



# **NEW COMMUNICATION TOWER APPLICATION**

**Thank you for your interest in the City of Harlem, Georgia. This packet includes the necessary documents needed for a NEW COMMUNICATION TOWER application.**

**Please note: all fees are non-refundable. There are no exceptions. To schedule a Pre-Application meeting, please call the Community Development Office to schedule an appointment (706) 556-0043.**

**The location of all city related meetings is:**

**Harlem City Hall  
320 North Louisville Street  
Harlem, Georgia 30814**

## **Procedures**

**A pre-application meeting with the Community Planning Director before submission of any application is required. A scheduled appointment is required.** *(No opinions or guidance can be given over the phone).* Staff will review the request and discuss all necessary code requirements that affect the request. Staff may also need to consult other city departments before accepting the application.

**No application will be accepted unless all necessary documentation is complete and a pre-application meeting has been held (There will be no exceptions.)**

## **Application Requirements**

Pursuant to Sec. 108-46. – Table of uses, commercial., Communication towers are permitted by right in an I-Industrial zone and are prohibited in all other zoning districts.

## **Regulations for Specific Uses**

### **Sec. 108-103. - Communication towers.**

- (a) Towers/accessory structures must be set back a distance equal to the height of the tower from any property containing a residential use.
- (b) The tower and/or associated facilities shall be enclosed by security fencing not less than six feet in height and shall also be equipped with an appropriate anti-climbing device.
- (c) A minimum ten-foot-wide landscape strip shall be required around the facility exterior to any fence or wall unless the community development director determines that existing plant materials are adequate.
- (d) The tower shall comply with applicable state and local statutes and ordinances, including, but not limited to, building and safety codes.
- (e) Communication towers/antennas shall not be artificially lighted except to ensure human safety or as required by the Federal Aviation Administration.

## **Fees**

A Code Compliance Review Fee of \$100.00 is charged for each communications tower application.

## **Contacts**

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Community Planning Director  
320 North Louisville Street / Harlem, GA 30814  
tel. (706) 556-0043 fax. (706) 556-0604

Public Works Director  
P.O. Box 99 / Harlem, GA 30814  
tel. (706) 556-3500 fax. (706)556-3293



## City of Harlem

### NEW COMMUNICATION TOWER APPLICATION CHECKLIST

PLEASE COMPLETE THIS FORM WHEN ACCEPTING ALL NEW COMMUNICATION TOWER APPLICATIONS.

<input checked="" type="checkbox"/>	REQUIRED ITEMS*	COPIES	PROCEDURE
	Pre-Application Review Form (Meeting Notes)	1	Must be obtained from a current planner, prior to submitting your application. <b>(by appointment only)</b>
	Application Form	1	1. Signed and <b>notarized</b> by owner. 2. In lieu of owner's signature, applicant has signed and <b>notarized</b> a copy of a "Contract", "Power of Attorney" or "Lease"
	Applicant Disclosure Form	1	Required for all property owners, applicants, and agents filed with an application and must be <b>notarized</b>
	Letter of Ownership	1	Letter stating that the owner is aware of the COMMUNICATION TOWER request and owns the property in question
	Letter of Intent	1	Must clearly state the proposed use and development intent
	Site Plans (24 x 36) and (11 x 17)	1  1	Must show minimum details: Buildings, setbacks, buffers, road frontage, correct scale, north arrow, present zoning classification, topographic information to show elevation and drainage, location and extent of required buffers and proposed lot layout
	Survey Plat (8 ½ x 11) Or (11 x 17)	1	Subject Property, prepared and sealed <b><i>within the last five years</i></b> by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. Said survey plat shall: 1) indicate the complete boundaries of the subject property and all buildings and structures existing therein; 2) Include a notation as to whether or not any portion of the subject property is within the boundaries of the 100-year floodplain; and 3) Include a notation as to the total acreage or square footage of the subject property
	Acknowledgement of Small Cell Tower Supplemental Requirements	1	This letter must accompany the application at the time of submittal.

**\*ALL DOCUMENTS ARE REQUIRED IN ORDER TO ACCEPT APPLICATION.**

Land Use Officer: \_\_\_\_\_ Date: \_\_\_\_\_





**City of Harlem**  
**NEW COMMUNICATION TOWER Application**

Name of Applicant \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Address Applicant: \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cell # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Name of Agent \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Address Agent: \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cell # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT OF THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS**

Description of existing use of property:  
\_\_\_\_\_  
\_\_\_\_\_

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

Proposed use of the property:  
\_\_\_\_\_  
\_\_\_\_\_

Address of Property: \_\_\_\_\_ Nearest intersection to the property: \_\_\_\_\_

(Street Address)

Size of Tract: \_\_\_\_\_ acre(s) Historic District: \_\_\_\_\_

Property Tax Parcel Number: \_\_\_\_\_ **(Required)**

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Signature of Applicant/s

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Name of Applicant/s

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Signature of Agent

**NOTARY STAMP:**

**(For Office Use Only)**

Total Amount Paid \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Received by: \_\_\_\_\_ *(FEES ARE NON-REFUNDABLE)*

Application checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Map Number(s): \_\_\_\_\_

Pre-application meeting: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation of Planning and Zoning Commission: \_\_\_\_\_

City Council Decision: \_\_\_\_\_

City Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Applicant Campaign Disclosure Form

(Must be completed by the applicant, the property owner, and the agent. Use as many forms as needed.)

Has the applicant\* made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more or made gifts having in the aggregate a value of \$250 or more to a member of the City of Harlem City Council or Planning and Zoning Commission Board who will consider the application?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, the applicant and the attorney representing the applicant must file the following information with the City of Harlem within ten (10) days after this application is first filed:

City Council and/or Planning and Zoning Commissioner Member Name	Dollar Amount of Campaign Contribution	Description of Gift \$250 or greater given to Board Member

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

\_\_\_\_\_  
Applicant's Name - Printed

\_\_\_\_\_  
Signature of Applicant/Property Owner/Agent

\_\_\_\_\_  
Applicant's Attorney, if applicable - Printed

\_\_\_\_\_  
Signature of Applicant's Attorney, if applicable

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary

\* Applicant means any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association, or trust) applying for rezoning.



# **City of Harlem**

*P.O. Box 99 / Harlem, GA 30814  
Office: (706) 556-3448*

## **Acknowledgement of Small Cell Tower Supplemental Requirements**

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

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

Address of Applicant: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Agent \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of Agent: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY HAS BEEN PROVIDED WITH A CITY OF HARLEM COMMUNICATION TOWER APPLICATION, A CITY OF HARLEM SMALL WIRELESS FACILITY REQUIRED SUPPLEMENTAL APPLICATION, AND THE CITY OF HARLEM SMALL WIRELESS FACILITY INFRASTRUCTURE DESIGN GUIDELINES – FOR A TOTAL OF THREE (3) DOCUMENTS.**

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

\_\_\_\_\_  
Applicant's Name - Printed

\_\_\_\_\_  
Signature of Applicant/Property Owner/Agent

\_\_\_\_\_  
Applicant's Attorney, if applicable - Printed

\_\_\_\_\_  
Signature of Applicant's Attorney, if applicable

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Owner(s)/Agent(s)

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Notary



# City of Harlem

## Communications Tower Permit Application

### GENERAL INFORMATION

Application Date	Tax Parcel Number	Zoning	Is Owner Applicant? Yes          No	Review Fee \$
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### PROPERTY INFORMATION

Street Address	Parcel Number
Property Owner	Phone Number
Property Owner email Address:	

### TOWER OWNER/LESSEE INFORMATION

24-hr Contact	Business Name	Phone #	
Street Address	City	State	Zip
Proposed Carrier			

### CONTRACTORS INFORMATION

Name of Contractor ~ Street Address ~ City ~ State ~ Zip          License #

Contractor Type	Name of Contractor ~ Street Address ~ City ~ State ~ Zip	License #
Applicant (Not Owner)	Last, First Name	
Architect/Engineer		
General Contractor		
Concrete Contractor		
Electrical Contractor		
Steel Contractor		

## CELL TOWER SPECIFICATIONS

Tower Type	Ground Elevation	FCC/FAA #	Number of Transmission Buildings
Guy Anchor Detail Included Yes or No	Max Height	Overall Height	Cross Section of Tower Included: Yes or No
Designer/Manufacturer		Basic Wind Speed With ice _____ Without Ice _____	

### FIRE SUPPRESSION

Number and Location of Fire Extinguishers: \_\_\_\_\_

\_\_\_\_\_

### PRINCIPAL ACCESSORY & JOINT USES

Number of Existing Structures on Property: \_\_\_\_\_

Type of Structures Currently on Property: \_\_\_\_\_

\_\_\_\_\_

Tower Setback from property lines: \_\_\_\_\_

Setback from closest existing structure: \_\_\_\_\_

Street Frontage (ft)	
Front Setback (ft)	
Rear Setback (ft)	
Left Setback (ft)	
Right Setback (ft)	
Height above Grade (ft)	

\_\_\_\_\_

Estimated Start Date:	Estimated Completion Date:	Estimated Value: \$
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**Plan Submission Requirements**

- 2 11' X 17' sets of Construction Drawings with date clearly marked
- 1 .PDF set of Construction Drawings with date clearly marked
- 1 .DWG set of Construction Drawings with date clearly marked
- 1 Structural Report
- 1 Tower Inspection Report (upon Completion of Project)

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**NOTE: Site plan must be to scale specifying the location of tower(s), guy anchors (if any), transmission buildings and/or other accessory uses, access parking, fences, landscaped areas and adjacent land uses.**

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By signing this application, you hereby certify that you have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The completion of the review does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This review application must be renewed if the work described above is not completed within six (6) months from the date the review is completed

\_\_\_\_\_ **Owner/Agent**

\_\_\_\_\_ **Date**

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

This Telecommunications Tower Review Application has been \_\_\_\_\_ Approved or  
\_\_\_\_\_ Denied by the Community Development Director.

\_\_\_\_\_ **Community Development Director**

\_\_\_\_\_ **Date**

