



WIRELESS COMMUNICATIONS FACILITY (WCF)
ADMINISTRATIVE APPROVAL APPLICATION

Prior to submitting an application, a pre-application meeting is required. Contact the Department for assistance.

1. Project Name: \_\_\_\_\_

2. Type of Facility:

- Antennas for AM/FM/TV/HDTV
WCF in a Utility Easement
Minor Modification of Existing WCF
Concealed Attached
Collocations on existing WCFs
Non-concealed Attached
Support Structure Replacement: (a) Same Parcel; or (b) Different Parcel

3. Applicant Information (Wireless Provider):

Firm: \_\_\_\_\_
Representative: \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
Email Address: \_\_\_\_\_

4. Agent Information (if different from Applicant Information):

Firm: \_\_\_\_\_
Representative: \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
Email Address: \_\_\_\_\_

5. Property Owner(s) Information:

Owner(s): \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
Email Address: \_\_\_\_\_

**6. Support Structure Owner Information (if different than applicant):**

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**7. Property Information:**

Property Identification Number (Tax Parcel Number): \_\_\_\_\_  
Address or General Street Location (nearest intersections): \_\_\_\_\_  
\_\_\_\_\_  
Zoning District(s): \_\_\_\_\_  
Current Land Use(s) on Parent Tract: \_\_\_\_\_

**8. Facility Description:**

Latitude: \_\_\_\_\_ Degrees: \_\_\_\_\_ Minutes: \_\_\_\_\_ Seconds: \_\_\_\_\_ (NAD83)  
Longitude: \_\_\_\_\_ Degrees: \_\_\_\_\_ Minutes: \_\_\_\_\_ Seconds: \_\_\_\_\_ (NAD83)  
RAD Center: \_\_\_\_\_  
Ground Elevation (AMSL)(ft): \_\_\_\_\_  
Total Height of Facility (ASG) (ft): \_\_\_\_\_  
FCC Antenna Structure Registration Number (ASR), if applicable: \_\_\_\_\_

**9. Support Structure Replacements – Different Parcel Only:**

Property Identification Number (Tax Parcel Number): \_\_\_\_\_  
Address: \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_  
Current Land Use(s) on Parent Tract: \_\_\_\_\_  
Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**10. Replacement Facility Description (Different Parcel only):**

Latitude: \_\_\_\_\_ Degrees: \_\_\_\_\_ Minutes: \_\_\_\_\_ Seconds: \_\_\_\_\_ (NAD83)

Longitude: \_\_\_\_\_ Degrees: \_\_\_\_\_ Minutes: \_\_\_\_\_ Seconds: \_\_\_\_\_ (NAD83)

RAD Center: \_\_\_\_\_

Ground Elevation (AMSL)(ft): \_\_\_\_\_

Total Height of Facility (ASG) (ft): \_\_\_\_\_

FCC Antenna Structure Registration Number (ASR), if applicable: \_\_\_\_\_

**(For Office Use Only)**

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

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

Application **APPROVED/ DENIED** by Planning and Zoning Department Director or designee.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WIRELESS COMMUNICATIONS FACILITY (WCF)  
LETTER OF CERTIFICATION**

I certify that \_\_\_\_\_ has the authority to submit an application for modifications/additions/etc. to Henry County, GA for the wireless communications facility on behalf of \_\_\_\_\_ for the facility located at \_\_\_\_\_, Parcel ID# \_\_\_\_\_.

\_\_\_\_\_  
(Operator Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name and Title)

(NOTARY STAMP)

\_\_\_\_\_  
(Notary Signature)

\_\_\_\_\_  
(Date)

## Applicant Certification

This affidavit acknowledges that the applicant represents and certifies that the following are true and accurate:

1. All statements, certifications and representations supplied in this application are true and correct and the person(s) signing the application is/are duly authorized to execute this application and otherwise to act on behalf of the applicant;
2. The proposed WCF will comply with FCC regulations regarding susceptibility to radio frequency interference (RFI), frequency coordination requirements, general technical standards for power, antenna, bandwidth limitations, frequency stability, transmitter measurements, operating requirements and any and all other federal statutory and regulatory requirements relating to RFI;
3. Where a collocation is proposed, the applicant, together with the owner of the facility, have provided a composite analysis of all users of the facility to determine that the additional antenna will not cause RFI.
4. The proposed WCF will comply with and at all times will be maintained and operated in accordance with, all applicable FCC rules and regulations with respect to environmental effects of electromagnetic emissions.
5. All improvements constructed as part of the WCF will comply with all applicable building codes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## SUBMITTAL CHECKLIST

Permits for wireless communication facilities (unless indicated):

- \_\_\_\_\_ 1. Copy of lease or letter of authorization from the property owner evidencing applicant's authority to pursue the WCF application;
- \_\_\_\_\_ 2. Notarized Letter of Certification from Wireless Communications Facility evidencing applicant's authority to submit application on their behalf.
- \_\_\_\_\_ 3. The Name, address and phone number of the person preparing the report;
- \_\_\_\_\_ 4. The Name, address, and phone number of the property owner, operator, and Applicant;
- \_\_\_\_\_ 5. The Postal address and tax map parcel number of the property;
- \_\_\_\_\_ 6. The Zoning District of the subject property and all adjacent properties;
- \_\_\_\_\_ 7. A written legal description of the property and of the property for off-site support structure replacement as applicable;
- \_\_\_\_\_ 8. Size of the property stated both in square feet and lot line dimensions, and a survey showing the location of all lot lines;
- \_\_\_\_\_ 9. Topography of the property utilizing two-foot contour intervals;
- \_\_\_\_\_ 10. The location of adjacent residential structures within one-hundred feet (100') of the property boundary;
- \_\_\_\_\_ 11. The location, size and height of all structures on the property which is the subject of the Application;
- \_\_\_\_\_ 12. All required zoning and support structure setbacks;
- \_\_\_\_\_ 13. Number and type of proposed antennas and their height above ground level, including the proposed placement of antennas on the support structure;
- \_\_\_\_\_ 14. Certification that demonstrates the need for the WCF. Such documentation shall include all adjoining planned, proposed, in-service or existing sites owned by the Applicant or others and propagation studies of the proposed site (N/A for support structure replacement applications);
- \_\_\_\_\_ 15. WCF Plan. For all WCFs, 4 sets of plans (no larger than 24" by 36" with an 11" by 17" reduced copy) shall include a diagram of the proposed facility and antenna(s), including:

- (a) Elevation of the antenna and/or antenna support structure to include the following proposed dimensions: height, width and breadth. Height shall include the base, the antenna support structure, and lightning rod.
- (b) Elevation views of the security barrier or equipment compound, indicating architectural design, exterior appearance and materials, including color. The security barrier shall not be less than six feet (6') in height with anti-climbing devices, as deemed appropriate by the Administrator.
- (c) Mounting location on antenna support structure or building, including height.
- (d) If a collocation on existing WCF or a concealed attached or non-concealed attached WCF is proposed, identification of all mounting frames, arms, brackets or other devices or equipment used to hold antennas and other equipment in place.
- (e) Certification that the WCF, the foundation and all attachments are designed and will be constructed to meet all applicable and permissible local codes, ordinances, and regulations, including any and all applicable County, State and Federal Laws, rules, and regulations, including but not limited to the most recent editions of the National Electrical Safety Code and the National Electrical Code, as well as accepted and responsible workmanlike industry practices and recommended practices of the National Association of Tower Erectors. Such certification shall bear the signature and seal of a Professional Engineer licensed in the State of Georgia;

\_\_\_\_\_ 16. Application Fee;

\_\_\_\_\_ 17. Visual Impact Assessment if required by Administrator when the proposed type of WCF and its location requires additional assessment (i.e. within a residential district, recognized historic area, or scenic vista/landscape) as indicated in Section 7.05.08 (N/A for support structure replacements):

\_\_\_\_\_ Line-of-Sight Analysis, including elevation views of the proposed facility.

\_\_\_\_\_ Photo Simulated post-construction renderings of the completed proposed antenna support structure, from locations determined at the pre-application conference. The views shall include a minimum of four vantage points (north, south, east, and west) and incorporate before and after scenarios with a scaled color images.

\_\_\_\_\_ If required, additional Photo Simulated post-construction renderings requested during the pre-application meeting, such as state highways and other major roads; state and local parks; other public lands; historic districts; preserves and historic sites normally open to the public; and from any other location where the site is visible to a large number of visitors, travelers or residents.

18. For Support Structure Replacements:

- (a) A certification that Support Structure Replacement is located within 850 feet of the existing WCF;

- (b) On different parcel than existing WCF, demonstration of two of the following three factors: (a) change of design that achieves a more preferred design; (b) at least a 10% height reduction from existing WCF; (c) from a lighted to a non-lighted support structure; and (d) exceeding the current Wireless Code requirements for setbacks on all sides.
- (c) A certification of the date by which the existing support structure will be removed.