

## WIRELESS TOWER SITE PLAN CHECK LIST

City of Baton Rouge/Parish of East Baton Rouge  
Office of the Planning Commission, 1755 Florida Street, 3rd Floor  
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; and
  - d) north arrow.
  
- \_\_\_\_\_ 3. **Planning Summary**
  - a) existing zoning;
  - b) Horizon Plan land use category;
  - c) existing zoning of adjoining parcels;
  - d) acreage; and
  - 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; and
  - 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 and
  - 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; and
  - 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; and
- f) label existing and proposed traffic signals and traffic control devices.

\_\_\_\_\_ 15. **Prints**

- a) provide six (6) full-size blackline prints; and
- b) provide three (3) reduced blackline print (11 inches by 17 inches).
  - o Following approval: provide Four (4) full-size blackline prints and one (1) reduced blackline print (11 inches by 17 inches).

\_\_\_\_\_ 16. **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.

\_\_\_\_\_ 17. **Certification**

The applicant must show by certificate from a licensed engineer that:

- a) 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; and
- c) the proposed activity is in compliance with Federal Aviation Administration (FAA) requirements.

\_\_\_\_\_ 18. **Authorization**

The applicant must provide written authorization from the site owner allowing the applicant to submit the application.

\_\_\_\_\_ 19. **Fee** (See fee schedule)

A processing fee is required to accompany the completed application form and package.

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