

Application Submittal and Review

Communications Tower or Antenna

§4.8, North Augusta Development Code
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Completeness Review

The approval process for a Communications Tower or Antenna application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §4.8. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Communications Tower or Antenna application must be made within ten (10) days of submission. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted.

Required for all Communications Towers or Antenna Applications:

a.	Application for Development Approval.
b.	Required Fee.
c.	Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc.
d.	Certificate of Zoning Compliance form for proposed tower or antenna.
e.	One (1) copy of typical specifications for proposed structure(s) and antennae.
f.	A minor site plan that meets the requirements of Article 5, Approval Procedures, drawn to scale and showing property boundaries, tower location, tower height(s), guy wires and anchors, existing structures and setbacks from property lines.
g.	Electronic copy (PDF) of minor site plan.
h.	Electronic copy (PDF) of all supporting documents larger than 11 x 17 and/or 10 pages.
i.	Photographs or elevation drawings depicting typical design of proposed structures, parking, landscaping and fencing.
j.	A plan showing existing land uses on adjacent property.
k.	Tower Location Map: A current map or update for an existing map on file, showing the locations of the applicant's existing and planned antennae, facilities, towers serving or planned to serve any property in the City.
l.	Antenna Capacity; Wind Load: A report from a structural engineer registered in South Carolina showing the tower antenna capacity by type and number and a certification that the tower is designed to withstand winds in accordance with ANSI/EIA/TIA 222 (latest revision) standards.
m.	Antenna Owners: Identification of the owners of all antennae and equipment to be located on the proposed site.
n.	Owner Authorization: Written authorization from the owner of the site property for the application.

Compliance Review

After a Communication Tower or Antenna application has been determined to be complete, the application is reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. Time limits for compliance review vary by application. The time limit for the compliance review for a Communications Tower or Antenna application is forty-five (45) days. If additional information or revised plan submittals are necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable city policies, regulations and provisions of the Development Code.