

## DID YOU KNOW?

That you need Building Approval (under the KSA Building Act) and Planning Approval (under the Town & Country Planning Act) before you begin construction of your cellular tower?

It is illegal to start constructing anywhere in Kingston and St. Andrew before approval is granted by the KSAC's Building & Town Planning Committee?

**FOR MORE INFORMATION,  
CONTACT:**

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267, 268, 269, 294**

**BUILDING DEPARTMENT  
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**Created by: The Planning Department**

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**KINGSTON & ST.  
ANDREW'S  
CORPORATION'S**

**REQUIREMENTS FOR  
SUBMISSION OF  
CELLULAR TOWER  
APPLICATIONS**

APPLICANTS ARE REQUIRED TO NOTE THE FOLLOWING REQUIREMENTS BEFORE SUBMISSION OF APPLICATIONS. THE KSAC WILL NOT ACCEPT APPLICATIONS, WHICH ARE INCOMPLETE.

### CELLULAR TOWER APPLICATIONS

The minimum set of drawings (architectural and engineering) required is four (4).

The following are necessary with all applications:

- Four (4) properly completed Building Application forms
- Four (4) properly completed Planning Application form
- Copy of the title (must be legible)
- **Certificate of Tax Payment**
- Documentary evidence of ownership of the property, if applicant's name is not on the title. (Proof of ownership may take the form of an attested Sales or Lease Agreement)
- All applications in Urban Kingston & St. Andrew **must** be submitted with a civic/gate number. For rural areas, applicants must consult with the City Inspector's Department prior to submission.
- Four (4) copies of the Community Survey and Analysis Report
- Surveyor's I.D. Report

#### Architectural Drawings showing:

1. A location plan at the relevant scale (or 1:2,500) to facilitate the necessary site visits.
2. A properly dimensioned site plan showing the following:
  - Building footprint (proposed and existing where applicable)
  - Ingress/egress (width)
    - i. Where ingress/egress has to be created, approval must be sought from the Corporation
    - ii. Any roads leading to the site that have been damaged as a result of the use of heavy equipment or as a result of construction activities, be restored to the satisfaction of the City Engineer
  - Plot boundaries
  - North point
3. Elevations
4. Landscaping Plan (where applicable)

#### Engineering Drawings showing:

1. Electrical layout

2. Cross section (site profiles)
3. Road Profiles
4. Foundations details
5. Drainage plans
6. Details of any boundary or retaining wall (where applicable)
7. Plans showing Reinforcement Concrete Floor Slab, beams and columns (if applicable)

**N.B.** All drawings **must** be checked, signed and stamped by a professional engineer

Cellular towers to be sited on roof tops, the application **must** be accompanied by a report from a registered structural engineer attesting to the capability of the building to withstand the additional load

Applicants **must** consult the Telecommunications Guideline

All applicants **must** seek approval from the Civil Aviation Authority