



Telecommunication Tower Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Telecommunication Tower plan package
3. Vicinity Map
4. Letter of Intent
5. Legal description of development area
6. A site plan drawn to a measurable scale showing the metes and bounds and existing features of the site including existing structures, roads, trees, and other significant natural features.
7. A map identifying the applicant's existing telecommunications facilities within the MPC jurisdiction.
 - a. The map shall include an illustration of the estimated coverage area for all existing and proposed antenna sites for the applicant and/or service provider.
8. A letter to the Executive Director stating that the system, including the antennas and associated equipment, conforms to the radiofrequency radiation emission standards adopted by the FCC.
9. If warranted by the project (as determined by the MPC), the applicant may also be asked to provide:
 - a. A letter explaining the site selection process including information about other sites that were considered and reasons for their rejection. In addition, carriers may be asked to demonstrate that facilities have been designed to attain the minimum height required from a technological standpoint for the proposed site.
 - b. Visual impact demonstrations using photo-simulations, story poles, elevations or other visual or graphic illustrations to determine potential visual impact including proper coloration and blending of the facility with the proposed site (number of copies, if applicable, to be determined by the Executive Director).
 - c. A landscape plan that shows existing vegetation, indicating any vegetation proposed for removal, and identifying proposed planting by type, size, and location.
10. Furnish typed list of the names and mailing addresses of all property owners within **300 feet** of the subject property. Property owner's names may be obtained from the Bossier Parish Tax Assessor's Office or website.
11. Application Fee. (see Bossier City – Parish MPC fee schedule)
 - i. An invoice will be forwarded to the applicant.