



TELECOMMUNICATIONS TOWER / CO-LOCATION PERMIT APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT WWW.MGOCONNECT.ORG/CP/PORTAL

OFFICE USE ONLY

Permit No: _____ Date Requested: _____
Parcel #: _____ Council District / At Large: _____
Zoning District: _____ Historic District: Y / N Design Rev. Corridor: Y / N

APPLICATION FOR: ☐ NEW TELECOMMUNICATIONS TOWER ☐ CO-LOCATION

APPLICANT INFORMATION

Name: _____
Mailing Address: _____
Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, do you have a Letter of Authorization or signed Contract? **YES / NO**

Name: _____
Mailing Address: _____
Phone: _____ Email: _____

CONTRACTOR INFORMATION

Business: _____ Name: _____
Mailing Address: _____ License #: _____
Phone: _____ Email: _____

Applicant's Signature

Date



TELECOMMUNICATIONS TOWER / CO-LOCATION PERMIT APPLICATION

OFFICE USE ONLY

Permit No: _____

LOCATION OF WORK

Address: _____

Subdivision: _____ Lot #: _____

Parcel #: _____

Type of tower (e.g. monopole, self-supporting lattice, etc.): _____

Height of tower (from ground to highest point): _____

Describe project in detail: _____

FEES

- | | |
|---|------------|
| 1. New Telecommunication Towers fee | \$4,000.00 |
| 2. Co-locations or antenna change-out fee | \$1,500.00 |
| 3. Inspection Fee | \$ 50.00 |
| 4. Technology fee | \$ 10.00 |

NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.

Applicant's Signature

Date



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Permit No: _____

SUBMITTAL REQUIREMENTS

- ☐ Completed and signed application.
- ☐ A site plan drawn to scale showing property boundaries, tower location, tower height guy wires, and related ground anchors, any proposed structures, parking, fences, and landscaping. Existing conditions surrounding the site such as any structures, fences, etc., shall be shown. The site plan should also include a vicinity map.
- ☐ A survey from a licensed land surveyor or civil engineer indicating all zoning/land uses within a three-mile radius of the wireless facility with existing towers and structures shown.
- ☐ A certificate from a licensed engineer of capacity by type and number of the communications tower, certified or stamped drawings and calculations detailing the design basis for the tower or support structure, and certification that the tower is designed to withstand winds in accordance with ANSI/EIA/TIA 222-G, latest revision standards. This certification should also show that the proposed tower is designed for co-location. Two sets of 2' x 3' and two sets of 11" x 17" detailed plans are required. Please contact South Central Planning for any plan review questions at 985-655-1070.
- ☐ Identification of the owners, operators, and call signs of all telecommunications antenna and equipment existing and to be located on site.
- ☐ Written authorization from the site owner allowing the applicant to submit the application.
- ☐ A lease between the property owner and the tower owner.
- ☐ A lease between the tower owner and the applicant(s) for antenna(s)/co-locate(s).
- ☐ Deed/Act of Sale to property (recorded copy only).
- ☐ Signed contract indicating project value.
- ☐ Copy of contractor's license.
- ☐ Certification by the Federal Aviation Administration (FAA) that the proposed activity is compliant with FAA requirements. A written description of the proposed operation and the need for a new structure. Also, for new towers, a written description of opportunities for future co-locations on the tower.
- ☐ Payment of fees; payable by credit card, check or money order to: "St. John Parish Council".

AS NEEDED SUBMITTAL REQUIREMENTS

- ☐ Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers (MVNLeveePermits@usace.army.mil), and Office of Coastal Protection and Restoration (CPRArequests@la.gov) if work is within 1500' of the mainline Mississippi River levee, or if otherwise applicable. **Levee Districts: West bank – 225-265-7545/ East bank – 225-869-9721.**
- ☐ Elevation certificate, if in a flood zone.

Applicant's Signature

Date



TELECOMMUNICATIONS TOWER / CO-LOCATION PERMIT APPLICATION

CHAPTER 113 - ZONING ARTICLE V. SUPPLEMENTARY REGULATIONS

Division 2. – Telecommunications Towers and Satellite Dishes

Sec. 113-535. - Definitions.

The following words, terms and phrases, when used in this division shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Antenna means an apparatus external to or attached to the exterior of a building or telecommunication tower for sending and/or receiving electromagnetic waves. Antennas may be principal or accessory structures.

Antenna structures means any new or existing manmade object or structure and the radiating and/or received system, its supporting structures and any appurtenances mounted thereon, used for telecommunications. Most antenna structures are registered with the FCC.

Colocation-Reuse means an existing telecommunications antenna structure or tower for additional radiators, receivers, and/or equipment operation.

Guyed tower means a telecommunication tower that is supported, in whole or in part by guy wires and related ground anchors.

Monopole tower means a telecommunication tower consisting of a single pole or spire self-supported by a permanent foundation, constructed without guy wires and related ground anchors.

Satellite dish antenna means a device or instrument designed for the reception of television or other electronic communications, signals, broadcasts relayed from earth satellites and which, at the widest part of the dish, is a maximum of ten feet in diameter. It may be solid, open mesh, or bar configured, typically eight to 12 feet in diameter and in the shape of a shallow dish, parabola, or horn.

Self support lattice tower means a telecommunications tower that is constructed without guy wires and related ground anchors and which is not a monopole tower.

Telecommunications means the transmission between or among points specified by the user, of information for the user's choosing, without change in the form or content of the information as sent and received.

Telecommunications tower means a tower, pole, or similar structure constructed principally for the purpose of supporting one or which supports several telecommunications antennas, operated for commercial purpose above ground, in a fixed location, freestanding, guyed, or on a building or other structures. The term "telecommunications tower" is synonymous with the term "antenna support structure" or "antenna structure."

Tower height means the distance from the ground elevation of the base of the telecommunication tower to the top of the telecommunication tower or any attached wireless transmission and relay equipment. *Wireless facility* includes the telecommunication tower, antennae, wireless transmission and relay equipment, perimeter fencing, and any other equipment or buildings necessary for the operation of wireless reception and transmission.

Wireless transmission and relay equipment means any system of rods, wires, poles, reflecting discs, or similar devices used for the transmission or reception of telecommunications signals external to or attached to the exterior of any building or other structures.

(Code 1988, § 5:700; Ord. No. 02-64, 9-24-2002)



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Sec. 113-536. - Telecommunications towers.

- (a) *Permits required.* Obtaining a permit shall include meeting the requirements of an occupational license and a building permit.
- (b) *Applications.*
 - (1) *Contents.* Application contents are as follows:
 - a. One copy of the complete specifications for the proposed structure and antennas, including a description of the design characteristics and materials.
 - b. A site plan drawn to scale showing property boundaries, tower location, tower height, guy wires, and related ground anchors, any proposed structures, parking, fences, and landscaping. Existing conditions surrounding the site such as any structures, fences, etc., shall also be shown. The site plan should also include a vicinity map.
 - c. A survey from a licensed land surveyor or civil engineer indicating all zoning/land uses within a three-mile radius of the wireless facility with existing towers and structures shown.
 - d. A certificate from a licensed engineer of capacity by type and number of the communications tower, certified or stamped drawings and calculations detailing the design basis for the tower or support structure, and a certification that the tower is designed to withstand winds in accordance with ANSI/EIA/TIA 222-G, latest revision standards. This certification shall also show that the proposed tower is designed for colocation.
 - e. Identification of the owners, operators, and call signs of all telecommunications antenna and equipment existing and to be located on the site.
 - f. Written authorization from the site owner allowing the applicant to submit the application.
 - g. Certification by the Federal Aviation Administration (FAA) that the proposed activity is in compliance with FAA requirements. A written description of the proposed operation and need for a new structure. Also for new towers, a written description of opportunities for future colocation on the tower.
 - h. Payment of appropriate fees as established in [section 14-113](#)
 - i. Notification shall be provided to citizens of the parish within three miles of the proposed tower site by conspicuous publication of the proposed site in the official journal of the parish ten days after the administrative committee review, to be printed two times before the scheduling of utility board or planning commission meetings. This notice requirement is separate from any parish publication requirements.
 - (2) *Review procedure.* The applications hereunder shall require, with regard to the applicant's compliance with the standards and requirements set forth in this division, approval from each of the following boards and committees to reach final approval. Rejection by any of the boards or committees will deny siting:
 - a. Administrative committee review.
 - b. Parish engineer's review.
 - c. Utility board review, if any utilities or drainage are involved.
 - d. Planning commission review.
 - e. Parish council's use permit and/or ordinance.
- (c) *Siting requirements.*
 - (1) *Zoning.* Priority/preference will be given to existing structures, and on public property.
 - (2) *Colocation.* To minimize the visual impact associated with the proliferation and clustering of communication towers, colocation of facilities on existing towers and suitable structures shall be encouraged by administrative approval. The parish shall issue permits to shared facilities upon administrative approval. A telecommunications provider submitting a proposal for colocation shall omit this subsection and subsections (d) and (e) of this section. Subsections (b)(1)a., b., e. and f. of this section shall be submitted and this should be accompanied by FAA certification and written authorization from the site owner and tower owner allowing the applicant to submit the application.



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- (3) *Qualified shared and colocation facilities.* When a telecommunications provider can show that:
 - a. The facility is appropriately designed for sharing;
 - a. The telecommunications provider has adopted policies, leases, interagency agreements, or other contracts that has prepared it to offer the facility to others on fair, reasonable, nondiscriminatory terms; and
 - c. The facility will approve referrals from the parish planning commission or independently identified colocators to three additional antenna or monopoles and four additional antenna on lattice towers. The facility shall be deemed a qualified shared facility and in addition to administrative approval will benefit from:
 - 1. The elimination of the area requirements for front, side and rear that mandate regular setbacks in the application's zoning district. The supplemental height requirements and minimum lot areas shall remain required.
 - 2. The ability to exceed the maximum of 250 foot height limitation up to a height determined by the administrative committee to be appropriate to satisfy both the needs of the applicant as well as the goals for colocation and sharing of facilities under this section.
- (4) *New construction.* Colocation of telecommunications facilities on existing or new structures shall take precedence over the construction of new single use telecommunications towers. Construction of new telecommunication towers or structures shall follow all five steps in the review procedure of subsection (b)(2) of this Section and shall be processed as a conditional use permit request in conformance with Chapter 113 – Zoning, Article II. – Administration and Enforcement, Division 4. – Conditional Use Permits.
- (5) *Transfer of use.* Approved telecommunications towers or antennas may be transferred to the successor and assigns of the approved party, subject to all of the conditions which apply to new location approval.
- (6) *Commercial Three District (C-3) height restrictions.* An additional two-foot setback for each foot over 35 feet shall be required from the nearest property line.
- (7) *Residential districts.* In residential zoning districts, siting will be allowed only when on public property or on property containing non-residential uses. The property must be in excess of five acres with the tower being no closer than 500 feet to any residences or any other existing telecommunications tower. The height of a tower in a residential zoning district shall not exceed 70 feet.
- (d) *Design standards.*
 - (1) *Height maximum.* Telecommunication towers in the industrial and rural districts shall not exceed 250 feet in tower height except upon certification as a qualified shared facility, whereupon the maximum height shall be 300 feet.
 - (2) *Structural integrity.* Wireless facilities, cellular, and PCS installations shall be certified by an engineer registered in the state. The tower and any other transmission equipment must be certified to meet any structural standards for steel antenna towers and support structures set in the Electronic Industry Association/Telecommunication Industry Association Standards referenced as ANSI/EIA/TIA-222-G or latest revision.
 - (3) *Loading capacity.* A statement shall be submitted, prepared by a professional registered engineer licensed to practice in the state, which, through standards acceptable as engineering analysis certifies the tower's compliance with applicable standards and describes the tower's capacity, including number and type of antennas it can accommodate. No tower shall be permitted to exceed its loading capacity. For all towers attached to existing structures, the statement shall include certification that the structure can support the load superimposed from the tower. All towers shall have the capacity to permit multiple users, two at a minimum.
 - (4) *Buffering.* Buffering shall be determined by the zoning district requirements. However for telecommunications towers, when the site abuts its own zoning district or is within a rural multipurpose use district, then buffering requirements shall apply. For the purpose of buffering telecommunications sites, the eight-foot site-obscuring fence may be constructed of wood, brick or masonry to security purposes.
 - (5) *Color requirements.* Except when superseded by state or federal regulations telecommunications towers shall be galvanized unpainted metal, gray, forest green, or other colors approved on an individual special basis.
 - (6) *Prohibited designs.* The use of the following designs are prohibited:
 - a. Towers in excess of 300 linear feet.



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- c. Sign advertising appurtenant to a telecommunications device or base station.
 - d. Towers in primary colors such as red, orange, blue, or yellow.
 - e. Equipment storage at the telecommunications base station other than temporary repair supplies or equipment customarily functioning with the wireless facility.
- (e) *Abandonment.* In the event the use of any communication tower has been discontinued for a period of 180 consecutive days, the tower shall be deemed to have been abandoned.
- (1) Determination of the date of abandonment shall be made by the director of the planning commission who shall have the right to request documentation and/or affidavits from the telecommunication owner regarding the issue to tower usage.
 - (2) Upon such abandonment, the owner/operator of the tower shall have an additional 60 days from receipt of written notice by the parish of the abandonment within which to:
 - a. Reactivate the use of the tower or transfer the tower to another owner/operator; or
 - b. Dismantle and remove the tower and associated facilities.
 - (3) At 61 days from the date of the carrier's receipt of the aforesaid written notice from the parish all permits issued shall be deemed expired and a penalty amount of \$100.00 a day shall be imposed upon the owner of record until the date of removal.
 - (4) Tower owners shall provide an adequate surety bond to guarantee dismantling.
- (Code 1988, § 5:701; Ord. No. 02-64, 9-24-2002; Ord. No. 02-88, 12-10-2002)

Sec. 113-537. - Satellite and antennas.

- (a) *Residential districts.*
- (1) *Roof mounted.* In any residential district, roof-mounted accessory antennas of any type may be erected on the roof of a principal building to a maximum height of 35 feet above the maximum height of the building on which it is located. However, the following additional requirements shall also apply to roof-mounted satellite dish antennas:
 - a. Only one satellite dish shall be permitted per lot.
 - b. Satellite dish antennas shall not be visible between ground level and ten feet above ground level from any street adjoining a lot.
 - c. Satellite dish antennas shall not exceed ten feet in diameter.
 - d. Satellite dish antennas shall be neutral in color, and to the extent possible, compatible with the appearance and character of the neighborhood.
 - (2) *Ground mounted.* In any residential district, one accessory ground-mounted satellite dish antenna may be erected to a maximum height of 12 feet above adjacent ground level, provided:
 - a. The diameter of such satellite dish antenna shall not exceed ten feet.
 - b. Such satellite dish may only be located in the rear yard, a maximum of ten feet from the lot line.
 - c. The satellite dish shall be neutral in color, and to the extent possible, compatible in character and appearance with the surrounding neighborhood.
 - d. Citizen band radio tower antennas and other radio tower antenna shall be restricted to the maximum height of 12 feet above the adjacent ground level. They shall be neutral in color and to the extent possible compatible in character and appearance with the surrounding neighborhood.
- (b) *Commercial districts.*
- (1) *Roof mounted.* In addition to the provisions of this division governing the erection of telecommunication towers in rural and industrial districts, roof-mounted accessory antennas of any type may be erected on the roof of the principal building to a maximum height of 45 feet above the maximum height of the building on which it is located. However, the following additional requirements shall also apply to roof mounted satellite antennas:
 - a. Satellite dish antennas shall not be visible between ground level and ten feet above ground level from any street adjoining the lot.
 - b. Satellite dish antennas shall not exceed ten feet in diameter.
 - c. Satellite dish antennas and their accompanying supports shall be neutral in color and, to the extent possible, be compatible with the appearance and character of the neighborhood.



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- (2) *Ground mounted.* Ground-mounted satellite dish antennas may be erected in commercial or industrial districts to the maximum building height applicable to the underlying zoning district: provided:
- They are not located between a building and a front lot line.
 - The visual impact of such satellite dish antennas is reduced by screening or buffering.
 - If the subject parcel abuts a residence district, all such antennas shall be placed a minimum of ten feet from the lot line and effectively screened by a solid fence, wall, or dense screening hedge to a minimum height of eight feet. Said fence wall, or hedge shall be located on or near the lot line abutting the residential district and shall otherwise comply with the applicable zoning requirements governing its location.
 - The satellite dish antenna shall be neutral in color and, to the extent possible, compatible in appearance with the surrounding neighborhood.
 - In all commercial and all industrial districts, the maximum diameter of satellite dish antennas shall not exceed four feet in diameter.

(Code 1988, § 5:702)

Sec. 113-538. - Exceptions and exemptions.

- Nothing in this division shall be interpreted as to restrict the local governing authority, or any of its departments or agencies of the parish from installing and/or replacing any tower, antenna, or any other communication-type devices used specifically for daily operations of the parish for health and safety.
- Any towers and/or antennas, used for public communications licensed to the parish by the Federal Communication Commission, shall specifically be excluded from the requirements of this division.