

Metropolitan *Planning Commission*

Shreveport | Caddo Parish

Unified Development Code Wireless Telecommunications

A Checklist and Application for Wireless Telecommunications for the UDC



CITY OF SHREVEPORT
UNIFIED DEVELOPMENT CODE

Land Development Department

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WIRELESS TELECOMMUNICATIONS CHECKLIST AND APPLICATION FORM

The following information is required for all wireless telecommunication applications within the jurisdiction of the MPC. Failure to provide all requested information by the application filing date will result in a significant delay in the approval process.

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY MPC STAFF		
GENERAL REQUIREMENTS	YES	N/A	YES	NO	N/A
1. Application Form. Appropriate fee should accompany application.	<input type="checkbox"/>				
2. Development Application. Application should be complete and notarized with all property owner's signatures. All property owners must sign the application unless one person has the power of attorney to sign for the others and the power of attorney is submitted with the application. If the property is owned by more than one person or a corporation, the managing partner can sign and submit written authorization. Incorrect information may void any approval.	<input type="checkbox"/>				
3. Ownership. Proof of ownership of property (deed or tax notice).	<input type="checkbox"/>				
4. Legal Description of Property. Include geocode assigned by tax assessor. Note: It is essential that the legal description is accurate.	<input type="checkbox"/>				
4. Structural Analysis and Certification. Certification by a licensed and registered professional engineer regarding the manner in which the proposed structure will fail. This certification will be utilized in determining if any additional setbacks are warranted.	<input type="checkbox"/>	<input type="checkbox"/>			
SITE PLAN REQUIREMENTS	YES	N/A	YES	NO	N/A
5. Site Plan. Digital Copy, drawn to an identified scale (engineers scale preferred).	<input type="checkbox"/>				
6. Property Boundaries / Servitudes. Show current and proposed property lines and all servitudes (utility, drainage, access, railroad, etc). Indicate site dimensions. Include names of adjacent roads.	<input type="checkbox"/>				
7. Structures. Show location, size, screening, and design of all existing and/or proposed structures, including fencing.	<input type="checkbox"/>				
8. Topography and Tree Massing (Foliage). Show surrounding topography and surrounding tree coverage and foliage.	<input type="checkbox"/>				
9. Landscaping. Show proposed landscaping (as per Article 10). Must be a detailed plan showing size, number, location, and name of plants, trees, shrubs, etc.	<input type="checkbox"/>	<input type="checkbox"/>			
10. Tower Type. Indicate the type of tower (monopole, self-supported, guided, stealth, etc.) on plan.	<input type="checkbox"/>	<input type="checkbox"/>			
11. Location. Indicate latitude and longitude on site plan.	<input type="checkbox"/>				
12. Elevations. Indicate proposed tower height, initial antenna height and antenna type. The maximum height of a wireless telecommunications tower is the minimum needed to function satisfactorily. The application for approval of a tower must demonstrate the minimum height needed for the tower to function, which will be reviewed and approved as a part of site plan review.	<input type="checkbox"/>				
13. Outdoor Equipment. Show location and size of all outdoor equipment.	<input type="checkbox"/>				
14. Maintenance Plan. A maintenance plan and any applicable maintenance agreement designed to ensure long term continuous maintenance, such as maintenance of landscape, keeping the area free from debris and litter, and immediate removal of any graffiti must be included. This may be provided on site plan or in separate document.	<input type="checkbox"/>				
15. Purpose. Include the reason or purpose for the placement, construction, or modification in the proposed location with specific reference to the provider's coverage, capacity, and/or quality needs, goals, and objectives.	<input type="checkbox"/>				
16. Setbacks. Show all required minimum setbacks with a dashed line for the appropriate zoning district (per Article. 4).	<input type="checkbox"/>				
17. Lighting and Marking. Wireless telecommunications antennas, towers, and facilities must not be lit or marked unless required by the Federal Communications Commission (FCC) or the Federal Aviation Administration (FAA). If required, documentation must be provided demonstrating this requirement.	<input type="checkbox"/>				

(Please provide a copy of the completed checklist with your application.)



WIRELESS TELECOMMUNICATIONS CHECKLIST AND APPLICATION FORM

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date of Acceptance of Completed Application: _____ Received By: _____

JURISDICTION OF TOWER

City of Shreveport Caddo Parish

FEES

	City Cases	Parish Cases
Wireless Telecommunications	<input type="checkbox"/> \$650	<input type="checkbox"/> \$650

PROPERTY INFORMATION

Applicant / Company Name: _____ Contact Person: _____

Mailing Address _____

State _____ Zip Code: _____ Applicant Phone Number: _____ Alternate Phone Number: _____

Tower Type: Monopole Self Support Self Support Guided Other _____

Latitude: _____ Longitude: _____

Proposed Tower Height: _____ Initial Antenna Height: _____ Antenna Type: _____

Initial Antenna Owner / Company Name: _____ Contact Person: _____

Mailing Address: _____

State _____ Zip Code: _____ Owner Phone Number: _____ Alternate Phone Number: _____

Site Elevation: _____ Site Address: _____

Legal Description: _____

SIGNATURES AND AUTHORIZATION

Printed Name of Authorized Representative: _____ Title: _____

Signature of Authorized Representative: _____ Date: _____

NAME, ADDRESS & SIGNATURE OF PROPERTY OWNER(S): The signatures of all property owners is mandatory. All owners must sign unless one person has the power of attorney to sign on behalf of others and a copy of the power of attorney is submitted. A managing partner may sign and submit written authorization or write "managing partner" by the signature.

Name: _____ Name: _____ Name: _____

Address: _____ Address: _____ Address: _____

Signature: _____ Signature: _____ Signature: _____