



Code Enforcement

7635 Macon Highway • Suite 400 • Watkinsville, Georgia 30677 • 706-769-3907

Cell Tower Permit Application

Application Date	Tax Parcel	Zoning	Is Owner Applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit # / Fee \$
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Site Plan Approved by Planning Department (Attach approval letter)

PROPERTY INFORMATION

Street Address	City	State	Zip
Property Owner	Phone Number		
Parcel Type	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other _____

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 #
Applicant (Not Owner)	Last, First Name	
Architect/Engineer		
General Contractor		
Concrete Contractor		
Electrical Contractor		
Steel Contractor		

CELL TOWER SPECS

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 _____	

Existing Antenna Information

Elevation	Quantity	Antenna	Mount	Coax	Carrier
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Proposed Antenna Information

Elevation	Quantity	Antenna	Mount	Coax	Carrier
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SHAFT SPECS

Shaft Section	Length (ft)	Dia. Across flats		Thick (1 W)	Joint Type	Overlap Length (in.)	Taper		Steel Gauge (ksi)
		Top	Bottom				In.	Ft.	

FIRE SUPPRESSION

Number and Location of Fire Extinguishers: _____

PRINCIPAL ACCESSORY & JOINT USES

Number of Existing Structures on Property: _____
 Type of Structures: _____

 Use of Structures: _____

Include attachment if necessary.

Setback from property lines: _____

Setback from principle/accessory and/or joint uses: _____

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.

New or Addition

Structural Frame: ☐ Steel 1 ☐ Concrete ☐ Other/Identify _____

Are any structural assemblies fabricated off site? ☐ Yes or ☐ No

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

Setback from existing structure: _____

Estimated Start Date:	Estimated Completion Date:	Estimated Value:
		\$

ELECTRICAL

Total Service _____ AMPS Number of Circuits _____ Gauge _____
Number of Cabinets _____ Proposed Meter Size _____ Number of Generators _____

NOTE: All electrical work must be completed by a non restricted electrical contractor. Requires a separate Electrical Permit.

Include two (2) sets of Construction Drawings – Date of attached drawings _____/_____/_____.

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 granting of a permit 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 permit must be renewed if the work described above is not started within six (6) months from the date the permit is issued.

Owner/Agent _____ Date

Comments: _____

Building Official _____ Date



Cell Tower Permit Checklist

Job Address _____

- ☐ Complete Cell Tower Permit Application & Cell Tower Checklist
Complete ALL sections of the application.
If information does not pertain to your project, mark with N/A.
Check all Yes/No answers – do not highlight.
Check, sign, and submit checklist with permit packet.
- ☐ Fee based on estimated value of the work being done (Commercial Fees)
Permit Fee Chart
- ☐ 2 sets of Construction Drawings with date clearly marked
- ☐ 1 Structural Report
- ☐ 1 Tower Inspection Report
- ☐ Contractor's Business License
- ☐ Authorized Agent Form (if Contractor is not signing application)
- Once your permit is approved, you will be contacted to pick up your permit card.
If you would like for us to mail you anything, include a FedEx/UPS envelope and shipment label.

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent _____ Date _____



Planning Department Oconee County, Georgia

Communication Tower & Co-Location Submittal Checklist

Tax Parcel #: _____ Current Zoning: _____

Property / Site Size: _____ Location: _____

New Tower: ☐

Co-Locate: ☐

Design Professional: _____

- Note:*
- ✧ This checklist serves only as a guide for the requirements of Communication Towers. This checklist should not be considered a design checklist.
 - ✧ Please check the appropriate boxes for the application material submitted. Some of these items may not apply to all requests.
 - ✧ Co-Location submittal requirements are identified on the checklist with the symbol "©"
 - ✧ Each reference refers to the requirements in Section 335 of the Unified Development Code, unless otherwise indicated.

Review Items	Reference	Completed
Application Procedures		
▶ New Towers		
▷ All new towers must submit all of the items identified on this checklist	335.08	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▶ All new towers must obtain Special Use approval by the Board of Commissioners		
▷ Refer to the Special Use application & submittal requirements in Sec. 1206		
▷ Zoning Districts: A-1 (Agricultural), B-2 (Highway Business) & I (Industrial)	335.08	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ▶ Co-Locate / Shared Use on an Existing Tower		
© ▷ co-locations are submitted to the Code Enforcement /Building Inspection Department	335.08	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ▷ items required for co-locations are identified on this checklist with the symbol "©"	335.08	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Inventory of Existing Sites		
▶ Inventory of all the applicant's existing towers (if any)		
▷ all located within the County	335.08.a	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ any towers located outside the County within 1 mile of the County boundary	335.08.a	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ▶ Existing tower information		
© ▷ tower height	335.08.a	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ▷ specific location description (Lat./Long.)	335.08.a	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ▷ tower design / tower type (i.e. monopole)	335.08.a	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ▷ total number of existing antennae / carriers	335.08.a	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ▷ total number of potential antennae / carriers which can be accommodated	335.08.a	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Site Development / Tower Construction Plans		
© ▶ Prepared by an engineer licensed to practice in the State of Georgia		
© ▷ accurately scaled ▷ includes written & graphic scales	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
© ▶ Tower / Site description:		
© ▷ specific description of the location of the tower	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ guy anchors (if any) ▷ refer to Sec. 335.05.j(4)	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ transmission / equipment bldg. ▷ refer to Sec. 335.05.i	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
© ▷ additional accessory uses / bldgs. ▷ refer to Sec. 335.05.i	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ access to site / tower compound ▷ including any parking / access drive details	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ fencing ▷ refer to Sec. 335.05.c	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ landscape buffers / areas ▷ refer to Sec. 335.05.g	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ adjacent land uses ▷ refer to Sec. 335.05.j	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
▶ New Tower Plan Sets: ▷ 3 Large (24x36) ▷ 2 Reductions (11x17)	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ▶ Co-Locations: ▷ 1 Large (24x36) ▷ 3 Reductions (11x17)	335.08.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Landscape Plan		
▶ Refer to Sec. 335.05.g for landscaping and buffer requirements		
▶ Landscape plan details at a minimum should include the following:		
▷ specific planting locations shown on plans ▷ spacing between plantings		
▷ caliper size of plantings ▷ list all plant species	335.08.c	Yes <input type="checkbox"/> No <input type="checkbox"/>

Review Items	Reference	Completed
Utilities Inventory		
► Locations of utilities shown on plans (when applicable)	335.08.d	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ water & sewer lines	335.08.d	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ power poles / power lines / transmission lines / gas pipelines & easements	335.08.d	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ any drainage facilities impacted by or potential impact to the proposed tower site	335.08.d	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Environmental Impact Statement		
► Fully describe effects of the proposed tower / antennae will have on the following:	335.08.e	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ environment and the surrounding area	335.08.e	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ any potential for radiological impact on human health	335.08.e	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ impacts on adjacent residential structures and districts	335.08.e	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ impacts on structures and sites of historic significance	335.08.e	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ impacts on streetscapes	335.08.e	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Engineer's Certified Statement		
► Certified by an engineer licensed to practice in the State of Georgia	335.08.f	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Certified statement must state the tower construction, including reception and transmission functions will not interfere with the usual and customary transmission or reception of the following:		
▷ radio		
▷ other transmissions		
▷ television		
▷ service enjoyed by adjacent properties	335.08.h(1)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Maintenance		
► Description of maintenance needs, including the following:		
▷ frequency of service		
▷ traffic impacts		
▷ equipment needs		
▷ personnel needs		
▷ noise		
▷ safety impacts of the maintenance	335.08.g	Yes <input type="checkbox"/> No <input type="checkbox"/>
Technical Report		
© ► Prepared by an engineer licensed to practice in the State of Georgia	335.08.h	Yes <input type="checkbox"/> No <input type="checkbox"/>
© ► Physical tower description which includes the following:	335.08.h(4)	Yes <input type="checkbox"/> No <input type="checkbox"/>
© ► Tower height and design		
▷ technical		
▷ any other pertinent factors governing selection of the proposed design		
▷ engineering	335.08.h(1)	Yes <input type="checkbox"/> No <input type="checkbox"/>
© ► Tower cross-section	335.08.h(1)	Yes <input type="checkbox"/> No <input type="checkbox"/>
© ► Total anticipated capacity of the tower structure	335.08.h(2)	Yes <input type="checkbox"/> No <input type="checkbox"/>
© ► total number of antennae which can be accommodated on the tower	335.08.h(2)	Yes <input type="checkbox"/> No <input type="checkbox"/>
© ► types of antennae which can be accommodated on the tower	335.08.h(2)	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Evidence of structural integrity of the tower structure	335.08.h(3)	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Failure characteristics of the tower	335.08.h(4)	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ describe whether or not the site has adequate size to accommodate tower failure	335.08.h(4)	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ describe whether or not the setbacks will be adequate to accommodate tower failure		
▷ refer to Sec. 335.05.j for required setbacks	335.08.h(4)	Yes <input type="checkbox"/> No <input type="checkbox"/>
FAA/FCC Compliance		
► Evidence of review for compliance/exemption from FAA and FCC regulations		
▷ includes any appropriate state review authority requirements for the proposed tower	335.08.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Letter of Intent to Lease		
© ► Provide a letter of intent to lease excess space on the tower structure (if applicable)		
© ► include intent to lease any additional excess space on the tower site when the shared use potential of the tower is absorbed	335.08.j	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Shared Use Fees		
► State any pro rata charges to be made for the shared use		
▷ fees must be consistent with an appropriate sharing of construction, financing and maintenance costs	335.08.k	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ► Fees may also be charged for any structural changes		
© ► includes any RF changes necessitated to accommodate shared use		
© ► shared use shall be a condition of approval, if approval is granted	335.08.k	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Additional Tower Capacity		
© ► Quantify anticipated additional tower capacity	335.08.l	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ number of antennae which can be accommodated	335.08.l	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
▷ type of antennae which can be accommodated	335.08.l	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
© ► Describe any limitations on the tower's ability to accommodate other users (include the following info)		
▷ radio frequency interference		
▷ frequency		
▷ mass height		
▷ other characteristics (provide description)	335.08.l	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Review Items	Reference	Completed
© ► Provide technical options available to overcome any limitations and reasons why the technical options considered were not chosen to be incorporated	335.08.n(2)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Existing Tower Suitability (Applicant's Tower)		
► Provide evidence demonstrating the lack of space on all suitable existing towers to locate the proposed antenna	335.08.m	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
► Provide evidence demonstrating the lack of space on existing tower sites to construct a tower for the proposed antenna	335.08.m	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Existing/Planned Towers & Tower Sites (All Towers)		
► Substantially demonstrate that no existing or planned towers can accommodate the proposed antennae/transmitter	335.08.n	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Owners of all existing or planned towers of a height roughly equal to or greater than the height of the proposed tower contacted	335.08.n(1)	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Tower owners contacted in a timely manner to allow sufficient time before filing the request to provide a response into the application	335.08.n(2)	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ refer to Sec. 335.08.n(2) for additional information	335.08.n(2)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
► Information collected from each contacted tower owner	335.08.n(3)	Yes <input type="checkbox"/> No <input type="checkbox"/>
▷ refer to Sec. 335.08.n(3) for additional information	335.08.n(3)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Additional Information:		
► Any other information needed to fully evaluate the application and potential impacts	335.08.o	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>