

PURPOSE OF ADMINISTRATIVE VARIANCE

Pursuant to Sec. 23-706(h), an Administrative Variance is required for installation of a new **Small Cell Technology Wireless Support Structure in the City's right-of-way**. The Administrative Variance application must be accompanied by a site plan drawn to scale depicting the location of all proposed new small cell support structures, Proof of existence of a current franchise for use of the City's right-of-way, documentation showing applicant is up to date for all the required public franchise fee payments to the City (if any), a rendering, in color, of what the proposed support infrastructure and/or antenna will look like on the support infrastructure, and evidence showing how the application meets all the applicable requirements under Section 23-706.

Application process:

- 1) **Submittal of the application.** The applicant or property owner should submit **all** items as listed on the Administrative Variance application.
- 2) **Review by City staff.** The City Manager or designee will process the application. Staff may contact the applicant or owner for additional information during the review period.
- 3) **Site visit and/or meeting with applicant.** If the City Staff deems it necessary, the City Manager or designee will visit the proposed site of the small cell support infrastructure and will notify applicant to same and allow applicant to be there at the visit. Additionally, the staff may set a meeting with the applicant to discuss various issues with the application and discuss possible changes to the appearance of the structure, location of the structure and all necessary accessories to the structure.
- 4) **Conditions.** The City Manager or designee may require such modifications to the support infrastructure as is necessitated by safety issues in the right-of-way, as well as any issues related to the review factors defined by the application subsection of Section 23-706 of the City Code in order to carry out the spirit and intent of the ordinance. Modifications may include, but are not limited to: limitation of height, aesthetic appearance to match surrounding right-of-way infrastructures, additional landscaping, curbing, sidewalk, placement or orientation of structure, signage restrictions and design, and access to structure so as not to unreasonably interfere with City right-of-way access by pedestrians and vehicles.



SMALL CELL TECHNOLOGY in the Right-of-Way **ADMINISTRATIVE VARIANCE APPLICATION**

Community Development Department

Application # _____

DATE RECEIVED

APPLICANT

Name: _____

Mailing Address: _____ Suite/Unit # _____

E-mail: _____ Daytime Phone: _____ Fax: _____

PROPERTY OWNER

Name: _____

Mailing Address: _____

E-mail: _____ Daytime Phone: _____ Fax: _____

SUBJECT PROPERTY (or address of nearest adjacent parcel)

Street Address: _____

Tax ID Parcel No.: _____ Council District: _____

Current Zoning Category: _____ Future Land Use Character Area: _____

Application Submission Requirements (one copy of application materials & 15 copies of collated and stapled sets of drawings between 11" x 17" and 24" x 36" in size). SUBMIT ALL MATERIALS

BELOW:

- ____ 1) Cover letter describing the request in detail including the exact location, height of the proposed infrastructure and footprint dimensions of compound area, provision of Section 23-706 pursuant to which this application is being tendered and description of the purpose of the infrastructure in as much detail as possible.
- ____ 2) "Standards" letter responding to each of the six (6) "Standards" criteria in Sec. 23-706(h). List criteria and responses in the same letter.
- ____ 3) Property Survey (prepared within the last 10 years) showing property lines, building footprints and parking layout.
- ____ 4) Full site plan, drawn-to-scale, depicting the location, equipment footprints and compound area (if applicable), support structure height and all other information applicable to this application or is otherwise requested by City Manager or designee.
- ____ 6) Notarized property owner (or owner representative) authorization and applicant campaign contributions disclosure using the attached forms.
- ____ 7) Elevation drawings, drawn-to-scale and dimensioned, and renderings of support structure.
- ____ 8) Photographs of existing site.
- ____ 9) Additional information: may be required by the City based upon the initial application meeting with staff.
- ____ 10) CD or thumbdrive of drawings submitted in digital PDF format.



CELL TOWERS ON PRIVATE PROPERTY
CONDITIONAL USE PERMIT APPLICATION

Community Development Department

Application #: _____

DATE RECEIVED

NOTARIZED AUTHORIZATION OF PROPERTY LANDOWNER.

I, _____ SWEAR THAT I AM THE **PROPERTY LANDOWNER**
Printed owner(s) name

OF SUBJECT PROPERTY: _____

WITH PARCEL ID NO.: _____

AS SHOWN IN THE RECORDS OF **DEKALB COUNTY**, GEORGIA WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION. I ALSO HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY.

NAME OF APPLICANT (PRINT CLEARLY):

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

Personally Appeared
Before Me

Signature of Property Landowner

Print Name of Property Landowner

Print Name

Who Swears That The Information Contained
In this Authorization Is True and Correct
To The Best of His or Her Knowledge and Belief.

Signature of Notary Public

Date



SMALL CELL TECHNOLOGY in the Right-of-Way **ADMINISTRATIVE VARIANCE APPLICATION**

Community Development Department

DATE RECEIVED

Application #: _____

Subject Property Street Address: _____

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

In accordance with the Conflict of Interest in Zoning Act, O.C.G.A. Ch 36-67A, the following questions must be answered:

Have you the applicant made \$250 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application? Yes _____ No _____

If the answer is Yes, you must file a disclosure report with the governing authority of the City of Doraville showing:

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and date of each such contribution.

NOTARY DATE

SIGNATURE OF APPLICANT DATE

Notary Name Printed

Applicant Name Printed

EXPIRATION DATE / SEAL

Check One: Owner _____ Applicant/Agent _____



SMALL CELL TECHNOLOGY in the Right-of-Way **ADMINISTRATIVE VARIANCE APPLICATION**

Community Development Department

DATE RECEIVED

Application # _____

Subject Property Street Address: _____

APPLICANT SIGNATURES

SUBMISSION: **ONE (1) COMPLETED APPLICATION SET OF FORMS and 15 COLLATED COPIES OF DRAWINGS (WHICH ARE TO BE FOLDED TO APPROXIMATELY 9" X 12" IN SIZE AND SUBMITTED AS SEPARATE PACKAGES)** ARE REQUIRED FOR SUBMITTAL FOR REVIEW BY STAFF, PLANNING COMMISSION AND CITY COUNCIL.

APPLICATION FEE: \$500 non-refundable application fee.

PLEASE READ THE FOLLOWING BEFORE SIGNING

This form must be completed in its entirety before it will be accepted. It must include all required attachments and filing fees. **An application which lacks any of the required attachments or information shall be deemed incomplete and shall not be accepted.**

NOTARY DATE

SIGNATURE OF APPLICANT DATE

Notary Name Printed

Applicant Name Printed

EXPIRATION DATE / SEAL

Check One: Owner _____ Applicant/Agent _____

STANDARDS for a Support Structure in the right-of-way)

In addition to the cover letter, applicant shall submit a letter listing each standard and providing a written response (and any additional documentation associated documentation) to each standard.

Pursuant to Sec. 23-706(h), in applying for a Small Cell Technology Wireless Support Structure in the Right-of-Way, the City Manager or designee shall consider the following factors to determine if the Administrative Variance is appropriate:

- 1) Demonstrated need for small cell technologies within the geographic area requested in order to deliver adequate service, including , but not limited to, all documentation showing service need and the service gap that necessitates this infrastructure as the most efficient and optimum solution, the end user owner of the small cell technology placed on the proposed infrastructure, including all documentation to show said user has a lease or option on the use of the infrastructure or would be the owner of the proposed infrastructure.
- 2) Proof that all co-location sites in the area of need are/were pursued and have been denied, including, but not limited to, any and all contact information for persons/companies contacted for co-location opportunities, any written correspondence of any kind requesting co-location and denial (or non-response) of same, on both private property and/or existing right-of-way infrastructure, and plans drawn up and submitted for proposed co-locations; or that there does not exist the ability to co-locate using existing structures, including engineering data showing that the existing structures would not provide the necessary infrastructure for co-location. The applicant must demonstrate all actions taken to achieve co-location.
- 3) The character of the area in which the small cell technology wireless support structure is requested, including evidence of surrounding properties and usage.
- 4) Stealth technology, if any, proposed to be utilized by the applicant, or proof that stealth technology is either unnecessary or cannot be used.
- 5) Proof that the proposed small cell technology wireless support structure is the minimum physical installation which will achieve applicant's goals, including, but not limited to, assessment of the square footage of the structure, the height of the structure, and the location of the proposed structure.
- 6) The safety and aesthetic impact of: any proposed small cell technology wireless support structure, related accessory equipment and/or equipment compound, including, but not limited to, its effect on pedestrian and/or vehicular access to the right-of-way, the proposed structure's position relative to other right-of-way infrastructures already in existence, how the proposed structure will avoid interfering in any way with already existing right-of-way infrastructure, whether publicly or privately owned, and all safety measures to insure the structure against any danger to persons or property passing thorough, located in, or immediately adjacent to the right-of-way.

SITE PLAN REQUIREMENTS (Survey may replace site plan if it matches the existing site conditions and no improvements or new construction are proposed):

The site plan shall be clearly drawn at a scale of not less than 20 feet per inch on a sheet size not to exceed 24" x 36". The Director may approve other sheet sizes as deemed appropriate.

The following information shall be depicted on the site plan:

- _____ Project name;
- _____ Project owner and address (both local and permanent if different), telephone numbers and e-mail address;
- _____ Address of adjacent property where equipment is proposed in the right-of-way;
- _____ Land lot and district;
- _____ Date, scale and north arrow;
- _____ Site location / vicinity map;
- _____ Zoning designation of subject location;
- _____ Required yard setbacks and clear delineation of right-of-way;
- _____ Names, locations, and right-of-way widths of adjoining existing streets or access drives;
- _____ Topography with contour interval no greater than 10 feet;
- _____ Property lines with bearings and distances; location of utility and private easements;
- _____ All proposed locations of support structure (with height labeled), equipment layout including proposed compound area (if applicable),
- _____ Location of any adjacent floodplains;
- _____ Building and right-of-way infrastructure heights of adjacent structures;
- _____ Proposed buffers, landscape development, sidewalks and other hardscape;
- _____ Name of person or company preparing the site plan;
- _____ Any other data requested by the City Manager or designee necessary for an understanding and evaluation of the project.