



## Tower Checklist (Chapter 5 Section 9)

### Application Submission (A):

- A site plan in accordance to the application form
- Identification of the intended users of the tower.
  - North arrow and scale.
  - Site and any landscape plans drawn to scale that show the location and legal description of the site.
  - On-site land uses and zoning.
  - Indicate adjacent roads and their names.
  - The location of the proposed tower and associated facilities.
  - Setbacks from property lines or lease lines as measured from the base of the tower. The required setback from property lines is equal to the height of the tower.
  - An analysis of the area containing topographical contours.
  - Access to the site.
  - Parking areas, if applicable.
  - The general capacity of the tower and its role in the network.
  - Details regarding the on-site lighting scheme.
- A narrative description responding to the findings listed by the **Board of County Commissioners Review and Action and Findings Necessary for Approval**
- Co-location on existing towers is encouraged.
  - If a new tower is proposed, the application must include information regarding the availability of co-location space within the area served by the proposed tower.
  - If co-location space is available, the applicant must describe the reason(s) why that space is not suitable for the applicant's purposes.
- A statement that applicant agrees to allow Albany County to install a communication antenna on the tower if feasible and if requested by Albany County.
- A letter from the Wyoming Game and Fish Department
- A letter of intent to remove the facility

### Board of County Commissioners Review and Action (D):

The Board of County Commissioners shall hold a public hearing prior to acting on the request for a change in land use classification.

- Notice Requirements: Mail, Signs, and Publication (Found in chapter 5 section 5 of the Albany County Zoning Regulations)

### Findings Necessary for Approval (E):

- The proposed tower shall not adversely affect the public interest
- The applicant has proved a site plan with the above requirements
- The applicant has adequately addressed the following possible impacts:
  - Visual Impacts: Towers must not unreasonably interfere with the view of any natural scenic vista, historic building or monument, major view corridor, or residential area.
  - Environmental Impacts: Towers must not be located in environmentally sensitive areas.

- Co-Location Requirement: The applicant must demonstrate that there are no existing towers within the general region that will structurally, technically, or otherwise meet the needs of the applicant applying for the new tower and that there is a clear need for the erection of a new tower.
- Exterior Lighting: Proposed exterior lighting with reference to light, glare, traffic safety, economic effect, and compatibility with adjacent properties in the district.
- Screening and Buffering: Provide separation from incompatible adjacent uses by screening and buffering. Reference type, dimensions and character of screening and buffering.
- General Nuisances: Minimize light, glare, heat, noise, vibration, odors, fumes, smoke, or other off-site nuisances generated by the use.
- Air Traffic Safety: If the proposed facility is determined by the Planning Director to be near an airport or flight path, the applicant may be required to provide an FAA response to the Notice of Proposed Construction or Alteration from their FAA 7460-1 form (which is a formal airspace evaluation) or other similar documentation.

Minimum Standards for Towers (G):

- Minimum setbacks from all property lines (or lease lines) for Towers (and Tower associated equipment) shall be one (1) foot for every foot in height of the tower. Unless a variance is granted.
- All towers and associated equipment shall not interfere with normal radio, television, and/or telephone reception in the vicinity.
- Commercial messages shall not be displayed on any tower. The only signs permitted on the tower are warning and equipment identification signs, or other applicable signs required by law.
- Towers shall not be artificially lighted, unless required by the FAA or other applicable authority. If lighting is required, the Board of County Commissioners may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding property owners.
- In order to protect the public from the unnecessary exposure to electromagnetic radiation, the tower owner shall provide documentation indicating that the power density standard levels do not exceed federally approved levels or American National Standards Institute (ANSI) standards, whichever provides stricter requirements.
- In non-residential districts, towers are permitted on top of buildings or structures (which are not tower accessory structures). The top of said towers shall not be more than thirty (30) percent of the building's height above the building, nor shall be seventy (70) feet above the building, whichever is less.
- Co-location is encouraged. Additional users and associated equipment which do not add to the tower height may be added, but a zoning certificate is required. 5-13 Additional users co-locating on an existing tower shall not in any way cause the tower to violate the required standards described in this section.
- Commercial Wireless Telecommunication Service providers must not unreasonably exclude other providers from co-location on the same tower when co-location is structurally, technically, or otherwise reasonably possible (customary industry standards considered).

Note: Checklist is for reference only. Please consult Chapter 5, section 9 in the Albany County Zoning Regulations for complete regulations.