

# Cellular Communications Application Checklist/Transmittal

*The applicant shall use this form to determine the necessary documentation for application and as a transmittal form for those documents.*

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Location of Tower/Alternative Tower Structure/Antenna: \_\_\_\_\_  
\_\_\_\_\_

Lehigh County Tax Parcel Identification No. (PIN): \_\_\_\_\_

**Checklist Applicability**—Please refer to Section 12.34 of the SWT Zoning Ordinance (Wireless Communications) while completing this checklist for regulations applicable to your proposal, and select the applicable portion of the checklist below.

**Permitted by Right— Use Only Section 1**

- Modifications, replacements or collocations to pre-existing towers or antennae that do not substantially change the physical dimensions of the tower more than 10% of the originally approved height or one antenna array, does not increase the dimensions of the equipment compound, complies with the applicable conditions of approval of the initial facility, and does not exceed the applicable wind loading and structural requirements of the tower, as certified by an engineer or design specialist. **No Zoning Review Required. All Other Applicable Permit Approvals Required.**
- New Antenna, Tower or Alternative Tower Structure **on Township or Township Authority property only**

**Zoning Officer Administrative Approval—Use Only Section 2**

- New **Antenna**
- Modification of an **Existing Tower** or Alternative Tower Structure for **Additional Height (More Than 10% of the Originally Approved Height)** in an Industrial (I), Industrial-Commercial-1 (IC-1), or Highway-Commercial-1 (HC-1) zone at does not fall under the above “Permitted By Right” Section

**Zoning Hearing Board Special Exception Approval—Use Only Section 3**

- New **Tower** or Alternative Tower Structure
- Modification of an Existing Tower or Alternative Tower Structure for Additional Height (More Than 10% of the Originally Approved Height), **not** in an Industrial (I), Industrial-Commercial-1 (IC-1), or Highway-Commercial-1 (HC-1) zone

## Section 1

### At Application

- Applicant shall submit a completed Zoning/Building Permit application with all required attachments
- Applicant shall submit the completed South Whitehall Township Cellular Communication Application Checklist/Transmittal (this form)
- Submit to Zoning Officer an inventory of applicant's existing towers, antennas or sites approved for antennas or towers (including location, height and type) either with South Whitehall Township or within 5 miles of South Whitehall Township's borders, ***unless the applicant had previously owned, leased or operated an antenna on the same tower.*** [Section 12.34(c)(3)]

## **Section 2**

### **At Application**

- Applicant shall submit a completed Zoning/Building Permit application with all required attachments
  
- Applicant shall submit the completed South Whitehall Township Cellular Communication Application Checklist/Transmittal (this form)
  
- Submit to Zoning Officer an inventory of applicant's existing towers, antennas or sites approved for antennas or towers (including location, height and type) either with South Whitehall Township or within 5 miles of South Whitehall Township's borders, unless the applicant had previously owned, leased or operated an antenna on the same tower. [Section 12.34(c)(3)]

**Section 3**

**At Application**

- Applicant shall submit a completed Zoning/Building Permit application with all required attachments
- Applicant shall submit a completed Zoning Hearing Board Appeal application with all required attachments
- Applicant shall submit the completed South Whitehall Township Cellular Communication Application Checklist/Transmittal (this form)
- Submit to Zoning Officer an inventory of applicant's existing towers, antennas or sites approved for antennas or towers (including location, height and type) either with South Whitehall Township or within 5 miles of South Whitehall Township's borders, unless the applicant had previously owned, leased or operated an antenna on the same tower. [Section 12.34(c)(3)]
- Applicant shall meet the requirements of Zoning Ordinance Subsection 12.10(i)(3) for Special Exceptions. [Section 12.34(f)(1)(B)]
- Any information or testimony of an engineering nature that the applicant submits shall be either certified in writing or sworn to under oath as to its accuracy by an engineer, as appropriate within the engineer's competence. For civil and structural information and testimony, the engineer shall be licensed as a "PE" by the Commonwealth of Pennsylvania, unless exempted by the "Professional Engineer's Registration Law". All other information shall be submitted by a person who holds at least an associated degree from an accredited college or technical school, and has been employed for at least 2 years on a full-time basis, or equivalent, in the same specialized technical field as the information or testimony submitted. [Section 12.34(f)(1)(D)]
- Scaled plan clearly indicating: [Section 12.34(f)(2)(A)(i)]
  - Location
  - Type of tower
  - Height of tower
  - On-site land uses
  - On-site zoning
  - Adjacent land uses
  - Adjacent zoning
  - Site zoning classification
  - Zoning classification of all properties within applicable separation distances described in 12.34(f)(2)(D)(ii) Table 2
  - Adjacent roadways

- Proposed means of access
- Setbacks from property lines
- Elevation drawings of tower and any other structure
- Topography
- Parking
  
- Legal/surveyor's description of subject tract or parcel [Section 12.34(f)(2)(A)(ii)]
  
- Setback distance between tower and nearest residential unit, nearest property lines of platted residentially zoned property and nearest unplatted residentially zoned properties [Section 12.34(f)(2)(A)(iii)]
  
- A Landscape plan showing specific landscape materials [Section 12.34(f)(2)(A)(v)]
  
- Method of fencing, finished color and, if applicable, method of camouflage and illumination [Section 12.34(f)(2)(A)(vi)]
  
- Description of compliance with Sections 12.34(c)(3), (4), (5), (6), (7), (10), (12), (13), 12.34(f)(2)(C), (D), (E) and (F) and all applicable federal, state or local laws [Section 12.34(f)(2)(A)(vii)]
  
- Notarized statement by applicant as to whether the proposed tower will accommodate collocation of additional antenna [Section 12.34(f)(2)(A)(viii)]
  
- Identification of legal entities providing the backhaul network for the towers [Section 12.34(f)(2)(A)(ix)]
  
- List of other cellular sites owned or operated in South Whitehall Township by the applicant [Section 12.34(f)(2)(A)(ix)]
  
- Applicant shall possess a minimum of 1 lease or commitment letter for the site from an FCC-licensed carrier [Section 12.34(f)(2)(A)(ix)]
  
- Description of suitability of existing towers, structures or alternative technology for the telecommunications services to be provided by the proposed tower [Section 12.34(f)(2)(A)(x)]
  
- Description of feasible locations of future towers or antennas once proposed tower is erected [Section 12.34(f)(2)(A)(xi)]
  
- Competent and reliable documentation and testimony showing that the applicant has a genuine, imminent, expected or existing, actual need for the proposed tower, due to reasons of one or more of: inadequate or incomplete geographical coverage, insufficient capacity, unreliable service or signals, excessive number or frequency of dropped or uncompleted calls or other good cause shown [Section 12.34(f)(2)(A)(xii)]

- Unless the applicant had previously owned, leased or operated an antenna on the same tower, an inventory of all existing towers, antennas and sites approved for towers or antennas that are known to the applicant inside of or within 5 miles of the Township boundary that includes the following: [Section 12.34(f)(2)(B)]
  - Location
  - Height
  - Antenna Position
  - Opportunities for Co-location
  - Separation distance
  - Type of Construction
  - Owner/operator of other towers described in inventory of existing sites
  
- Evidence showing the lack of availability of existing towers, structures, or technologies, including the following: [Section 12.34(f)(2)(B)]
  - No existing towers or structures meet the applicant's RF engineering requirements
  - Existing towers are not of sufficient height
  - Existing towers or structures are of insufficient structural strength to support the proposed antenna
  - Unacceptable interference would be caused if collocated
  - Unacceptable fees, costs or contractual provisions would be required
  - Alternative technologies not requiring towers would be unsuitable