



CELL TOWER REGISTRATION FORM

STRUCTURE INFORMATION

Registration (check box): First-Year Annual Renewal

Name (or ID#) of Cell Tower: _____ Submittal Date: _____

Parcel #: _____ GIS Coordinates: _____

Site Address: _____

Type of Tower: Guyed Lattice Monopole Other: _____

Overall Height: _____ Base Width: _____ Year of Original Construction: _____

List all licensed holders that co-locate at this tower facility. Attach a separate sheet if necessary:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

STRUCTURE OWNER INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone No.: (_____) _____ - _____ Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone No.: (_____) _____ - _____ Email Address: _____

PLEASE NOTE:

- All privately owned cell towers must be registered annually by May 1st of each calendar year. Annually thereafter, each subsequent registration shall identify any transfer of ownership of such tower, and/or any modifications to such tower which occurred during the preceding calendar year. Upon change of ownership, the new owner shall apply for a new registration. The first-year registration fee is \$100 and the annual renewal fee is \$50 for each structure, payable to Gwinnett County.
- The registration of such tower does not exempt it from compliance with any other codes and ordinances of Gwinnett County.
- Tower Inspection: Towers that were constructed more than 10 years prior to the submittal of the annual registration must be inspected by a registered professional engineer at least once every three (3) years. If an inspection is required, please complete page 2 of this form.

***** P&D STAFF ONLY *****

BLD _____ TSTRACKER #: _____

TOWER INSPECTION FORM

I, _____, hereby certify that on _____, 20____,
the cell tower located at _____
and owned by _____,
was inspected. Such inspection revealed that there were no signs of damage, disrepair,
or other hazardous conditions related to such cell tower, except as specifically noted
below.

Signature: _____

Name: _____ Title: _____

Address: _____

Phone: _____

Please identify any signs of damage, disrepair or hazardous conditions related to
the cell tower inspected:
