



Small Project - Telecommunications Tower Overview and Application Instructions

Overview and Application Instructions

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

The following information provides General Information and outlines the Application Instructions and Submittal Requirements necessary to obtain a site plan and Site Development Permit for construction or reconstruction of a telecommunication tower and accessory facilities constituting less than 5,000 square feet of new construction within the City of Austin jurisdiction (full-purpose and limited-purpose city limits, and extraterritorial jurisdiction ETJ).

General Information

Brief Description

Any project within the City or its 5-mile ETJ involving construction of a telecommunication tower requires submittal of a site plan and issuance of a Site Development Permit pursuant to the City of Austin Land Development Code (LDC), Sections 25-2-839 through 840.

Completeness Check

In order to submit a site plan for review, an application for Completeness Check is required. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Site Plan Application
- Site Plan Review - Completeness Check fee (check, cash, money order, or credit card): see <http://www.austintexas.gov/departments/fees>
- Site Plan sealed by professional engineer and/or Landscape Architect, as required by state licensing regulations
- All items listed on the completeness checklist, located in the Intake Office and available online at <http://www.austintexas.gov/page/land-use-applications#site>

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via email or fax whether the application is approved or additional information is required for submittal. When the application is approved, the plans can be formally submitted for a detailed review. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

Submittal

For submittal information, please visit <http://austintexas.gov/digitaldevelopment>.

Project Management

A Case Manager will be assigned to your project, who will act as your liaison with the City. Once your application is submitted, all questions and conflicts should be directed to the Case Manager. If you need to see your Case Manager, it is suggested an appointment be made to ensure that he or she is available.

Ethics and Financial Disclosure Information

If you or your agent/representative were City of Austin employees or officials within the past 24 months, you may be subject to the Ethics and Financial Disclosure Ordinance (8607 17-X). Copies of the ordinance are available at the City Clerk's Office.

Application Instructions

The application must be complete and accurate prior to submittal. Please refer to the descriptions below to ensure all information is entered correctly. To access the application, please see Small Project – Telecommunication Tower Application at <http://www.austintexas.gov/page/land-use-applications#site>. Note that the application is a fillable PDF, and must first be SAVED TO COMPUTER to be completed.

All information is required (if applicable).

Section 1: Project Information

Project Name

Provide the name of the proposed project.

Project Location Description

Provide the street address of the project. For assistance, call: (512) 974-2797; or email: addressing@austintexas.gov.

—OR—

If project cannot be defined, provide the distance and direction from nearest intersection.

Description of Proposed Work

Provide a description of the work to be completed.

Legal Description or Subdivision Reference

The site plan will not be released unless it has been determined the tract is a legal lot/tract. This determination will be made during the review process, and if it cannot be determined the tract is a legal lot/tract, the applicant will be requested to prove legal lot status or subdivide. If a subdivision is required, it must be recorded prior to the release of the site plan.

Legal Description such as:

- East 50 feet of Lot 1, Block A, Austin Subdivision
- One acre out of the Santiago Del Valle Grant, as recorded in Volume 1, Page 1, of Travis County Deed Records

Deed Reference

The volume, document number, and page numbers of the deed conveying the property to the present owner and the total size of the property conveyed shall be shown. This information is on your deed, or is available from your title company, through the Travis Central Appraisal District website at http://www.traviscad.org/property_search.html, or the Travis County Clerk's Office at 5501 Airport Boulevard. Williamson County information is available on the Williamson Central Appraisal District website at <http://www.wcad.org/>.

Tax Parcel Number(s)

These numbers may be found on the tax plats or tax certificates you are providing. The Intake Center or Document Sales Window can assist you with these numbers.

Section 2: Applicant/Agent Information

Provide all contact information. If an agent is designated, this is considered the "Applicant" and will be the primary contact.

Section 3: Owner Information

Provide all contact information if the owner is not the applicant. The current owner must sign the application or attach a written authorization for the agent. Be sure all signatures are legible and address information is correct.

Section 4: Engineer Information

Provide all engineer contact information, if applicable.

Section 5: Other Professional/Trade Information

Provide all professional and/or trade contact information, if applicable. Examples include general contractor, electrical contractor, landscape architect, etc.

Section 6: Property Attributes

To determine the following information, refer to the GIS Viewer on the Development website at <http://www.austintexas.gov/GIS/DevelopmentWebMap/>:

- Watershed
- Watershed Classification
- Edwards Aquifer Recharge Zone
- Land Development Jurisdiction

Current Watershed Protection Regulations

In order to determine if your project is not subject to current watershed regulations, you must also submit your Chapter 245 Determination form with this application.

Hill Country Roadway

The following information is required when a project is located within a Hill Country Roadway Corridor (see Land Development Code Chapter 25-2, Article 11 for more information):

- Construction lines, including all buildings, parking and vehicular use areas, and all areas of required cut and fill
- Methods of screening all air conditioning and heating units, penthouses, parapet walls, or water storage reservoirs for fire safety from public view, both vertically and horizontally
- Horizontal view cross-section of all structures and the height of each structure drawn to scale to illustrate the height calculations
- For projects requesting performance incentives for scenic vista protection, the plan shall:
 - a) Illustrate the location and nature of any existing or potential scenic vista from or in close proximity to public roadways or recreation areas

- b) Show how such vistas would be impacted by the proposed development
- A slope map drawn at a maximum of 5-foot contour intervals indicating all improvements (structures, driveways and parking areas) on slopes of 1-15%, 15-25%, 25-35% and over 35%
- The total area (in sq. ft.) within each slope of 0-15% 15-25%, 25-35%, and over 35%
- Floor-area information based on intensity zone and slope gradients

Section 7: Site Area Information

Acres –OR– Square Feet

Indicate the site area or square footage.

Zoning Chart

Complete the chart, indicating the zoning (within the City limits), existing and proposed uses, and area of each tract. If there is only one tract, refer to it as Tract 1.

Impervious Cover

Indicate the existing and proposed percent of impervious cover. Impervious cover is anything that prevents water from percolating into the ground, such as buildings, drives, concrete pads or walkways, compacted surfaces for driving, etc. Consult with the Development Assistance Center (DAC) for questions.

Section 8: Related Cases

Provide the file numbers which relate to applications on this property that have been filed in the past.

Section 9: Land Use Site Plan Data – as applicable

Consult with the Development Assistance Center (DAC) to determine the following information:

- Compatibility Standards (Article 10 of Land Development Code 25-2-1051)
- Combining District/Overlay Zone

Section 10: Submittal Verification

Ensure all information entered in the application is complete and accurate before signing.

Section 11: Inspection Authorization

Provide permission for inspection of the property as part of the application process.

Section 12: Acknowledgement Form concerning subdivision plat note/deed restrictions

The applicant should carefully check the subdivision plat note/deed restrictions records before signing the Acknowledgment Form. Plat notes are shown on the face of the subdivision plat. Plats are available at the City or the Courthouse. Deed restrictions are recorded at the Courthouse, if you do not have them in your possession.

Submittal Requirements

In addition to completing the Small Project – Telecommunication Tower Application, the following information will be required to complete the site plan permitting process. For details, refer to the complete Exhibits on the pages that follow.

[Exhibit I: Site Plan Requirements](#)

[Exhibit II: Approval Blocks](#)

[Exhibit III: Landscape Maintenance Note](#)

Additional Requirements

1. Fees

Fee schedules are available at <http://austintexas.gov/digitaldevelopment>.

2. Tax Certificate

Tax certificates can be obtained from:

- Hays County: Hays County Tax Assessor Office, 102 N. LBJ Dr., San Marcos
- Travis County: Courthouse Annex, 5501 Airport Blvd., Austin
- Williamson County: Williamson County Tax Assessor/Collector Office, 904 S. Main St., Georgetown

The tax certificate should indicate that there are no taxes owed.

3. Site Plans (Exhibits)

The site plans shall consist of all the submittal requirements as noted in the Exhibits, including construction details pursuant to the City of Austin Land Development Code Sections 25-2-839 through 840.

4. Affidavits

— Submit an affidavit that gives a description of the search area for an acceptable tower location, the elevation required for the antenna array, and the reasons why the antenna cannot be located on an existing building or structure.

— Submit a second affidavit stating the following:

- The tower is not within 50 feet of a dwelling unit.
- The tower is not within 50 feet of a Day Care Services (commercial) use.
- The tower is not within 300 feet of property zoned Historic or property included in a National Register District or a City of Austin historic district.

5. Austin Energy NECS Compliance Form

This form is provided and reviewed by Austin Energy for all towers within the Austin Energy service area. The form is approved following a field inspection to verify that the tower location is not within ten feet of overhead power lines.

Site plans will not be approved until the signed form is submitted to the Case Manager.

Exhibit I: Site Plan Requirements

SITE PLAN - Show the following:

- Tower owner's name, address, and telephone number
- Property owner's name, address, and telephone number
- Project name and verified address
- Drawing and location of sign visible from outside screening. Letters two inches high stating name and telephone number of tower manager and Federal Communications Commission license number
- 100-year floodplain information
- Height and type of the tower
- Distance to the nearest MH or SF-5 or more restrictive zoning or use
- Site location map
- North arrow and drawing scale
- Property lines with dimensions and bearings
- Lease lines with dimensions and bearings
- Existing and proposed streets, alleys, parking, and drives adjacent to and within the property
- All existing and future easements
- All existing and proposed utilities on the site
- Security fencing
- All existing and proposed structures on or near the site
- Total existing and proposed impervious cover for the entire property
- Percentages of total existing and proposed impervious cover for the entire property
- Dimensions of all proposed structures and their location on the site
- Location of Critical Water Quality zones and Water Quality Transition zones
- Critical environmental features on or within 150 feet of the site
- Location of all existing trees eight inches in diameter or larger within 50 feet of the lease area and access easement
- Location of tree protection fencing
- Landscape maintenance note (see Exhibit III)
- Location, species, size, and quantity of trees and shrubs to be planted on site (screening from street view must be at least six feet high)
- Location and type of temporary erosion controls
- Location and type of permanent erosion controls
- Barriers to protect landscaped areas from damage by vehicles
- All proposed construction and site construction details
- Approval blocks (see Exhibit II), and blank 3"x 5" space in the lower left corner of the sheet for release sticker

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Exhibit II: Approval Blocks

APPROVAL BLOCKS

- Approval Block for TxDOT, if part of the project is within Texas Department of Transportation R.O.W.

Approved by: _____
Texas Department of Transportation Date

- Approval Block

Approved by: _____
Director, Development Services Department Date

- Block for Permit Number and Date

Site Plan/Site Development Permit Number Date

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Exhibit III: Landscape Maintenance Note

LANDSCAPE MAINTENANCE NOTE

The applicant must provide an underground irrigation system or provide the following note on the planting detail:

“The owner shall maintain required landscape areas in accordance with the City of Austin Land Development Code Sections 25-2-984, 25-2-1001, and 25-2-1008.”

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