



**APPLICATION FOR CELLULAR ANTENNA TOWERS  
AND SMALL CELL TOWERS**

----- To Be Completed By PDS Staff -----

Application Number: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Date Application deemed Complete: \_\_\_\_\_ Public Hearing Date (if applicable): \_\_\_\_\_

Date of 60 Day Review Completion: \_\_\_\_\_

----- To Be Completed By Applicant -----

1. **Property Owner: Company Name:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. **Applicant (If different than owner): Name of Company:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. **Name of applicable local unit of government:** \_\_\_\_\_

4. **Type of Application:**  
\_\_\_\_\_ Cellular Antenna Tower

\_\_\_\_\_ Small Cell Tower

5. **Location(s) (General Description or Address):** \_\_\_\_\_  
(If multiple locations, you may attach a separate sheet)

6. **Present Zoning Designation(s):** \_\_\_\_\_

7. **Did you have a pre-application meeting?** \_\_\_\_\_

If yes, with who? \_\_\_\_\_

8. The foregoing information and attachments are true and accurate to the best of my knowledge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Print Name: \_\_\_\_\_

This Section Applicable For Cellular Antenna Towers Only – Not Applicable for Small Cell Towers

\_\_\_\_\_ I acknowledge that someone able to represent the request will be present at the Planning Commission meeting. If no one is present I acknowledge that I run the risk of receiving an unfavorable recommendation due to a lack of information.

## Submission Requirements for Cellular Antenna Towers

*The following information is required to be submitted with the Application before it will be considered complete:*

### UNIFORM APPLICATION REQUIREMENTS

Applications for the construction of a Cellular Antenna Tower for Cellular Telecommunication Services or Personal Wireless Services shall include all information specified in KRS 100.985 – 100.987

### ADDITIONAL INFORMATION

In addition to the Uniform Application requirements specified in KRS 100.985 – 100.987, Applicants for a Cellular Antenna Tower should submit the following information to Staff prior to the required pre-application conference to assure a quick and judicious review of the submittal.

- A statement demonstrating that the proposal is in agreement with the Comprehensive Plan, and that the Applicant has attempted to Co-locate the proposed facility on an existing approved tower or facility or locate on sites that might be in better conformance with the adopted Comprehensive Plan, and that:
  - Identifies the location of the sites attempted to locate; and
  - Lists the reasons why the Co-Location or locating on the alternative sites was unsuccessful in each instance.
  
- A development site plan, signed and sealed by a professional engineer registered in Kentucky, drawn to a scale not smaller than one (1) inch equals one hundred (100) feet, showing the following information, where applicable. The Staff may waive the submission of such data involving detailed engineering study until such time as the Application has been approved.
- The total area of the site in question.
- All public and private Rights-of-Way and easement lines located on or adjacent to the subject property which are proposed to be continued, created, enlarged, relocated, or abandoned.
- Existing topography, and approximate delineation of any topographical changes shown by contour with intervals not to exceed five (5) feet.
- Location, height, arrangement, and identification of all nonresidential buildings, structures, and uses on the subject property and, where applicable, location and arrangement of all lots with lot dimensions.
- A circle drawn on the site plan showing the setback distance requirement.
- Landscaping features, including identification of planting areas and the location, type, and height of walls and fences.
- Location of signs, indicating their orientation, size, and height.
- All electric Utility lines and easements.
- Locations of all off-street parking, loading and/or unloading, and driveway areas, including typical cross sections, the type of surfacing, dimensions, and the number and arrangement of off- street parking and loading and/or unloading spaces.
- Any modification or waiver to the Design Standards, along with justification for each, shall be requested in writing by the Applicant.

### FEE SCHEDULE

The fee for a Cellular Antenna Tower is \$2,500 per tower. **Please make checks made payable to “KCPC”**

All documents intended to be presented at the public hearing must be submitted by the applicant to staff at least 10 days prior to that public hearing. New documents submitted at the public hearing by the applicant that are of such an amount as to be unreasonably read and understood at the meeting itself may be rejected by the Commission or, at the discretion of the Commission, subject the public hearing item to be continued to the following meeting unless the new document is being submitted only to contradict evidence presented at the hearing.

## Submission Requirements for Small Cell Towers

*The following information is required to be submitted with the Application before it will be considered complete:*

### UNIFORM APPLICATION REQUIREMENTS

Applicants for the construction of Small Cell Systems for Cellular Telecommunications Services or Personal Communications Services may choose to provide either the Uniform Application per KRS.100.9865 or in lieu of the Uniform Application, the following information should be submitted:

- A written description and map showing the coverage area of the provider's existing facilities in the general and site-specific areas that are the subject of the Application
- A statement of the telecommunications objectives for the proposed location, whether the proposed facility is necessary to prevent or fill a gap or capacity shortfall in the Applicant or provider's service area, whether it is the least obtrusive means of doing so, and whether there are any alternative sites that would have fewer aesthetic impacts while providing comparable service.
- A statement by an authorized representative that the Applicant or provider holds all applicable licenses or other approvals required by the Federal Communications Commission, the Kentucky Public Service Commission, and any other agency of state or federal government with authority to regulate telecommunications facilities that are required in order for the Applicant to construct the proposed facility.
- A statement by an authorized representative that the Applicant or provider is in compliance with all conditions required for such license and approvals.
- A full description of the number and dimensions of all Small Cell Towers proposed to be installed.
- A site development plan, signed and sealed by a professional engineer registered in Kentucky, showing the proposed location of the tower and existing structures within five hundred (500) feet of the proposed site. For Applications in which multiple towers are proposed, an overall site development plan showing all proposed locations within a single city or unincorporated area must be provided.
- A vertical profile sketch or drawing of the towers, signed and sealed by a professional engineer registered in Kentucky, indicating the height of the tower and the placement of all antennas and equipment enclosures.
- Written approval from the property owner stating the Applicant or provider has permission to construct a facility on their property. In the case of public Right-of-Way or public property, written approval must be submitted from the duly-authorized representative of the governing body holding ownership.
- Photographs of view shed from each proposed tower location, taken in at least four directions.
- Description of whether other Overhead Utilities exist within five hundred (500) feet of the proposed antenna location.

All requested information should be submitted to Staff prior to the required pre-application conference to assure a quick and judicious review of the submittal.

### FEE SCHEDULE

Number of proposed Small Cell Towers	Fee
1-3	\$500 per tower
4-6	\$400 per tower
7-10	\$2,500 total

**Please make checks made payable to "KCPC"**

Applications are limited to ten (10) towers per Application. Multiple towers may only be included on a single Application if they are located within the same city or unincorporated area of the County.