



**Wireless Telecommunications Facility Application**

**Chatham County-Savannah Metropolitan Planning Commission**

**110 East State Street / P.O. Box 8246  
Savannah, GA 31412-8246**

**Phone: 912-651-1440 / Fax: 912-651-1480  
www.thempc.org**

Prior to submitting an application, a pre-application meeting with an MPC planner is required. Please contact the MPC for assistance.

**1. Project Name:** \_\_\_\_\_

**2. Type of Facility:**

\_\_\_\_\_ New Facility (Circle Type): Concealed Attached / Concealed Freestanding /  
Non-concealed Attached / Non-concealed Freestanding

\_\_\_\_\_ Reconstruction or replacement of Facility

\_\_\_\_\_ Collocate new carrier on Existing Facility: Concealed Attached / Concealed Freestanding /  
Non-concealed Attached / Non-concealed Freestanding

\_\_\_\_\_ Temporary Facility (COW)

\_\_\_\_\_ Modification or Replacement of Equipment

\_\_\_\_\_ Reconstruction or replacement of Facility

**3. Applicant Information (Wireless Provider)**

Firm/Representative: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Agent Information (if different from Applicant Information)**

Firm/Representative: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**5. Property Owner(s) Information**

Owner(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**6. Support Structure Owner Information (if any)**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**7. Property Information**

Property Identification Number (Tax Parcel Number): \_\_\_\_\_

Address or General Street Location (nearest intersections): \_\_\_\_\_

\_\_\_\_\_

Zoning District(s): \_\_\_\_\_

Current Land Use(s) on Parent Tract: \_\_\_\_\_

**8. Facility Description**

Latitude: \_\_\_\_\_ Degrees: \_\_\_\_\_ Minutes: \_\_\_\_\_ Seconds: \_\_\_\_\_ (NAD83)

Longitude: \_\_\_\_\_ Degrees: \_\_\_\_\_ Minutes: \_\_\_\_\_ Seconds: \_\_\_\_\_ (NAD83)

RAD Center: \_\_\_\_\_

Ground Elevation (AMSL)(ft): \_\_\_\_\_

Total Height of Facility (ASG) (ft): \_\_\_\_\_

FCC Antenna Structure Registration Number (ASR), if applicable: \_\_\_\_\_

**9. Variance(s) Requested (if applicable)**

Please identify any variance that is requested and explain 1) why it is needed; and, 2) why other alternatives to avoid a variance are not possible. Attach additional sheet, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Applicant Certification**

This affidavit acknowledges that the applicant represents and certifies that the following are true and accurate:

1. All statements, certifications and representations supplied in this application are true and correct and the person(s) signing the application is/are duly authorized to execute this application and otherwise to act on behalf of the applicant;
2. The proposed WTF will comply with FCC regulations regarding susceptibility to radio frequency interference (RFI), frequency coordination requirements, general technical standards for power, antenna, bandwidth limitations, frequency stability, transmitter measurements, operating requirements and any and all other federal statutory and regulatory requirements relating to RFI;
3. Where a collocation is proposed, the applicant, together with the owner of the facility have provided a composite analysis of all users of the facility to determine that the additional antenna will not cause RFI.
4. The proposed WTF will comply with and at all times will be maintained and operated in accordance with, all applicable FCC rules and regulations with respect to environmental effects of electromagnetic emissions.
5. All improvements constructed as part of the WTF will comply with all applicable building codes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## SUBMITTAL REQUIREMENTS

- 1. Application Completeness.** The application must be filled out in its entirety and all applicable items submitted before it will be processed.
- 2. Planning Commission Review.** If the application must be reviewed by the Planning Commission, it must be deemed complete at least 21 calendar days prior to a regularly scheduled Planning Commission meeting. An application that requires a third party supplemental review will be scheduled for a Planning Commission meeting only after such review has been completed and a report has been received by the MPC. See #3 for more information.
- 3. Third Party Supplemental Review.** A third party supplemental review will be required for all new freestanding facilities. For all other facilities, such review will be required “where due to the complexity of the methodology or analysis required to review an application,” and the Executive Director or Planning Commission shall determine that it is necessary.
- 4. Submission Items and Quantity.** The attached checklist (below) identifies all items that must be submitted based on type of facility. Where a document is required, please submit the quantities specified below:
  - A. Co-Applicant/Tower owner Authorization (1)
  - B. Evidence of Need Report (2)
  - C. Site Plan (2 in County; 8 in City)
  - D. Facility Plan (2)
  - E. Visual Impact Analysis (1)
  - F. Documentation from Applicable Agencies (2)
  - G. RF Engineer Qualifications (1)

Plans must be full-size (11" x 17") and include an 8.5" x 11" reduction. Plans must be folded with title block visible. Rolled plans will not be processed.

- 5. Application Fees.** All fees must be submitted at time of application. Fees are as follows:
  - A. WTF Review Fee (Fee varies depending on type of facility. See p. 6 for fees.)
  - B. Third Party Supplemental Review Fee (\$3,500.00)
    - The Supplemental Review fee is a “pass through” fee and must be paid for with a separate check. Make check payable to “The Metropolitan Planning Commission”.
  - D. For proposed facilities in unincorporated Chatham County, additional fees may apply:
    - County Commercial Development Review (total acres x \$1,000.00/ac) + 6,000.00 base charge (Note: The minimum fee is \$7,000.00.)
    - County Land Disturbance Activities Ordinance / NPDES Permit fees: total disturbed acres x \$40.00 (Note: Applies to land disturbance that is one or more acres in the county only.)

A separate application (“Land Disturbing Activities Permit Application”) is required. Both fees, if applicable, can be paid with a single check. Make check payable to “Chatham County.” For more information regarding this review, contact Chatham County Engineering at 912-652-7800.

**6. Applications Submission Locations.**

A. **City of Savannah:** Submit the completed application to City of Savannah Development Services, Attn: Permit Services Administrator, 5515 Abercorn Street, Savannah, GA 31405. Phone: 912-651-6510.

B. **Chatham County:** Submit to Building Safety and Regulatory Services, Attn: Zoning Administrator, 1117 Eisenhower Drive (P.O. Box 8161, Savannah, GA 31412-8161). Phone: 912-201-4300.

**7. Other Information**

A. **Public Notification.** At least 15 days but no more than 45 days prior to the scheduled date of a Metropolitan Planning Commission meeting (where one is required), the applicant shall erect a public notice sign advertising the meeting date and time.

B. A sign can be obtained from the following locations (based on jurisdiction of subject property):

- **City of Savannah:** Department of Development Services, 5515 Abercorn Street, Savannah, GA 31405. Phone: 912-651-6530.

- **Chatham County:** Submit to Building Safety and Regulatory Services, 1117 Eisenhower Drive, Savannah, GA 31412-8161 Phone: 912-201-4300.

C. **Permitting.** Wireless Telecommunications Facilities Fees are enumerated below. The City of Savannah and Chatham County may require separate building permits for all commercial work, including work done on or to a structure. A separate application and fee are required from the appropriate agency. For more information, please contact the Savannah Department of Development Services (912-651-6530) or Chatham Building Safety and Regulatory Services (912-201-4300).

**Application Fees**

Petition Type	Base Fee	Third Party Review
Concealed Attached WTF	\$500	\$3,500 / If required
Collocation or Combining or Modification on Existing Antenna Support Structure	\$500	\$3,500 / If required
Attached WTF	\$500	\$3,500 / If required
Replacement of Existing Antenna Support Structure	\$3,100	\$3,500 / If required
Concealed WTF	\$4,000	\$3,500 / If required
New Non-Concealed Antenna Support Structure	\$5,000	\$3,500 / If required
Temporary WTF	\$2,100	\$3,500 / If required

### Application Checklist

Please use this checklist to help prepare your application for submission. Refer to the Wireless Telecommunications Ordinance for further assistance (Zoning Ordinance Section 16—Chatham County or Article J—Savannah) or contact the MPC.

	New Co- cealed Attached WTF	Colloca- tion or Com- bined WTF	New Con- cealed Freesta nding WTF	New Non- Con- cealed Attached	New Non- Con- cealed Free- standing	Modifica- tion/ Replace- ment of antenna elements or feed line(s)	Reconstruc- tion or Re- placement of a WTF
<b>Meetings</b>							
Pre-application conference	✓	✓	✓	✓	✓	✓	✓
<b>Forms and Fees</b>							
Completed WTF Application	✓	✓	✓	✓	✓	✓	✓
Application Fees	✓	✓	✓	✓	✓	✓	✓
Signed and dated Affidavit	✓	✓	✓	✓	✓	✓	✓
<b>Reports and Data Collection</b>							
Co-Applicant Authorization [1]	✓	✓	✓	✓	✓	✓	✓
Evidence of Need Report	✓		✓	✓	✓		
Site Plan	[2]	[2]	✓	[2]	✓	[2]	✓
WTF Plan	✓	✓	✓	✓	✓	✓	✓
Visual Impact Analysis	n/a	n/a	n/a	n/a	✓	n/a	✓
Regulatory Agency documentation	✓	n/a	✓	✓	✓	n/a	✓
RFE Qualifications	✓	✓	✓	✓	✓	✓	✓
Siting (i.e., hierarchy)	✓	n/a	✓	✓	✓	n/a	n/a
Height	✓	✓	✓	✓	✓	✓	✓
Setbacks	✓	n/a	✓	n/a	✓	✓	✓
Specifics Regarding Aesthetics/ Visibility Design Criteria	✓	n/a	✓	✓	✓	n/a	✓
Equipment Compound & Cabinets (i.e., screening)	✓	✓	✓	✓	✓	✓	✓
Lighting & Signage	✓	✓	✓	✓	✓	✓	✓
Recognized Historic Areas	✓	n/a	✓	✓	n/a	n/a	n/a

<b><u>CONTINUED</u></b>	<b>Con- cealed At- tached WTF</b>	<b>Colloca- tion or Com- bined WTF</b>	<b>Con- cealed Free- standing WTF</b>	<b>Non- Con- cealed At- tached</b>	<b>Non- Con- cealed Free- standing WTF</b>	<b>Replace- ment of antenna elements or feed line(s)</b>	<b>Reconstruc- tion or Replacement of a WTF</b>
<b>Reports and Data Collection (Continued)</b>							
Scenic Vistas and Landscapes	n/a	n/a	n/a	n/a	✓	n/a	[4]
Antenna Support Structure Multiple User Standards	n/a	n/a	✓	n/a	✓	n/a	[4]
Structural Integrity	✓	✓	✓	✓	✓	✓	✓
Wetlands	n/a	n/a	✓	n/a	✓	n/a	[4]
Noise	✓	n/a	✓	✓	✓	n/a	✓
RFR Standards	✓	✓	✓	✓	✓	✓	✓
Interference with-Public Safety Communications [5]	✓	✓	✓	✓	✓	✓	✓
Reconstruction or Replacement of Existing Support Structure	n/a	n/a	n/a	n/a	n/a	n/a	✓

[1] Includes authorization from property, support structure, and/or facility owners.

[2] See Section 16-5(c) (Chatham County) or Section 5.0.c (City of Savannah) for specific information.

[3] Planning Commission may require.

[4] Required only when a freestanding facility is proposed.

[5] Signed Applicant Certification required.