land records of Douglas County, then, the lot, block, and subdivision designations with appropriate plat reference.
  - 3. A description of existing land uses on adjacent and surrounding property.
- C. **Concept Plan** – Submit one (1) full size copy, one (1) 11x17 copy and one (1) digital copy in JPG format of a concept plan, including but not limited to all items listed on the attached checklist for such plan.
- D. **Warranty Deed** – A copy of the recorded warranty deed to the property must accompany each application. **The owner on the deed must be the same as the owner listed on the application.**
- E. **Proof of Taxes Paid** – Proof that all ad valorem taxes due on the property have been paid must accompany each application.
- F. **Certificate Concerning Campaign Contributions** – The applicant must complete the certificate concerning campaign contributions and submit with each application.
- G. **Fees** – See attached fee schedule. Checks should be made payable to “Douglas County Board of Commissioners”. **Fees are non-refundable.**
- H. **Application Requirements** – The owner and operator of any proposed telecommunications facility, regardless of whether seeking approval from the Director of Development Services as a use by right or from the Board of Commissioners as a Special Use, must submit a complete application, undergo design review, and receive a building permit. Applications will not be considered until complete. The following information must be submitted for an application to be considered complete when applying for any building permit, Special Use approval or other permit or variance included in this Code:
  - a. **Basic Information:**
    - 1. A written statement of commitment to use the proposed site from at least one federally-licensed wireless service provider.
    - 2. Site plan or plans to scale specifying the location of telecommunications facilities, transmission building and/or other accessory uses, access, parking, fences, landscapes areas, and adjacent land uses. Applicants shall submit both a paper location map and a latitude/longitude location in a format compatible with the GIS software utilized by the Douglas County Geographic Information Systems Department.

3. Landscape plan to scale indicating size, spacing and type of plantings. The plan shall indicate significant vegetation to be removed and vegetation to be replanted to replace any vegetation lost.
4. Description of the environment surrounding the proposed telecommunications facility, including any adjacent residential structures and districts, structures and sites of historic significance or scenic corridors.
5. Description of anticipated maintenance needs for the telecommunications facility, including frequency of services, personnel needs, equipment needs, and traffic, noise or safety impacts of such maintenance.
6. Report from a qualified, independent engineer licensed in the State of Georgia, documenting the following:
  - a.) Telecommunications facility height and design, including technical, engineering and other pertinent factors governing selection of the proposed design.
  - b.) Total anticipated capacity of the telecommunications facility, including number and types of antennae which can be accommodated.
  - c.) Evidence of structural integrity of the tower structure.
7. Definition of the area to be served by the antennae or tower and explanation of whether such antenna or tower is needed for coverage or capacity. Identification of the geographic service area for the subject installation, including:
  - a.) A county map showing the proposed site and the applicants other existing telecommunications facility sites with Douglas County.
  - b.) A description of how this service area fits into and is necessary for the service network.
  - c.) Evidence that the proposed facility provides the needed coverage or capacity.
8. Identification of a community liaison officer appointed by the applicant to resolve issues of concern to neighbors and residents relating to the construction and operation of the facility. Identification should include name, address, telephone number, facsimile number, pager number and electronic mail address, if applicable.
9. Designation of which location preference, identified in Subsection 340 (e), the proposed facility meets. If the proposed location is not a preferred location or is a disfavored location, an explanation of how and why the proposed site is essential to meet service demands for the geographic service area and countywide network.

**b. Site inventory:**

Each application shall include a site inventory including: a list and a map showing all the applicants existing telecommunications facility sites within Douglas County and within one mile of the county's boundaries. The list must include the following information for each site:

1. Street address.
2. Land Lot, District, Section and Parcel number.
3. Zoning district.
4. Type of building (commercial, residential, mixed use) and number of stories.
5. The location and type of tower/antenna installation (stand alone rooftop, building façade, etc.)
6. The location of the base transceiver station installation(s).
7. The height from grade to the top of the antenna installation.
8. The radio frequency range in megahertz.
9. All other telecommunication facility sites within 200 feet of the proposed location.

**c. Additional information requirements for towers:**

1. If the proposed site is zoned Rural Agricultural (AG), Residential Agricultural (R-A), Residential Low Density (R-LD), Residential Medium Density (R-MD), Residential Duplex (R-D), Residential Townhouse/Condominium (R-TC), Multi-family Residential (R-MF), Manufactures Home Residential (R-MH), Low Density Office and Institutional (OI-L), or High Density Office and Institutional (OI-H), and there are alternative sites in the relevant service area zoned Neighborhood Commercial (C-N), Community Commercial (C-C), Heavy Commercial (C-H), General Commercial (C-G), Regional Commercial (C-R), Restricted Light Industrial (LI-R), Light Industrial (L-I), or Heavy Industrial (H-I), applicants must justify why those alternate site have not been proposed. The Director of Development Services and/or the Board of Commissioners shall review with special care justifications that appeal only to undue expense and/or to undue difficulties in entering into a lease agreement. The Director of Development Services and/or the Board of Commissioners shall carefully weigh such claims, and the evidence presented in favor of them, against a project's negative impacts at the proposed site.
2. No new tower, except amateur radio towers, shall be permitted unless the Applicant demonstrates to the satisfaction of the Planning & Zoning Department and the Board of Commissioners that no existing tower or existing alternative tower structure can accommodate the Applicant's proposed antenna. All evidence submitted shall be signed and sealed by appropriate licensed professionals or qualified industry experts and shall consist of more than mere conclusory statements that no existing tower is suitable. Evidence submitted to demonstrate that no existing tower or structure can accommodate the proposed antenna shall consist of one or more of the following:
  - a. That no existing towers or suitable alternative tower structures are located within the geographic antenna placement area required to meet the Applicant's engineering requirements.
  - b. That existing towers or structures do not have sufficient structural strength to support the Applicant's antenna and related equipment.
  - c. That the Applicant's proposed antenna(s) would cause electromagnetic interference with the antenna(s) on the existing towers or structures, or the antenna on the existing towers or structures, would cause interference with the Applicant's proposed antenna.
  - d. That the cost or contractual provisions required by the tower owner to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable. Costs exceeding new tower development are presumed to be unreasonable.
  - e. That the Applicant adequately demonstrates that there are other limiting factors that render existing towers and structures unsuitable.
  - f. For each of the above, the Applicant must submit an affidavit listing the existing towers which were considered, and ultimately rejected, by the Applicant and provide a detailed explanation of why the existing towers are not usable.
3. The applicant shall provide a utilities inventory showing the locations of all water, sewage, drainage and power easements impacting the proposed tower site.
4. The applicant shall provide any other information requested by the Director of Development Services to fully evaluate and review the application and the potential impact of a proposed telecommunications facility.

- I. **Special Use** – All applicants for Special Use approval shall submit the following **in addition** to all documentation required by the Procedures and Permits Article for Special Use applications. All information of an engineering nature that the Applicant submits, whether civil, mechanical or electrical, shall be certified by a licensed professional engineer or qualified industry expert:
1. Height of the proposed tower.
  2. Proximity of residential uses.
  3. Topography of the surrounding area.
  4. Surrounding tree cover and existing vegetation.
  5. Design of the structure with particular reference to characteristics that have the effect of reducing or eliminating visual obtrusiveness.
  6. Whether there exists or have been approved other suitable towers or tall structures within the geographic area required to meet the proposed service provider's engineering requirements. The lack of suitable alternatives may be demonstrated by one or more of the following:
    - a.) That existing towers or tall structures are not located within the necessary geographic area.
    - b.) That existing towers or tall structures are not of sufficient height to meet system engineering requirements.
    - c.) That existing towers or tall structures do not have the structural capacity to support the service provider's antennae or do not have sufficient ground or interior space for related equipment.
    - d.) That the proposed service provider's antennae would cause interference with antennae on existing towers or tall structures or that existing systems would cause interference with the proposed services provider's signal.
    - e.) That other limiting factors, not including economic considerations, render existing towers or tall structures unsuitable.
  7. The height from grade to the top of the antenna installation.
  8. The radio frequency range in megahertz.
  9. All other telecommunication facility sites within 200 feet of the proposed location.
  10. The applicant shall additionally provide the following information: the results of an FAA study to determine if the proposed construction will be a hazard to air navigation, a Phase 1 environmental report, NEPA report, and Section 106 checklist detailing any possible latent environmental or historic property proximity issues.
  11. Photo simulations depicting what the proposed structure will look like from various venues near the proposed location.

- J. Any other information required by the Planning & Zoning Department or any other County departments which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.

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**Signature of Applicant**

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**Date**

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**Printed Name of Applicant**

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**Date**

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**FOR OFFICE USE ONLY**

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

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

Received By: \_\_\_\_\_

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# **Review of Application by a Radio-Frequency Engineer**

1. Within five (5) business days of accepting the Special Use Permit Application, the Planning & Zoning Department shall refer the Special Use Permit Application to a Radio-Frequency Engineer for review and recommendation. Within thirty (30) business days after receiving the Special Use Permit Application for review, the Radio-Frequency Engineer shall submit a detailed report and finding regarding the Application to the Planning & Zoning Department, including but not limited to the need for the tower in the proposed location, whether or not the height of the tower should be lower than the height requested by the Applicant, and possible alternatives for the location of the tower. These findings shall be submitted to the Douglas County Planning & Zoning Board, Board of Commissioners and the Applicant for review within ten (10) business days of receipt by the Planning & Zoning Department, along with any staff report or recommendations prepared for the Board of Commissioner's consideration.
2. The Applicant shall have ten (10) business days after receiving the Radio-Frequency Engineer's findings and staff report to withdraw the Special Use Permit Application without prejudice. If the Application is not withdrawn by the Applicant within such time period, it shall be placed on the next available agenda for a public hearing by the Planning & Zoning Board and Board of Commissioners, consistent with the notice requirements in Article 12 of the Unified Development Code.

## **CONCEPT PLAN CHECKLIST**

1. An application shall be accompanied by a concept plan if any new construction or alteration of the site is proposed.
2. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development.
3. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a Georgia registered land surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. 15-6-67(b).

### **The concept plan shall show the following:**

1. Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.
2. Man-made features within and adjacent to the property, including existing and future right-of-way of streets, pavement width and street names; political boundary lines; and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
3. Natural features, such as the 100-year flood plain, and protected wetlands and stream buffers required under the Buffers, Landscaping and Tree Conservation Article of this Ordinance.
4. Proposed use of the property.

### **The proposed project layout including:**

1. For residential subdivisions, and office or industrial parks, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
2. For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, dumpsters, zoning buffers, parking areas, loading stations, zoning buffers, stormwater detention facilities, and driveways, entrances and exits.
3. Name and address of the property owner.
4. Name, address, and telephone number of the applicant (if different than the owner).
5. Date of concept plan drawing, and revision dates, as appropriate.
6. Location (Land District and Land Lot) and size of the property in acres (or in square feet if less than an acre).
7. Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than 1 inch equal to 2,000 feet. US. Geological Survey maps may be used as a reference guide .
8. A statement as to the source of domestic water supply.
9. A statement as to the provision for sanitary sewage disposal.
10. The approximate location of proposed storm water detention facilities.
11. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.



# **AFFIDAVIT**

Authorization by Property Owner

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I swear that I am the owner of the property that is the subject matter of the attached application, as it is shown in the records of Douglas County, Georgia.

I authorize the persons named below to act as applicant in the pursuit of the obtaining the Telecommunication Tower Special Use Permit for this property.

Name of Applicant: \_\_\_\_\_

Address:

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

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Owner (Printed Name)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Personally Appeared Before Me:

Who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

## ATTACHMENT

### CERTIFICATE CONCERNING CAMPAIGN CONTRIBUTIONS

Has the applicant (individual, corporation, partnership, firm, enterprise, franchise, association or trust) made, within two years immediately preceding the filing of this application for a **Special Use Permit**, campaign contributions aggregating \$250.00 or more or made gifts having in aggregate a value of \$250.00 or more to a member of the Board of Commissioners or Planning Commission who will consider the application?

YES \_\_\_\_\_

NO \_\_\_\_\_

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Board of Commissioners of Douglas County, within ten (10) days after this application is first filed.

Please supply the following information, which will be considered as the required disclosure:

1. **Member:** The name of the member(s) of the Board of Commissioners or Planning Commission to whom the campaign contribution or gift was made.
2. **Contribution:** The dollar amount of each campaign contribution made by the applicant to the member of the Board of Commissioners or Planning commission during the two years immediately preceding the filing of this application, and the date of each such contribution.
3. **Gift:** An enumeration and description of each gift having a value of \$250.00 or more made by the applicant to a member of the Board of Commissioners or Planning Commission during the two years immediately preceding the filing of this application.

Member	Contribution	Date	Gift
	\$		
	\$		
	\$		
	\$		
	\$		

We certify that the foregoing information is true and correct, this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant's Attorney (if any)

# **Criteria & Standards for Considering a Telecommunications Tower Special Use Permit**

The governing authority shall consider, but is not limited to, the following factors in action upon a Telecommunications Tower Special Use Permit under the provisions of this code:

1. The height and setbacks of the proposed tower
2. The proximity of the tower to residential structures and residential district boundaries
3. The nature of uses, as well as the height of existing structures, on adjacent and nearby properties
4. The surrounding topography
5. The surrounding tree coverage and foliage
6. The design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness
7. The proposed ingress and egress
8. The availability of suitable existing towers or other structures for antenna co-location
9. The impact of the proposed tower upon scenic views and the visual quality of the surrounding area
10. The evidence submitted regarding the need for the tower in the area, including but not limited to propagation maps and other similar materials
11. The portion of the tower that will be visible from adjacent and nearby residential properties
12. The number of required trips to the tower site on a monthly basis
13. The tower's effect on property values of adjacent and nearby residential properties
14. The ratio of the height of the proposed tower to the height of the tallest adjacent nearby structure
15. Safety concerns associated with the proposed tower or antenna
16. The tower's effect upon potential purchasers of adjacent and nearby residentially-zoned property
17. The coverage or lack of coverage experienced by cell phone users in the area of the proposed tower