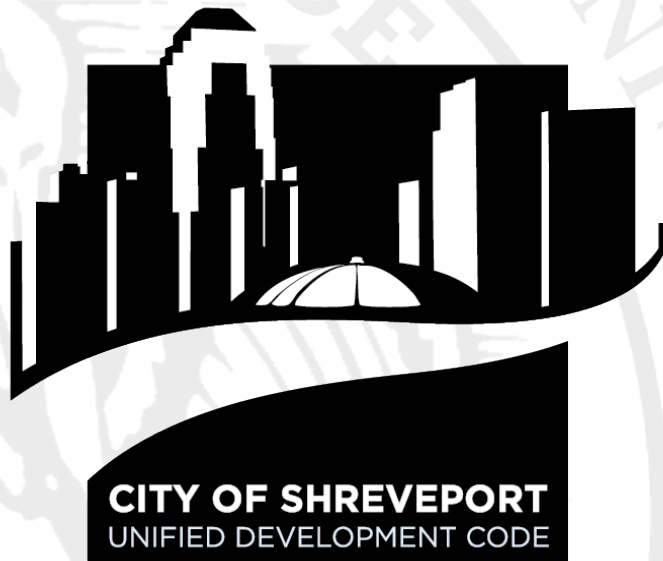


Metropolitan Planning Commission
Shreveport | Caddo Parish

Unified Development Code Wireless Telecommunication Facilities

An Application and Checklist for Modifications to Wireless Telecommunication Facilities



Land Development Department

505 Travis Street, Suite 440
Shreveport, LA 71101 | phone 318-673-6480

www.shreveportcaddompc.com



For Internal Use Only	
Date Received from Applicant	Date Returned to Applicant

APPLICATION FOR WIRELESS TELECOMMUNICATION FACILITY MODIFICATIONS

- New Submission
 Resubmission/Revision

Two (2) complete copies of application packet required.

1. SITE INFORMATION			
Site Address:		City:	State: ZIP:
Existing Zoning District:	Closest Intersection:	Geographical Coordinates: (LAT) (LONG)	
Site Legal Description:			
Jurisdiction of Tower: <input type="checkbox"/> City of Shreveport <input type="checkbox"/> Caddo Parish		Fee: <input type="checkbox"/> \$650 (City Application) <input type="checkbox"/> \$650 (Parish Application)	
Existing Tower Type: <input type="checkbox"/> Monopole <input type="checkbox"/> Self Support <input type="checkbox"/> Guided <input type="checkbox"/> Other			
Is the proposed tower modification located in a Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, STOP, and contact the Shreveport Historic Preservation Commission)			
Will the proposed tower modification apply with all applicable federal, state and local codes, laws, and regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Existing Tower Height:	Proposed Antenna Height:	Antenna Type:	
2. APPLICANT			
Name:		Phone Number:	Email:
Mailing Address:		City:	State: ZIP:
3. TOWER OWNER			
Company Name:			
Contact Name:	Phone Number:	Alternate Number:	Email:
4. APPLICANT'S CONSULTANT INFORMATION			
Consultant Company Name:			
Company Contact / Representative:		Phone Number:	Alternate Number: Email:
Mailing Address:		City:	State: ZIP:
<i>*If more than one consultant is acting on behalf of the applicant, please attach names, addresses, telephone numbers, and email addresses to the end of this application.</i>			
5. PROJECT DESCRIPTION / SCOPE OF WORK			
Provide a brief description of the project/scope of work:			
6. SIGNATURES AND AUTHORIZATION			
Signature of Authorized Representative (Applicant):		Title:	
Name of Authorized Representative (Please Print):		Date:	

(Please complete the checklist on the following page with your application)



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

6. CHECKLIST				
General Requirements.			Applicant	Staff
• Completed Application and Fees.			<input type="checkbox"/>	<input type="checkbox"/>
• Lease Agreement.			<input type="checkbox"/> N/A	<input type="checkbox"/>
• Legal Description of Property. Include geocode assigned by tax assessor. It is essential that the legal description is accurate.			<input type="checkbox"/>	<input type="checkbox"/>
• 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"/>
• GPS Coordinates (latitude and longitude). In decimal degrees.			<input type="checkbox"/>	<input type="checkbox"/>
Construction Details:				
• Site Plan. Drawn to an identified scale (engineers scale preferred).			<input type="checkbox"/>	<input type="checkbox"/>
• 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"/>	<input type="checkbox"/>
• Structures. Show location, size, screening, and design of all existing and/or proposed structures, including fencing.			<input type="checkbox"/>	<input type="checkbox"/>
• 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"/> N/A	<input type="checkbox"/>
• Topography and Tree Massing (Foliage). Show surrounding topography and surrounding tree coverage and foliage.			<input type="checkbox"/>	<input type="checkbox"/>
• Tower Type. Indicate the type of tower (monopole, self-supported, guided, stealth, etc.) on plan.			<input type="checkbox"/>	<input type="checkbox"/>
• 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"/>	<input type="checkbox"/>
• Outdoor Equipment. Show location and size of all outdoor equipment.			<input type="checkbox"/>	<input type="checkbox"/>
• 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"/>	<input type="checkbox"/>
• 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"/>	<input type="checkbox"/>
• Setbacks. Show all required minimum setbacks with a dashed line for the appropriate zoning district (per Article. 4 of the Unified Development Code).			<input type="checkbox"/>	<input type="checkbox"/>
• 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"/>	<input type="checkbox"/>
• A professional engineer must stamp all drawings submitted in the application.			<input type="checkbox"/>	<input type="checkbox"/>