

TOWN OF COLLIERVILLE

Cell Tower Co-location/Modification Checklist

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GENERAL DESCRIPTION: § 151.024 (G)(6) of the Zoning Ordinance to administratively approve certain wireless communications facilities (WCFs): antennas on existing structures; antennas on existing towers; Cable micro-cell networks; and, antennas on existing structures within public road rights-of-way that are not considered Small Wireless Facilities as regulated by § 117.120 through 117.128. Such applications are reviewed by the Planning Division in the Development Department. In order to encourage the use of monopoles, the Development Department may also permit the reconstruction of an existing guyed or lattice tower to monopole construction.

Step 1- Optional Pre-Application Conference with Town Staff:

As a service to the prospective applicant/property owner, staff offers the opportunity for a Pre-application Conference with key staff. Pre-application Conferences are intended to be a “one-stop shop” for potential applicants to meet with all departments involved in the development process at the same meeting. They can prove to be very beneficial to both the applicant and staff, as the officials responsible directly for the review (typically Planning and Codes) can be in attendance if requested. Sometimes the Parks Department or General Services Department are involved if the co-location involves changes to a structure on Town property.

The primary purpose of the meeting is for Staff to explain the applicable development processes, permits, and fees pertinent to the project prior to applicants submitting a cell tower co-location application. These meetings also provide an opportunity for the developer to discuss his/her proposal with Town officials and get their input. Applicable rules and regulations will be discussed as they relate to the proposal, but the Pre-application Conference does not constitute an application nor are any preliminary staff comments binding. Formal notes are taken during the meeting by staff and emailed to the potential applicant after the meeting for a record of what was discussed. In addition to notes from the meeting taken by the Staff, other relevant information will be made available to the applicant at the end of the meeting (applications, checklists, forms, latest fee schedule, submittal calendar, etc).

A Pre-application Conference can be scheduled by contacting the Planning Division at planning@colliervilletn.gov or calling 901-457-2360.

Step 2- Staff Review: To initiate the staff review process, the applicant must submit an application package (see box above right), which shall include plans and reports with the following information.

- ❑ **Specifications:** Provide specifications for proposed structures and antenna, including description of design characteristics and material.
- ❑ **Location Map:** A current map, or update for an existing map on file, showing locations of applicant’s antenna.
- ❑ **Site plan:** A scaled site plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate licensed professionals, showing the location and dimensions of all improvements, adjacent roadways, proposed means of access, radio frequency coverage, tower height requirements, setbacks, drives, parking, buildings, cabinets, or equipment storage associated with towers, fencing, landscaping, and adjacent uses. The Town

Submittal Requirements for a Cell Tower Co-Location/Modification

Staff & Public Review Phases:

- ❑ Completed General Application Form (see Preapplication Conference notes for guidance on how to complete form) – two (2) copies
- ❑ Electronic version of the entire submittal package (PDF Format - on disk, flash drive, or emailed)
- ❑ Cover Letter, including a summary of the request – two (2) copies
- ❑ Plans and Reports depicting the proposed changes to the Support Structure, associated appurtenances, and existing structures – two (2) copies (see Step 2 below for more info)
- ❑ Review Fee: \$500
- ❑ Other Information that was specifically requested at the Preapplication Conference

Post-Approval Phase: Varies based on the specific request. Consult the “Next Steps” in the approval letter. In many cases, an electrical permit will be needed from the Codes Division.

Planner may require other information to be necessary to assess compliance with this section, including, but not limited to, a:

- **Landscape plan (if applicable):** A landscape plan showing specific landscape materials.
 - **Fencing plan (if applicable):** Location and method of fencing, and finished color, and, if applicable, the method of camouflage and illumination.
 - **Visual Impact Analysis:** The applicant shall provide photo-simulated post-construction renderings of the completed proposed WCF tower, equipment cabinets, and ancillary structures from locations to be determined during a pre-application conference with the Town Planner. The renderings shall, at a minimum, include renderings from the vantage point of any adjacent roadways and occupied or proposed non-residential or residential structures, proposed exterior paint and stain samples for any items to be painted or stained, exterior building material and roof samples (if applicable).
 - **Reduction of Visual Impact:** Evidence that the applicant has taken reasonable measures to assure that the proposed alteration to the tower, antenna or accessory structure will be placed in a reasonably available location that will minimize the visual impact on the surrounding area in accordance with minimum standards of applicable federal and other regulations. Additionally, the Town Planner may ask the applicant to describe the proposed methods for minimizing the visibility of the proposed facility, including but not limited to all screening, landscaping, cladding materials, and paint color or other treatment samples.
- **Antenna capacity wind load/ice load:** A report from a structural engineer registered in Tennessee showing that the tower antenna capacity by type and number, and a certification that the tower is designed to withstand winds in accordance with ANSI EIA/TIA 222 (latest revision) standards.
 - **Antenna owners:** Identification of the owners of all antenna and equipment to be located at the site as of the date of application.
 - **Proof of ownership/owner authorization:** Legal description of the subject property and leased parcel (if different). Proof of ownership (deed or title documentation) or a letter of authorization for the application from the owner of the property on which the WCF is proposed to be located.
 - **FAA and FCC information:** All applications for permits in Collierville shall be accompanied by a 'determination of no hazard' from the FAA as well as all required FCC permit information.
 - **Safety codes:** Applicant must show that all applicable health, nuisance, fire, and safety codes are met.

Cell tower co-locations can be submitted online (see information to right).

The Development Department shall review the application for administrative approval and determine if the proposed use complies with § 151.024(G)(5), general requirements; § 151.024(G)(6), administratively approved uses; § 151.024(G)(8), buildings, cabinets, or equipment storage; and § 151.024(G)(9), removal of abandoned towers and antennas. The Development Department shall respond within 30 days after receiving applications by either approving, approving with conditions, or disapproving the application.

Step 3- Appeal Phase (if applicable): If an administrative approval is disapproved, then the applicant may file an application for an appeal to the Planning Commission (PC) for a recommendation, to be followed by a decision by the Board of Mayor and Aldermen (BMA).

Step 4- Post-Approval Phase: Consult the "Next Steps" in the approval letter. In many cases, an electrical permit will be needed from the Codes Division.



Town of
Collierville
Permit & Application Center

Consider Applying Online or Using Dropbox: Planning-related permits/development applications can be submitted through the online Permit & Application Center. This solution will allow you to upload PDF versions of the plans and documents, track the status of the permit/application, and much more! If you pay fees online there will be a 3.5% convenience fee. Otherwise, you can mail a check to Town Hall noting the case number and project. See this checklist for what needs to be uploaded. Go to the following link to get started: <https://collierville.portal.iworq.net/portalhome/collierville> In most cases, paper copies will still be needed of application materials in addition to PDFs submitted online. To avoid coming into Town Hall, feel free to use the green "Development Department Dropbox" on the east side of Town Hall next to the Codes Division entrance. To be able to check on the status of your application and upload PDF revisions later, you will need a "Contractor Code" number that will be assigned when you apply for the first time. For those that submit to the Town often, you will use the same contractor code for all new applications. Please direct questions about submitting online Planning-related applications to planning@colliervilletn.gov or 901-457-2300.