



APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP) File No.: _____
FOR CELL TOWERS (new or increase in height, and or expansion of ground compound areas)

City of Atlanta, Office of Planning (404/330-6145)

SAP not required for antenna collocation or replacement/new installation of ground equipment within an existing fenced ground equipment compound area. However, the corresponding zoning district and Section 16-25 requirements are still applicable. Permits from Office of Buildings are still required, including property survey for any ground land disturbance.

APPLICANT (name) _____

COMPANY _____

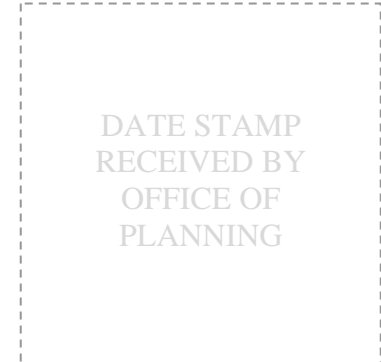
ADDRESS _____

PHONE NO. _____ EMAIL _____

PROPERTY OWNER _____

ADDRESS _____

PHONE NO. _____ EMAIL _____



ADDRESS OF PROPERTY _____

Parcel ID # _____ Land District _____ Land Lot _____ Council District _____ NPU _____

Is property within the BeltLine Overlay District? Yes No Zoning Classification _____

Submission Requirements (INCOMPLETE, AND OR MAILED/DROPPED-OFF APPLICATIONS WILL NOT BE ACCEPTED):

- 1) **Project Summary (Letter of Intent):** Describe scope of work, including new towers & associated ground equipment compounds, new construction, alterations affecting the height/width of towers, expansions to ground compound areas, and or other changes to the site.
- 2) **Authorization:**
 - a. **Property Land Owner:** submit attached notarized owner consent form, copy of signed lease agreement, or tower owner authorization.
 - b. **Tower Owner Co-location:** submit notarized owner consent form or copy of signed lease agreement between the new carrier & existing tower owner. **New towers must submit notarized land owner consent form and copy of signed lease agreement.**
- 3) **Notice to Applicant:** submit attached form with signature and date.
- 4) **Property Survey:** submit 5 copies of survey of existing lot conditions signed by a registered surveyor. For new towers, surveys should include existing trees on-site. Lots that do not match City records may have to be replatted prior to approval of SAP.
- 5) **Site Plans submit 5 copies (released for construction, sealed, and drawn to scale) showing the following:**
 - Date, north arrow, and graphic scale and adjacent streets with street names, location of property lines and lot dimensions.
 - Property layout with existing buildings, parking lot areas and buffers. Impact on existing trees must be shown. Submit existing tree survey. Indicate distance to nearest residentially zoned property and use.
- 6) **Elevations:** submit 5 copies of proposed structures, telecommunications towers and associated mechanical equipment and new antenna collocation equipment on new towers.
- 7) **Site Photographs:** show location of new or modified towers & new or expanded ground floor mechanical equipment area to be located.
- 8) **New Telecommunication Towers or increases in height of tower (see attached checklist):**
 - a. **Alternative Design Towers:** submit attached checklist completed with additional documents as required. NPU review required.
 - b. **Special Use Permit (SUP) legislation:** submit copy of adopted legislation if applicable.
 - c. **Inventory of Existing Towers:** submit an inventory list of the existing towers that applicant owns or of towers owned by the proposed carrier to justify the need for the construction of a new telecommunications tower.
 - d. **Engineer certification:** new towers must submit written certification from GA licensed engineer justifying minimum height required.
- 9) **Beltline, NC-2, NC-6, NC-10, NC-11, NC-12, NC-14 Districts: applications require 21-day review by affected NPU.**
 - a. **Pre-application conference** with Planning Staff is required prior to SAP submittal.
 - b. **Extra Copy:** Mail SAP application and plans which were stamped received by the Office of Planning to the NPU.
 - c. **NPU Notification Affidavit:** Submit notarized affidavit within 5 days of SAP application submittal.
 - d. **U.S. Postal Service Certificate of Mailing:** Submit a copy within 5 days of SAP application submittal.
- 10) **Watershed Management (DWM) Requirements (Section 74-504(a)):** consultation meeting with DWM is **REQUIRED** to determine applicable stormwater improvements. Call 404-330-6249 or visit www.atlantawatershed.org/greeninfrastructure

Fees (non-refundable): \$250.00. Payable to "City of Atlanta" in form of cash, credit card, personal check, cashier's check, or money order.

I HEREBY AUTHORIZE CITY OF ATLANTA STAFF TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS SUBMITTED HEREIN AND ATTACHED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date _____ Signature of Applicant _____

The Atlanta City Code provides that the Office of Planning Director shall review each request for an SAP within 30 – 45 days of a filing of a completed application for such request. (Atlanta Code Chapter 16, Section 16-25). * **Note: NPU notification/DRC review, as applicable, may be required.**

(FOR OFFICE OF PLANNING OFFICE USE ONLY)

The above request for a Special Administrative Permit (SAP) was approved or denied on _____
See attached **Special Administrative Permit Approval Form(s)** for detailed approval information.

Signed for Director, Office of Planning

Staff Reviewer - Print Name



CT-

The following checklist is designed to assist Staff in determining that an application for a new telecommunications tower or increase in height of an existing tower satisfies the requirements of the applicable zoning district and Section 16-25.002(3) of the City of Atlanta Zoning Ordinance. Applicants should submit all of the applicable information and check below each item submitted. Incomplete applications will not be accepted. Applications will be sent to the corresponding NPU for review and comment.

- 1) Alternative Design Telecommunications Tower: Does the tower resemble light standards, clock towers, bell steeples, trees, or similar alternative design mounting structures? If not, and the tower is greater than 70 feet in height, a Special Use Permit is required. Indicate tower design and height
2) Application/Project Summary/Owner Authorization: Did the applicant submit all relevant project information and owner (both land and tower) property authorization either through a notarized authorization form or notarized lease agreement?
3) Property Survey/Site Plan/Tree Survey/Landscape Plan/Tower Elevations: did the applicant submit all relevant project drawing information?
4) Inventory of Existing Towers: Did the applicant submit an inventory of its existing towers that are either within the city or within 1/4 mile of the city limit, including specific information about the location (address and maps), height and design of each tower?
5) Necessity of New Tower: Did the applicant reasonably demonstrate that the new tower is necessary and that no existing tower or structure can accommodate the applicant's proposed antenna, by submitting evidence (i.e. Radio Frequency propagation coverage maps and other detailed technical information, etc.) that one or more of the following conditions exist:
6) Engineer Certification for Height of Tower: Did the applicant submit written documentation from a certified registered engineer licensed by the State of Georgia that the height of the new antenna is the minimum height necessary to accomplish its intended function?
7) Equipment Color: Did the applicant submit documentation that antennas and related equipment and structures shall be painted in a neutral color identical to or closely compatible with the surroundings, and in such a manner as to make the antenna and related equipment and structures as visually unobtrusive as possible?
8) Fencing/Buffering/Screening: Did the applicant submit documentation (on drawings) that security fencing (minimum 6ft tall), buffering and screening (i.e. landscaping) satisfy requirements to minimize visibility?
9) Non-residentially Zoned Property: Zoning designation:
10) Residential Zoned Property: Zoning designation: If residentially zoned:
11) Photographs: did the applicant submit photographs of the site showing where the proposed equipment will be located?

Applicant Printed Name

Applicant Signature

Date



City of Atlanta Office of Planning
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
NOTARIZED AUTHORIZATION BY Property Land Owner

CT-_____

(Required only if applicant is not the owner of the property subject to the application)

TYPE OF APPLICATION: **Special Administrative Permit for telecommunication equipment.**

I, _____ SWEAR THAT I AM THE LAND
owner(s) name

OWNER OF THE PROPERTY LOCATED AT: _____

AS SHOWN IN THE RECORDS OF _____ 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.

NAME OF APPLICANT:

ADDRESS: _____

TELEPHONE: _____

Signature of Owner

Print Name of Owner

Personally Appeared
Before Me

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



City of Atlanta Office of Planning
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
NOTARIZED AUTHORIZATION BY Telecommunications Tower Owner

CT-_____

(Required only if applicant is not the owner of the property subject to the application)

TYPE OF APPLICATION: **Special Administrative Permit for telecommunication equipment.**

I, _____ SWEAR THAT I AM THE OWNER OF THE
Tower owner(s) name

TELECOMMUNICATIONS TOWER LOCATED AT: _____

_____ AS SHOWN IN THE RECORDS OF _____
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 SWEAR AND AFFIRM THAT I HAVE AUTHORIZATION FROM THE LAND OWNER,

_____, TO MAKE IMPROVEMENTS TO THE PROPERTY
Land owner(s) name

FOR THE INSTALLATION OF TELECOMMUNICATIONS EQUIPMENT.

NAME OF APPLICANT:

ADDRESS: _____

TELEPHONE: _____

Signature of Tower Owner

Print Name of Tower Owner

Personally Appeared
Before Me

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



SPECIAL ADMINISTRATIVE PERMIT (SAP)

Affidavit of NPU Notification for Beltline, NC-2, NC-6, NC-10, NC-11, NC-12 and NC-14 Districts

File # _____

This Affidavit form and a copy of the **United States Postal Service Certificate of Mailing** are required by owner and applicant of the property subject to the Special Administrative Permit application. Submit within FIVE (5) days of application submittal.

Neighborhood Planning Unit (NPU) has TWENTY ONE (21) days from the date of the associated certificate of mailing to provide one (1) set of written comments to the Bureau of Planning prior to any SAP approval.

LOCATION OF SUBJECT PROPERTY:

Street Address(es): _____

Zoning Classifications _____ Land District ____ Land Lot _____ Council District ____ NPU ____

APPLICANT:

Name: _____

Company: _____

Address: _____

Telephone: _____ Email: _____

As the APPLICANT, I, _____ swear and affirm that I have notified the NPU(s) to which this Special Administrative Permit (SAP) affects, and am aware of the requirements of the City of Atlanta Zoning Ordinance Section 16-36.004 BeltLine Overlay District Regulations.

NPU Contact Information

Name of Contact Person(s) Phone Number(s) Email Address(es)

Adjacent NPU(s) Contact Information

Name of Contact Person(s) Phone Number(s) Email Address(es)

(To be completed by Notary):

Personally Appeared Before Me this _____ day of _____, 20_____.

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

(To be completed by Applicant & Staff):

Signature of Applicant

Printed Name of Applicant

Office of Planning Staff

Signature of Staff only represents that the required notification to the NPU has been completed and does not indicate any position of the Bureau of Planning on the application.



City of Atlanta - Office of Planning
BELTLINE SPECIAL ADMINISTRATIVE PERMIT (SAP)
NPU NOTIFICATION FORM
Telecommunications Towers and ground mechanical compound areas

CT-_____

NPU Chairperson or Designee:

Enclosed is a copy of a Special Administrative Permit (SAP) application for a new Telecommunications Tower and or increase in height of an existing telecommunications tower on a property located within the BeltLine Overlay Zoning District. As part of the SAP application, applicants are required to submit site plans and tower elevations, as applicable to the scope of work, to the Office of Planning for approval prior to obtaining a building permit.

Per **Section 16-25.001** of the City of Atlanta Zoning Code regulations, Special administrative permits are intended to be used where complex or unusual technical determinations are involved and/or in conjunction with temporary uses and structures where the matter is not of such a nature as to require public notice and hearing. Such permits shall be processed by the Office of Planning for the following telecommunications towers:

- Towers less than 70 feet in height
- Towers greater than 200 in height when located more than 200 feet away from a residential use (refer to applicable zoning district)
- Alternative design towers in all zoning districts.
- Expansions in existing ground mechanical equipment compound areas in all zoning districts.

Section 16-36.004 of the BeltLine Overlay zoning district requires NPU review of any SAP applicant for **new telecommunications towers, increases in height of existing towers, or expansions in the footprint size of the ground-level equipment (outside of the fenced compound area)** on properties located within the boundaries of the BeltLine Overlay District. As such, applicants are required to send a full copy of the SAP application (stamped received by the City) via certified USPS mail to the respective NPU chair, or their designee, so that the NPU has an opportunity to review and provide written comments to the Office of Planning prior to any SAP approval. Please note, where underlying regulations require Variance, Special Exception or Special Use Permit action, the SAP shall not be issued until the necessary approval has been obtained.

The time period for NPU comment is 21 days from the date of the postage receipt. If the NPU has no comments, or feels they are unnecessary, the Office of Planning should receive such written notification as soon as possible within the 21-day period. Comments received after the designated review period cannot be considered in the Office's project review or approval.

The BeltLine Zoning Overlay District with respect to telecommunications towers primarily does not have specific design requirements that prescribe parameters for site layout and elevations. The Beltline district regulations do not address issues related to land use or density (building square footage or number of units) as these are addressed by the underlying zoning district regulations if applicable. **Therefore, NPU review should primarily focus on the following items in the evaluation of the installation of new telecommunications towers and facilities in accordance with Section 16-25.002(3):**

New towers and or increases in the height of existing towers:

- Placement, height, and design
- Documentation of need (inventory of existing towers)
- Documentation of height needed for proposed coverage area
- Proximity to residential uses or districts
- Authorization of property ownership
- Lease agreement with existing tower owner
- Neutral color of structures
- Buffering from adjacent parcels

Expansion of the footprint size of the ground-level equipment outside of the existing fenced compound area:

- Setbacks
- Equipment screening and buffering

For questions, please contact the Office of Planning at 404/330-6145.

Please send your written comments and or questions referencing the SAP case number and property address to:

BeltlineBOP@atlantaga.gov

Applicant shall submit this form as the cover page with the package mailed to NPU chair or designee.



City of Atlanta Office of Planning
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
NOTICE TO APPLICANTS

CT- _____

The applicant hereby acknowledges notification that in the process of design review in connection with the issuance of a **Special Administrative Permit (SAP)**, the City of Atlanta Bureau of Planning (BOP) will only review such documents as are deemed necessary for the approval of a project concept in compliance with the district regulations set forth in the City of Atlanta Zoning Code. Such documents may include, without limitation, the elevations of the structures or towers proposed and site plans specifying the arrangement of such structures and other features of the project, but generally will not include a full set of construction drawings. This level of review is for the purpose of determining compliance with those sections of the Zoning Code applying to the district where the project is located or to be located and to allow the applicant the flexibility to receive approval for a project concept without the requirement that a full set of construction drawings, that would otherwise be necessary to obtain a building permit, be prepared, presented and reviewed.

It is the applicant's duty to ensure that all drawings or plans, that may be required for further permitting of the actual construction of the project, will result in a finished project that complies with the elevations, site plan and other plans on which the SAP was granted. The applicant is further notified that neither the Bureau of Buildings nor any of the other City of Atlanta agencies that review any other part of the overall project plans for compliance to building codes, zoning codes, the tree preservation, the riparian buffers ordinance, land disturbance regulations, drainage and sewer capacity or any other regulations in effect at the time of plan review have the authority to approve any changes that would alter the approved SAP in any way.

It is the responsibility of the applicant to ensure that any changes required, requested, or allowed by any other City agency or any other agency reviewing the plans during any part of the building permit process will not alter the exterior appearance of any structure/tower or cause the relocation, rearrangement and/or reorientation of any feature of the site plan. Therefore, it is important for the applicant to be aware that even changes which may be in compliance with other codes, may affect the exterior appearance in a manner which could cause the finished structure/tower to be out of compliance with the elevations approved by the BOP.

The applicant is further put on notice that the location of any feature specified on the site plan is not to be changed from that location which is specified on the site plan approved by the BOP. This includes, without limitation, any such changes that might affect the setbacks of any structure, the orientation of structures or features on the lot, including, without limitation, accessory uses and associated equipment. It shall be the responsibility of the applicant to ensure that any changes required by any agency reviewing plans for the project remain consistent with the site plan and elevations approved by the BOP. It shall be the responsibility of the applicant, not the BOP, to monitor any plan changes during the permitting of the project to be sure that such changes do not affect the elevations and site plan approved by the BOP at the time of issuance of the SAP.

It is also the responsibility of the applicant to ensure that any changes made on site during the construction of the project, regardless of whether such changes are approved by a City building inspector, or representative of another City agency as being in compliance with the building codes or other applicable codes, do not result in a change to the site plan beyond what was originally approved under the SAP. The City of Atlanta Zoning Ordinance provides a process under which changes to the elevations and site plan in a SAP may be approved, however such approval is not guaranteed and the applicant is hereby notified that such changes are based on the application of the district regulations and not on the fact that a hardship, financial or otherwise may result if such permission is not given. The duty to adequately monitor the construction of the project to ensure compliance to the approved SAP and or any other City permit shall at all times be on the applicant, who assumes all risk of loss, financial or otherwise, from enforcement actions that result from the failure to comply with the SAP or any other City permit.

The applicant acknowledges that relief from any stop work order or other enforcement action, whether resulting from action taken by the BOP staff, the Bureau of Buildings staff or by the staff of any other City agency, must be appealed within the time and in the manner provided by the City Code. The applicant further acknowledges that the decision to apply to the BOP for permission to alter the approved plans is not an appeal of a stop work order or other enforcement action. The applicant acknowledges that it is solely within their own discretion to choose a process to resolve any dispute arising from the interpretation of any ordinance, the issuance of a stop work order or any other enforcement action and that the resolution of any such matter shall be made in compliance with the City Code and other applicable laws. The applicant further acknowledges that no written or oral representation of any City officer, employee, agent or elected official can waive or modify the City Code.

 Applicant Printed Name

 Applicant Signature

 Date



City of Atlanta Requirements for Broadcast and Telecommunication Towers

In addition to the requirements specified in each zoning district pertaining to the Broadcast and Telecommunication Towers, the following code section is also applicable to telecommunication equipment:

Chapter 25. Special Permits

Section 16-25.001. Intent: Classes of special permits.

Three (3) classes of special permits are established for the purpose of this part:

- (a) Special use permits, decided by the council after public notice and hearing and recommendation by the zoning review board, are intended to be used in connection with uses of substantial significance or of unusual operational characteristics.
- (b) Special administrative permits are intended to be used where complex or unusual technical determinations are involved and/or in conjunction with temporary uses and structures where the matter is not of such a nature as to require public notice and hearing. Such permits shall be processed by the bureau of planning.
- (c) Special exceptions, decided by the board of zoning adjustment after public notice and hearing, are intended to be used in conjunction with cases where consideration of effects on the surrounding property is of principal importance.

Section 16-25.002. Special permits, general.

No building or occupancy permit shall be issued for any structure or use requiring any of the above special permits until such special permit has been obtained, and any such structure or use shall be in full accord with the requirements and limitations set forth in such special permit. No such permits shall be required or issued except in classifications specifically provided for in this part, or other than in accord with the procedures, standards and requirements set forth in connection therewith.

- (3) Construction, generally: No special permit shall be issued unless it is determined that, in addition to meeting the special requirements set forth within the district within which such special permit is located, satisfactory provisions and arrangements have been made concerning the following, applicable to each application:

- i. With respect to antennas, except satellite receiving dish antennas regulated under section 16-28.008(11) of the Zoning Ordinance, the following additional standards and criteria shall also be met:

- (i) All antennas and related equipment and structures shall be located within the buildable area of the lot. This standard shall not be varied except through issuance of a variance from the board of zoning adjustment in accordance with the standards specified in section 16-26.003 of the Zoning Ordinance; provided, however, that a problem related solely to signal transmission or reception standards shall not be sufficient grounds for granting said variance.

- (ii) Lattice antennas and antennas requiring guy lines or other cable supports are prohibited.

- (iii) Roof antennas.

- (a) The following additional regulations, standards, and criteria shall govern all roof antennas.
- (b) Special administration permits may be issued in accordance with section 16-25.004 provided such roof antennas are determined by the director of the bureau of planning to meet the requirements set forth in subsections (c) and (d) below.
- (c) Roof antennas and related equipment and structures shall not exceed the minimum height necessary to accomplish their intended function, but under no circumstances shall they extend more than ten feet above the height of the supporting structure upon which the roof antenna is attached or affixed.
- (d) Roof antennas and related equipment and structures shall be painted in a color scheme identical to or closely compatible with the color of the supporting structure upon which the roof antenna is attached or affixed, and in such a manner as to make the antenna and related equipment and structures as visually unobtrusive as possible.

- (iv) Other Permissible Antennas.

- (a) The following additional regulations, standards, and criteria shall govern all antennas except roof antennas, not otherwise prohibited by this subsection (h).
- (b) Each applicant for a special use permit or special administrative permit shall provide to the bureau of planning an inventory of its existing towers that are either within the city or within one quarter mile of the city limit, including specific information about the location, height and design of each tower. The bureau of planning may share such information with other applicants applying for special use permits or special administrative permits under this ordinance, or with other organizations seeking to locate antennas within the city, provided, however, that the bureau of planning, by sharing such information, is not in any way representing or warranting that such sites are available or suitable.

Applicant shall submit this form with package mailed to NPU chair or designee.



City of Atlanta Requirements for Broadcast and Telecommunication Towers

- (c) No new antenna tower shall be permitted unless the applicant reasonably demonstrates that such tower is necessary and that no existing tower or structure can accommodate the applicant's proposed antenna. To demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna, the applicant shall submit evidence that one or more of the following conditions exist:
- (1) No existing towers or structures are located within the geographic area required to meet the applicant's engineering requirements; or
 - (2) Existing towers or structures are not of sufficient height to meet the applicant's engineering requirements; or
 - (3) Existing towers or structures do not have sufficient structural strength to support applicant's proposed antenna and related equipment; or
 - (4) The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the operations of the applicant's proposed antenna; or
 - (5) The fees, costs or contractual provisions required by the owner in order to share an existing tower or structure or adapt an existing tower or structure for sharing are unreasonable; or
 - (6) The applicant demonstrates that there are other limiting factors which render existing towers and structures unsuitable.
- (d) The height of each such antenna shall be regulated and limited in relation to the following: Proximity to residential structures and residential district boundaries; the surrounding topography; the surrounding tree coverage and foliage; and the design of the antenna, with particular reference to design characteristics which have the effect of reducing or eliminating visual obtrusiveness. In no event, however, shall any such antenna exceed the minimum height necessary to accomplish its intended function as certified by a registered engineer licensed by the State of Georgia. Said certification shall be the responsibility of the applicant and shall be submitted to the City of Atlanta Bureau of Planning at the time application for said special use permit is made. Further, under no circumstances shall any such antenna exceed 200 feet in height as measured from existing grade. Equipment and structure related to such antennas shall not exceed the height limitation specified in the zoning district in which the property is located.
- (e) Such antennas and related equipment and structures shall be painted in a neutral color identical to or closely compatible with the surroundings, and in such a manner as to make the antenna and related equipment and structures as visually unobtrusive as possible.
- (f) Such antennas and related equipment and structures shall be enclosed by security fencing not less than six feet in height, and said antennas shall be equipped with an appropriate anticlimbing device. Said fencing shall be buffered and screened as provided by subsection (3)d above.
- (g) Such antennas and related equipment that are proposed for any residentially zoned area shall be permitted only upon a showing by the applicant that said antenna and related equipment cannot be located upon nonresidentially zoned property in the same area in such a way as to adequately satisfy its intended purpose. The foregoing requirement of a showing shall include submission of an affidavit identifying all nonresidentially zoned properties which the applicant has considered for the location of the antenna and related equipment. The applicant shall identify the boundaries of the geographical area necessary to accomplish the intended purpose of the proposed antenna. The affidavit shall state the specific reason(s) that the antenna and related equipment cannot be located upon nonresidentially zoned properties identified. The affidavit shall also include all technical information (excluding information that relates to trade secrets or proprietary information) necessary to review the application including information relating to field strength, power density and frequency of actual or potential emissions from those facilities and any other information pertinent to the requirements set forth in this subsection. The affidavit must further include all contractual and financial information specifically relating to the subject site and the lease to be entered into thereon.
- (h) The director of the bureau of planning may issue a special administrative permit in accordance with section 16-25.004 for antennas 70 feet or less in height, provided such antenna is determined by the director to satisfy such requirements set forth in subsections (a) through (e) above as deemed necessary by the director.
- (i) The director of the bureau of planning may issue a special administrative permit in accordance with section 16-25.004 for antennas designed to resemble light standards, clock towers, bell steeples, trees, and similar alternative design mounting structures, provided such antenna is determined by the director to satisfy such requirements set forth in subsections (a) through (e) above as deemed necessary by the director.
- (j) Any application for a special administrative permit pursuant to paragraphs (h) and (i) above shall be referred by the bureau of planning to the appropriate neighborhood planning unit (NPU) for its review and comment with regard to the regulations, standards and criteria set for in paragraphs (a) through (e) above. Notwithstanding the provisions of section 16-25.004(3), the director of the bureau of planning shall decide on any such application within 45 days of said application. Such 45-day time period does not begin until all required information is provided and is complete.
- (k) The director of the bureau of planning may issue a special administrative permit in accordance with section 16-25.004 for new or additional uses utilizing existing antennas, where the height of the antenna is not to be increased, provided that, in both instances, such antenna is determined by the director to satisfy the requirements set forth in subsections (a) through (e) above.

Applicant shall submit this form with package mailed to NPU chair or designee.