

## Wireless Tower Site Plan Check List

City of Baton Rouge / Parish of East Baton Rouge  
Office of the Planning Commission, 1100 Laurel Street, Suite 104  
P.O. Box 1471, Baton Rouge, Louisiana 70821

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*The following information is required on all wireless telephone transmitting site plans submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering.*

*(Should place stamp and seal on the appropriate drawings)*

- 1. Vicinity map  
Show location of proposed site on Parish map.
  
- 2. Site Plan
  - a. bearings
  - b. scale
  - c. boundary lines
  - d. north arrow
  
- 3. Planning Summary
  - a. existing zoning
  - b. FUTUREBR land use category
  - c. existing zoning of adjoining parcels
  - d. acreage
  - e. building square footage
  
- 4. Title  
Name of development
  
- 5. Developer/Owner  
Name, address, telephone, and Fax number of:
  - a. owner
  - b. developer
  - c. design professional
  - d. surveyor
  
- 6. Legal Description  
Property in title block, tract or lot number/subdivision name
  
- 7. Map
  - a. a current map, or update of an existing map on file with the City-Parish, showing locations of the applicant's antennae, facilities, existing towers, and proposed towers serving any property within the City-Parish
  - b. a current map that reflects the area of coverage of the applicant's towers within a 2 mile radius of the proposed site
  
- 8. Proposed Plan
  - a. locate and label proposed wireless tower
  - b. label proposed and existing buildings and structures
  - c. label all lakes, ponds, wetlands, and common areas
  - d. all facilities shall be surrounded by a fence at least six (6) feet in height. The fencing shall be solid; or non-solid if screened by dense, evergreen vegetation. All facilities shall meet the requirements of the City-Parish Landscape Ordinance
  - e. location, height, angle, and type of lighting

- \_\_\_ f. locate and label any buildings/support structures
- \_\_\_ g. label all proposed setbacks
- \_\_\_ h. label all 100 year flood zones and shade all areas within the 100 year flood zone with an approved drafting pattern

\_\_\_ 9. Co-Location  
Applicant must show that a proposed Communications Tower is designed to accommodate additional antennae and wireless transmission and relay equipment in number to applicant's present and future requirements or the needs of other telecommunications providers and make space available on the proposed tower when technically feasible. Applicant must cooperate and negotiate fairly with other telecommunications providers regarding co-location lease agreements, and must offer available space to other telecommunications providers at a reasonable rate.

\_\_\_ 10. Height  
Show the height of the tower or pole, and structure(s)

\_\_\_ 11. Distance  
Indicate the distance from the property line to any residential use

\_\_\_ 12. Notification to Area Residents  
The Office of the Planning Commission will notify all property owners within 150 feet of the proposed tower

\_\_\_ 13. Notification to other telecommunications providers  
The applicant must notify all other telecommunications providers by certified mail which have registered with the City/Parish Planning Commission

\_\_\_ 14. Street(s)  
\_\_\_ a. dimension and label existing and proposed streets  
\_\_\_ b. dimension and label existing and proposed Major Streets  
\_\_\_ c. label existing and proposed surface type  
\_\_\_ d. show all frontage roads, intersections, and egress/ingress ramps  
\_\_\_ e. pavement width; indicate the center line of the adjoining streets and right of way  
\_\_\_ f. label existing and proposed traffic signals and traffic control devices

\_\_\_ 15. Waiver(s)  
Show requested waivers *on the site plan* with reference to section number and paragraph (including paving waivers) of applicable ordinance. The applicant shall provide justification for the requested waiver(s). For a height waiver, the applicant shall provide coverage maps for towers of the requested height and a map detailing the number of towers necessary to adequately service an area. For waivers of Section 14.42(E) "within 1320 feet of an existing tower" applicant must provide documentation of efforts to obtain colocation agreement and the response of an existing tower owner or detailed certification that existing tower does not meet structural specifications.


\_\_\_ 16. Certification  
The applicant must show by certificate from a licensed engineer that:  
\_\_\_ a. the tower or antenna is designed to withstand winds in accordance with ANS/EIA/TIA 222, latest revision  
\_\_\_ b. facility will contain no equipment that will violate FCC rules  
\_\_\_ c. the proposed activity is in compliance with Federal Aviation Administration (FAA) requirements

\_\_\_ 17. Authorization  
The applicant must provide written authorization from the site owner allowing the applicant to submit the application

- \_\_\_ 18. Plans at time of application (**Public Hearing Items**)
- \_\_\_ a. One (1) full size print of required plans
  - \_\_\_ b. Two (2) reduced size prints of required plans – 11 x 17 (For PC and for Subd Office)
  - \_\_\_ c. Electronic PDF submittal of required plans
- Plans at time of application (**Staff Level**)
- \_\_\_ a. Five (5) full size prints of required plans
  - \_\_\_ b. One (1) reduced size print of required plans – 11 x 17
  - \_\_\_ c. Electronic PDF submittal (CD Rom or email) of required plans
- \_\_\_ 19. Application for Wireless Tower Site Plans
- \_\_\_ 20. Fees:
- \_\_\_ a. Processing Fee (*See application fee schedule*)
  - \_\_\_ b. Advertisement Fee (*See advertisement fee schedule*)
- \_\_\_ 21. Prints with PC comments addressed for SRC submittal (**Public Hearing Items**)
- One (1) full size print of required plans
  - One (1) reduced size print of required plans – 11 x 17
  - Electronic PDF submittal (CD Rom or email) of required plans
- \_\_\_ 22. Prints with SRC comments addressed (**Public Hearing Items**)
- One (1) full size print of required plans
  - (27) reduced size prints of required plans- 11 x 17
- \_\_\_ 23. Prints after approval
- Four (4) Full size sets; One (1) reduced size print of required plans- 11 x 17
- \_\_\_ 24. Revisions:
- \_\_\_ a. Provide a revision block showing:
    - \_\_\_ Revision number
    - \_\_\_ Note describing any proposed change(s)  
(see example at end of checklist)
  - \_\_\_ b. Copy of previously approved plan

NOTE: Reference the Unified Development Code Chapter 2 Definitions, and Chapter 14 Utilities for requirements relating to **wireless towers**.

**Revision Block Example:**

	<b>Revision #1:</b> Detailed note describing proposed change(s)
<u>APPROVED</u>	
_____ Frank M. Duke, FAICP, Planning Director      Date _____ or his designee City-Parish Planning Commission              File # _____	



**Revision #1:** Detailed note describing proposed change(s)

APPROVED

\_\_\_\_\_  
Frank M. Duke, FAICP, Planning Director      Date \_\_\_\_\_  
or his designee  
City-Parish Planning Commission      File # \_\_\_\_\_