

**GWINNETT COUNTY**  
**BOARD OF COMMISSIONERS**  
**LAWRENCEVILLE, GEORGIA**

ORDINANCE ENTITLED: A Telecommunications Tower Registration Ordinance

READING AND ADOPTION:

At the regular meeting of the Gwinnett County Board of Commissioners held in the Gwinnett Justice and Administration Center, Auditorium, 75 Langley Drive, Lawrenceville, Georgia.

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Name	Present	Vote
Charlotte J. Nash, Chairman	YES	AYE
Shirley Lasseter, District 1	YES	AYE
Lynette Howard, District 2	YES	AYE
Mike Beaudreau, District 3	YES	AYE
John Heard, District 4	YES	AYE

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On motion of Commissioner Beaudreau, which carried 5-0, the Code of Ordinances of Gwinnett County is hereby amended by deleting Section 108-36 entitled "Annual Registration of Telecommunications Towers" and replacing with a new section 108-36 as follows:

WHEREAS, the Board of Commissioners has determined that the public health, safety and welfare will be served by creating an inventory of all facilities associated with telecommunication towers located within unincorporated Gwinnett County; and

WHEREAS, Gwinnett County desires to develop a registration system to ensure that all telecommunication towers are properly maintained; and

WHEREAS, it is in the interest of Gwinnett County to ensure that the owners of telecommunication towers properly inspect and maintain their towers.

NOW, THEREFORE THE BOARD OF COMMISSIONERS DOES HEREBY AMEND THE CODE OF ORDINANCES OF GWINNETT COUNTY BY DELETING THE EXISTING SECTION 108-36 AND REPLACING IT WITH A NEW SECTION 108-36 ATTACHED HERETO AS ATTACHMENT I.

THIS ORDINANCE is adopted this 25th day of October, 2011.


BOARD OF COMMISSIONERS  
GWINNETT COUNTY, GEORGIA

GWINNETT COUNTY BOARD OF COMMISSIONERS

By: Charlotte J. Nash  
CHARLOTTE J. NASH, CHAIRMAN

ATTEST:

By: Diane Kemp  
DIANE KEMP, COUNTY CLERK

The seal of the Board of Commissioners of Gwinnett County, Georgia, is circular. It features a central emblem with a plow and a sheaf of wheat, symbolizing agriculture. The text "BOARD OF COMMISSIONERS OF GWINNETT COUNTY" is written around the top inner edge, and "GEORGIA" is at the bottom. A small "(SEAL)" is printed near the center.

APPROVED AS TO FORM:

By: M. Van Stephens  
M. VAN STEPHENS  
ACTING COUNTY ATTORNEY

“ATTACHMENT I”

AN ORDINANCE TO REQUIRE THE ANNUAL  
REGISTRATION OF TELECOMMUNICATION TOWERS

The Code of Ordinances of Gwinnett County is hereby amended by deleting the existing Section 108-36 and replacing it as follows:

(1) On or before May 1st of each calendar year, the owner of any telecommunications tower shall register such tower with the Director of the Gwinnett County Department of Planning and Development on a form (or via electronic means) substantially similar to that attached hereto as Exhibit “A”. The initial annual registration shall identify such telecommunications tower by tax parcel number, physical street address, and/or GIS coordinates, and shall describe all structures and equipment on site associated with such telecommunications tower. Annually thereafter, each subsequent registration shall identify any transfer of ownership of such tower, and/or any modifications to such tower which occurred during the preceding calendar year.

(2) For all telecommunications towers which were constructed more than ten (10) years prior to the submittal of the annual registration, at least once every three (3) years the owner of such tower shall submit certification to the Director that such tower was inspected and that a registered professional engineer has determined that no signs of defect, disrepair, or other hazardous condition exist.

(3) Any telecommunications tower owner which owns more than twenty (20) towers that are subject to subsection (2) shall be deemed to be in compliance with its requirements so long as all of such tower owner’s towers which are more than ten

(10) years old are inspected within three years of the first deadline for registration under this ordinance.

(4) The annual registration fee for each telecommunications tower shall be \$100.00 for the first registration year and \$50.00 per tower per year thereafter.



## CELL TOWER REGISTRATION FORM

### STRUCTURE INFORMATION

Registration (check box):  First-Year  Annual Renewal

Name (or ID#) of Cell Tower: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Parcel #: \_\_\_\_\_ GIS Coordinates: \_\_\_\_\_

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

Type of Tower:  Guyed  Lattice  Monopole  Other: \_\_\_\_\_

Overall Height: \_\_\_\_\_ Base Width: \_\_\_\_\_ Year of Original Construction: \_\_\_\_\_

List all licensed holders that co-locate at this tower facility. Attach a separate sheet if necessary:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

### STRUCTURE OWNER INFORMATION

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

### PLEASE NOTE:

- All privately owned cell towers must be registered annually by May 1<sup>st</sup> of each calendar year. Annually thereafter, each subsequent registration shall identify any transfer of ownership of such tower, and/or any modifications to such tower which occurred during the preceding calendar year. Upon change of ownership, the new owner shall apply for a new registration. The first-year registration fee is \$100 and the annual renewal fee is \$50 for each structure, payable to Gwinnett County.
- The registration of such tower does not exempt it from compliance with any other codes and ordinances of Gwinnett County.
- Tower Inspection: Towers that were constructed more than 10 years prior to the submittal of the annual registration must be inspected by a registered professional engineer at least once every three (3) years. If an inspection is required, please complete page 2 of this form.

\*\*\*\*\* P&D STAFF ONLY \*\*\*\*\*

BLD \_\_\_\_\_ TSTRACKER #: \_\_\_\_\_

# TOWER INSPECTION FORM

I, \_\_\_\_\_, hereby certify that on \_\_\_\_\_, 20\_\_\_\_,  
the cell tower located at \_\_\_\_\_  
and owned by \_\_\_\_\_,  
was inspected. Such inspection revealed that there were no signs of damage, disrepair,  
or other hazardous conditions related to such cell tower, except as specifically noted  
below.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Please identify any signs of damage, disrepair or hazardous conditions related to  
the cell tower inspected:

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