



**CELL TOWER ADMINISTRATIVE APPLICATION**  
**City of Ringgold Planning and Zoning**  
**150 Tennessee Street, Ringgold, GA 30736 \* 706-935-3061**

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Name of Applicant/Representative \_\_\_\_\_  
Business Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Signature of Applicant/Representative \_\_\_\_\_  
Georgia Occupational Tax Certificate # \_\_\_\_\_ (Attach Copy)  
Property Owner's Name (if different than applicant) \_\_\_\_\_  
Property Owner's Signature (if different than applicant) \_\_\_\_\_  
Cell Tower Location \_\_\_\_\_  
*Nearest intersections, (i.e. east/west side of given road, and south/north of given road) and address if available*  
Tax Parcel I.D. Number(s) \_\_\_\_\_ Current Zoning District \_\_\_\_\_ Parcel Acreage \_\_\_\_\_  
Carrier Name \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Additional Information \_\_\_\_\_

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**REQUIREMENTS FOR COMPLETING THIS FORM**

1. This application request is to be used for construction of new cell towers only. All upgrades are handled by Planning and Zoning, 150 Tennessee St., Ringgold, GA 30736. Phone number 706-935-3061.
2. In order for approval, all plans (2 sets of drawings) must meet **all** of the requirements of Cell Tower Ordinance 2013-0812-02.
3. The Cell Tower Administrative Application Review fee is \$2,000.00 plus actual consulting cost up to \$7,500.00.
4. One (1) copy of a survey for the tower property signed and sealed by a land surveyor.
5. One (1) copy of a site plan prepared, signed and sealed by a surveyor or professional engineer that shows the required setbacks from property lines.
6. Applicant acknowledges and accepts all responsibility for the completeness of the application as presented. If, upon further review by Staff, any information is lacking, unclear, or deemed incomplete by Staff, applicant understand the application will not be processed until such information is addressed and provided.
7. Federal requirement states that Cell Tower Application requests and plans review can take up to 150 days for approval.
8. A Building Permit is required upon completion and approval of this application.

**How to submit the application and make payment:**

- **Email to:** [gregbosszoning@gmail.com](mailto:gregbosszoning@gmail.com). P & Z will call you for a debit/credit card payment once the application is received. We accept Visa and Mastercard.
- **Mail to:** City of Ringgold, Planning and Zoning, 150 Tennessee St., Ringgold, GA 30736 with check payable to The City of Ringgold.
- **In person:** City of Ringgold Planning and Zoning, 150 Tennessee St., Ringgold, GA 30736, with payment.

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**\*\*Staff Use Only\*\***

Case # \_\_\_\_\_ Application Date \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason \_\_\_\_\_ Date \_\_\_\_\_