

TOWN OF COLLIERVILLE
Administrative Review
Cell Tower Co-Location Checklist

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2360
Fax: (901) 457-2354
Website: www.collierville.com



Project Name:

Cell Tower Co-Location Checklist: The following information shall be submitted along with the application form.
Please check as submitted.

General Information: *(The below documents may be found on the Town website.)*

- Completed Project Application Form
- Project Acknowledgement
- If applicant is a for-profit or not-for-profit entity, a completed Disclosure of Ownership form

Co-Location Request Information:

- A **site layout** drawn to scale showing the property boundaries, Support Structure, associated appurtenances, existing structures, proposed transmission buildings and/or other accessory uses, access, parking, fences, landscape plan, and existing land uses abutting the site.
- A **report from the registered structural engineer** that: specifies the height and design of the Support Structure; attests to the Support Structure's compliance with applicable structural standards, including certification that the Support Structure will withstand sustained winds of 70 miles per hour (MPH) with ½ inch radial ice, as per the American National Standards Institute (ANSI) standards, and/or 130 MPH wind gusts; and describes the Support Structure's capacity, including the number and type of antennas that it can accommodate.
- Written statements** that the proposed Support Structure:
 - o Complies with regulations administered by the Federal Aviation Administration, Federal Communications Commission, and all applicable government authorities, or that the Support Structure is exempt from those regulations.
 - o Written certification, plus evidence that the building itself is structurally capable of safely supporting the Structure and/or Facilities and its accompanying equipment.
 - o Written certification that the Wireless Communication Facilities is designed in accordance with accepted standards for seismic zone 3.
- If the applicant is an FCC licensee, a copy of the FCC license authorizing the applicant to provide wireless communication services. If the applicant is not a licensee, a list of those entities who may be providing Wireless Communications from the Support Structure and certification that such entities have an FCC license authorizing it to provide such services.
- An **application fee** as provided for in Resolution 98-28, as amended, and as referred to in Section 151.310 C of the Code of Ordinances.

In order to issue an administrative approval, the application must address the following items:

- The location, size, and design of Wireless Communication Facilities and Support Structures are compatible with the development within the surrounding area, thus reducing the impact upon the surrounding area.
- No offices, long-term vehicle storage, other outdoor storage, or broadcast studios, or other uses that are not needed to send or receive transmissions are proposed.
- Compatibility:** All Wireless Communication Facilities including buildings, cabinets, Support Structures, and other facilities are designed and constructed of materials so as to be architecturally compatible with the architectural character of the general area, and shall be approved by the Design Review Commission if visible from a public right-of-way. The design of all Wireless Communication Facilities shall be approved by Staff.

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- ❑ **Landscaping:** Existing on-site vegetation is preserved to the maximum extent practicable, and shall be supplemented as required by the Design Review Commission. All provisions of the Town of Collierville Tree Protection and Grading Ordinance (94-21) shall be adhered to.
- ❑ **Security fencing:** Security fencing is required around the Support Structure and associated appurtenances.
- ❑ **Structure Lighting:** Support Structures shall not be artificially lighted unless required by the Federal Aviation Administration or other federal or state authority.

Town Regulations, Ordinances and Guidelines: Please refer to the following information found via the Town website when preparing the application:

- ❑ **Conditional Use Permit:** In order to be approved administratively, submitted documentation must adhere to all applicable requirements for a conditional use permit as described in Section 151.024 G of the Code of Ordinances.
- ❑ **Appeals:** Should the Department of Development not support the approval of a proposed attached wireless communications facility, the applicant may file an appeal with the Board of Zoning Appeals consistent with the provisions of Section 151.308 B.1 of the Code of Ordinances

Construction Codes Permit

In addition to site plan review, the Construction Codes Division must issue a construction permit(s) for the proposed project. Submit a separate set of materials to the Plans Reviewer with the Construction Codes office for a permit. A construction permit will not be issued until after the site plan review process has been successfully completed. ***Please see the Town website for the permit form.***