

Department of Planning and Development

446 West Crogan Street • Lawrenceville, GA 30046-2440
(tel) 678.518.6000
www.gwinnettcountry.com



gwinnettcountry

SUBMITTAL INSTRUCTIONS FOR NEW TECOMMUNICATIONS TOWER TALL STRUCTURE PERMIT APPLICATION

Included in these guidelines are the informational requirements necessary to process an application for a new telecommunication tower tall structure permit.

1. The applicant is encouraged to contact the Planning and Development Department (P&D) to request a pre-submittal application meeting prior to any submittal of an application for tall structure permit for a new telecommunications tower. The purpose of this meeting is to review completeness of the application and compliance with the Gwinnett County Telecommunications Tower and Antenna Ordinance (hereinafter referred to as "Ordinance"). Applicants are encouraged to visit www.gwinnettcountry.com and download the Ordinance to familiarize themselves with the requirements prior to contacting P&D. Please contact Thuy Hotle, at 678.518.6012, of the Development Plan Review Section, to discuss and schedule this meeting.
2. The complete application package may be submitted to the Development Plan Review Section on the Submittal Deadline by 5:00 p.m. for cell towers requiring public hearings. Applications meeting the requirements of "Permitted Uses" may be submitted on any Thursday by 12:00 Noon.

NOTE: P&D reserves the right not to accept an application for a new tall structure permit if the required information is not present with the application submittal.

3. Refer to the "Checklist for Telecommunications Tower Tall Structure Application" for a complete list of required documents to accompany the application. NOTE: Additional information may be required based upon the review of the application.
4. The Application fee is based on the following criteria and payable to Gwinnett County:
 - i. Fee of \$6,000.00, if tower will be reviewed under Division 2 (General Provisions) and Division 5 (Tall Structure Permit Required) of the Ordinance.
 - ii. Fee of \$2,000, if tower will be reviewed under Division 3 (Permitted Uses) and Division 4 (Administrative Approvals) of the Ordinance.
 - iii. Fee of \$9,000.00, if tower will be located on County property. Please contact the Department of Support Services to schedule the initial meeting(s) and handling of the terms of the lease PRIOR to contacting P&D. Once the lease is fully executed, P&D will accept and process the application in accordance with Section 108-84(b)(1) and the instructions listed herein.
5. The Applicant will be required to post a sign advertising the public hearing and send notification letters to the affecting property owners. Additional information on the handling of these items will be part of the instruction package to be picked up by the Applicant after the Withdrawal Deadline.

6. **P&D staff strongly recommends** that the Applicant attends the public hearing(s) when the Board of Commissioners considers the application to answer questions as necessary.
7. PLEASE NOTE: If the tall structure permit application is approved, a separate Commercial Development Permit and a Building Permit will be required prior to construction.

Please submit the complete application package to:

Gwinnett County Department of Planning and Development Department
Development Plan Review Section
446 West Crogan Street, Suite 150
Lawrenceville, GA 30046
Attention: Thuy Hotle



Notification Letters for Tall Structure Permit Application Mailing Instructions

1. As Applicant for a Tall Structure Permit, you are responsible for notifying by mail the owners of properties and governing authority and municipalities located within the vicinity of the pending application.
 - a. The applicant must mail a notification letter to each Property Owner of Record as shown on the Tax Commissioner's Office, and not to the tenant or lessee of the property.
 - b. The required mailings must be postmarked by the Notification Deadline as shown in the submittal calendar.
2. To assist with this process, P&D staff provides a parcel list parcel list of properties located within 1,000 feet of the Tall Structure Permit application along with the mailing address of these owners. The parcel list and property owner information come from the office of the Gwinnett Tax Commissioner, and available from the website www.gwinnetttaxcommissioner.com.

PLEASE NOTE: The parcel list includes tax parcel information within Gwinnett County. If there are properties located in adjacent counties within 300 feet of the proposed subject tract, you must obtain the owner and mailing information from the adjoining county office(s).

3. Attached is a sample Notification letter for your use. All correspondence must be typed. Handwritten correspondence is unacceptable. Each property owner of record must be notified of the following information:
 - a. The Tall Structure Permit (TSP) case number
 - b. The Applicant's contact person and phone number
 - c. The date and time of the public hearing
 - d. The location of the public hearing: Gwinnett Justice and Administration Center Auditorium, 75 Langley Drive, Lawrenceville, GA 30046
 - e. A copy of the application as submitted
 - f. The applicant's letter of intent
 - g. A vicinity map indicating the location of the property under consideration for TSP
 - h. A copy of the submitted site plan at 8.5"x11" size
4. Notification letters must be mailed with first-class postage. Certified or registered mail is not required. You **MUST** list the name and address of each and every addressee on the Postal Service Form(s) 3877 and submit this form postmarked no later than the Notification Deadline stated on the Submittal Dates for the application. Each and every PS Form 3877 must bear the original date stamp by the U.S. Postal Service showing the date of mailing.
5. Please contact the Development Plan Review Section if there are any questions regarding the above instructions. **Failure to mail the Notification Letters by the Notification Deadline may result in the withdrawal of your application.**

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PARCEL LIST

NOTIFICATION DEADLINE: _____

FOR PUBLIC HEARING SCHEDULED ON _____

(SAMPLE- on Company's Letterhead)

**TALL STRUCTURE PERMIT APPLICATION
NOTIFICATION LETTER**

This letter is to inform you that a Tall Structure Permit application has been submitted to the Gwinnett County Planning and Development Department on a tract of land within 1,000 feet of your property.

Please be advised of the following information pertaining to the Tall Structure request and public hearing:

CASE NUMBER :
APPLICANT NAME :
STREET LOCATION :
PROPERTY SIZE : ACRES
PROPOSED STRUCTURE :
STRUCTURE HEIGHT :
CONTACT PERSON :
TELEPHONE NUMBER :

**BOARD OF COMMISSIONERS HEARING:
(MONTH/DATE/YEAR) AT 7:00 P.M.**

**PUBLIC HEARING LOCATION: Gwinnett Justice and Administration Center Auditorium
75 Langley Drive, Lawrenceville, GA 30046**

For further information, please contact the Applicant as listed above or Gwinnett County Department of Planning and Development, Development Plan Review Section at One Justice Square, 446 W. Crogan Street, Suite 150, Lawrenceville, GA, (678) 518-6000.

If for any reason the subject hearing is continued or tabled to another date, please call (678) 518-6000 for the exact date and time.

Name and Address of Sender

Check type of mail or service:

- Adult Signature Required
- Certified Mail
- COD
- Delivery Confirmation
- Express Mail
- Insured
- Adult Signature Restricted Delivery
- Recorded Delivery (International)
- Registered
- Return Receipt for Merchandise
- Signature Confirmation

Affix Stamp Here
 (If issued as a
 certificate of mailing
 or for additional
 copies of this bill)
 Postmark and
 Date of Receipt

Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	DC Fee	SC Fee	SH Fee	RD Fee	RR Fee
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office	Postmaster, Per (Name of receiving employee)												

Adult Signature Required
 Adult Signature Restricted Delivery
 Delivery Confirmation
 Signature Confirmation
 Special Handling
 Restricted Delivery
 Return Receipt

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Sign Posting Instructions for Public Hearings and Deposit Refund Policy
For Tall Structure Application

Sign Posting Instructions: The Gwinnett County Board of Commissioners has adopted sign posting procedures for public hearings. Under these procedures, the applicant is required to:

1. Obtain the Sign from the Department of Planning and Development (P&D) at 446 West Crogan Street, Suite 150, Lawrenceville GA. The fee for the Sign is \$150 payable to Gwinnett County (\$100 Sign Deposit Fee is included).
2. Post the Sign no later than one (1) day before the Notification Deadline as shown on the Submittal Schedule.
 - a. The Sign may be picked up from P&D office one (1) week prior to the Notification Deadline.
 - b. Failure to post the Sign by the deadline may result in administrative withdrawal of the application. Failure to maintain the Sign continuously throughout the variance application process may delay or prohibit consideration of the application.

Please note: The P&D Director may require the placement of multiple Signs at various locations for large acreage tracts or sites with multiple road frontages.

3. Mount the Sign on a hard surface to prevent curling or bending and erect it at or near the right-of-way line of the subject property so that it is visible from the roadway but not interfering with sight distance of any intersection or driveway.
4. Take a photo of the posted sign and email it to Site.Planreview@gwinnettcountry.com.

Sign Deposit Refund: Return the Sign no later than 15 calendar days after the final Board's action in order to receive a refund of \$100 for the sign deposit. Failure to return the Sign within the 15-day period deposit will result in the sign deposit forfeited.

Applicant's Acknowledgment of Sign Posting Instructions

I, the undersigned have read and understand the above Sign Posting Instructions. I further understand that I must pick up the Sign and post it on the subject site on or before the date _____.

In order to receive the \$100 sign deposit, I understand that I must return the Sign no later than 15 days after the final public hearing for the application I submitted.

Signed by: _____ Date: _____

Printed Name: _____ Telephone: _____

Address: _____

Case Number: TSP _____

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CHECKLIST FOR TELECOMMUNICATIONS TOWER
TALL STRUCTURE PERMIT APPLICATION

The Applicant must complete and submit this checklist along with the submission of a Tall Structure Permit application for a new Telecommunications Tower pursuant to Gwinnett County Telecommunications Tower and Antenna Ordinance ("Ordinance"). Gwinnett County Department of Planning and Development reserves the right not to accept the application if any of the following information or document is not completed.

- ____ 1. Application completed and signed. Application fee \$ _____ payable to Gwinnett County is included.

- ____ 2. Affidavit of inventory of existing sites (Div.2, Sec. 108-52) showing:
 - ____ a. Street Address
 - ____ b. Latitude and Longitude
 - ____ c. Tower Height
 - ____ d. Tower Type (monopole, lattice, etc.)
 - ____ e. Type of material and color
 - ____ f. Number of co-location suitability

- ____ 3. Co-location documentation, demonstrating compliance with the applicable sections of the Ordinance (Div. 2, Sec. 108-53 & 108-54; Div.3, Sec.108-82; Div.4, Sec.108-102 & 108-103; Div.5, Sec.108-125)

- ____ 4. Site Plan sets: one (1) at full scale, and one (1) at 8.5" x 11" reduction. Include with Site Plan:
 - ____ a. Property lines, with bearings and distances
 - ____ b. All roadways, name, and right-of-way size
 - ____ c. Existing and proposed driveways, and parking area (if applicable)
 - ____ d. Existing and proposed easements
 - ____ e. Existing and proposed structures, including future co-locations (if available)
 - ____ f. Topographic information, drawn at 2-foot intervals
 - ____ g. Zoning setback lines as required by Ordinance (Div.2, Sec.108-56; Div.3, Sec.108-83)
 - ____ h. Location of proposed tower structure
 - ____ i. Distances from tower to all adjoining property lines
 - ____ j. Distances from tower to all residential structures on adjoining property
 - ____ k. All adjoining property owner's names
 - ____ l. All adjoining zoning classifications
 - ____ m. Proposed fencing and fence details (Div.2, Sec. 108-57)
 - ____ n. Existing screening vegetation
 - ____ o. Proposed landscaping strips and landscaping details (Div.2, Sec. 108-58)
 - ____ p. Boundary survey (unless shown on site plan)
 - ____ q. Legal description of subject tract /leased area (unless shown on boundary survey and/or site plan)

- ____ 5. Building Plan sets: one (1) full size and one (1) 8.5" x 11" reduction. Include with Building Plan:
 - ____ a. Tower Structure
 - ____ b. Elevations
 - ____ c. Overall Design
 - ____ d. Overall height (max. height to include tower, top of antenna array, lighting and lightning rods)
 - ____ e. Antenna and Appendages
 - ____ f. Type material, color and lighting

- ____ 6. Separate scaled map showing proposed tower site and nearest airport. Include statement for separation distance between site and airport.

- ____ 7. Letter of intent which includes a statement demonstrating compliance with current standards and regulations of the FAA, FCC and other federal agency with authority to regulate towers and antennas (Div.2, Sec. 108-60).

- ____ 8. Signed Acknowledgment of Sign Posting and Instructions

- ____ 9. Two (2) CD disks containing electronic copies of the application and supporting documents as shown above.

Checklist completed by: _____
Applicant: Printed Name , Title Date