

SECTION 32.0 ANTENNA (COMMUNICATION) TOWER
PART 2.03, Section 2.03.26 AND PART 6.08.00, Section 6.08.12 LAND DEVELOPMENT
CODE

Section 32.01 Introduction

An Antenna Tower, as used within the Land Development Code, includes all antennas integrated and used as a single unit, constructed and designed for transmitting and/or receiving electromagnetic waves. Antenna towers include guyed tower, lattice tower, monopole, self-supporting tower and camouflaged structures. The term does not apply to towers used exclusively to support Ham/CB/TV antennas and antennas that are designed to receive direct broadcast satellite services.

Antenna Towers are permitted by right in CI, CHI, CW, IW, and HI zoning districts and may be permitted by right within specific Planned Development Zone Districts. A Special Use Permit is required in all other zoning districts or if a proposed Tower is within 250' feet of a residential Lot Line or Open Rural property. Section 6.08.12.B provides certain exemptions to the Special Use Permit hearing requirement: if the placement of an antenna is on an existing structure, if the tower is associated with aviation use on AD zoned property or if the Tower is built for St. Johns County Government use. Special Use Permits require review and approval by the Planning and Zoning Agency to determine impacts of the proposed use on the surrounding area.

No antenna tower, other than an unmanned monopole tower or alternative tower structure shall be located in any residential district.

St. Johns County maintains a Special Tower Zone Map that depicts areas of the County which have a demonstrated lack of RF coverage. [MAP MART](#).

Section 32.02 General Information

Antenna Tower applications are submitted to the Growth Management Department.

Address: 4040 Lewis Speedway
St. Augustine, Florida 32084

Phone: 904-209-0675
Fax: 904-209-0743
Email: faxplandep@sjcfl.us

Special Use Application (Public Hearing), which includes review by the Development Review Committee and third party consultant for compliance with Section 6.08.12 Land Development Code:

[Fee Schedule](#)

Plus the cost of advertising
Plus required consulting fee
Plus 15% administrative processing fee

Tower Application (allowed by right), which includes review by the Development Review Committee and third party consultant for compliance with Section 6.08.12 [Fee Schedule](#)

Plus required consulting fee
Plus 15% administrative processing fee

Section 32.03 Application Process

- A. Application process for Antenna Towers Requiring a Special Use Permit hearing:
1. A completed application including a copy of proof of ownership, deed or certificate by lawyer, abstract company or Title Company that verifies the record owner.
 2. Owner's Authorization.
 3. Two (2) sets of drawings plus cd of all documents: parent parcel site plan with the Tower Site depicted. The site plan will show, at a minimum, all structures on property, use of structures, roads, signage, and easements, landscape features, fencing, screening, and any other items appropriate for the specific request. The site plan must identify development on adjacent properties; specifically identify residential structures and distances from all residences to the Antenna Tower.
 4. A summary statement of the desired request with information and documents that address compliance with each portion of Section 6.08.12 of the Land Development Code (i.e. minimum 8 view photo simulations, Tower Detail, Collocation, Collapse zone, etc.

The response will include the information and a completed checklist for review by the County's third party consultant (RF Engineer); **See Submittal Checklist Section 32.06.**

5. Prior to submittal, confirm location of proposed Tower to comply with [Section 6.08.12.W Additional Requirements for Tower Applications](#). This section provides for a neighborhood workshop to be held within 14 days of submittal for certain Tower locations.
6. A copy of proposed Covenant and Restriction or other legal document acceptable to the County, granted by the fee owner(s) of all residential and OR property if the collapse zone exceeds the Tower Site, that prohibits the construction of residential dwellings, schools, and designated emergency shelters. This document will be required to be recorded prior to final approval for building permit.
7. A surety bond, escrow account, insurance policy or letter of credit securing the obligations of the applicant to dismantle the tower as required by Section 6.08.12.N and S of the Land Development Code, payable to Board of County Commissioners, equal to the lesser of \$25,000.00 or 150% of the estimated cost of dismantling. Bond is filed with Growth Management prior to issuance of the Development Permit.
8. A copy of valid easement, in favor of St. Johns County to adequately access the antenna Tower Site for removal of the tower not in compliance with the Land Development Code. Contact St. Johns County Real Estate Division at 904-209-0796 for procedure on filing and acceptance of easement by the Board of County Commissioners.
9. You may submit any additional information or material to support the request.

10. Filing Fee.

B. Application Process For Antenna Towers Permitted By Right

1. Submit two (2) sets of drawings plus cd of all documents: of parent parcel site plan, landscape sheet, and tower detail in compliance with Section 13 to the Growth Management Department. **NOTE:** Prior to submittal, confirm location of proposed Tower to comply with [Section 6.08.12.W Additional Requirements for Tower Applications](#). This section provides a neighborhood workshop to be held within 14 days of submittal for certain Tower locations.
2. A summary statement of the desired request with information and documents that address compliance with each portion of Section 6.08.12 of the Land Development Code (i.e. minimum 8 view photo simulations, Tower Structure Detail, Collocation, Collapse zone, etc).

The response will include the information and a completed checklist for review by the County's third party consultant (RF Engineer); **See Submittal Checklist Section 32.06.**

3. Provide copy of proposed Covenant and Restriction or other legal document acceptable to the County, granted by the fee owner(s) of all residential and OR property if the Collapse Zone exceeds the Tower Site construction of residential dwellings, schools, and designated emergency shelters. This document will be required to be recorded prior to final approval for building permit.
4. Submit either, a surety bond, escrow account, insurance policy or letter of credit securing the obligations of the applicant to dismantle the tower as required by Section 6.08.12.N and S of the Land Development Code, payable to Board of County Commissioners, equal to the lesser of \$25,000.00 or 150% of the estimated cost of dismantling. Bond is filed with Growth Management prior to issuance of the Development Permit.
5. Provide copy of valid easement, in favor of St. Johns County to adequately access the antenna tower site for removal of the tower not in compliance with the Land Development Code. Contact St. Johns County Real Estate Division at 904-209-0796 for procedure on filing and acceptance of easement by the Board of County Commissioners.

6. Filing Fee.

Section 32.04 Review Process

A. Review process for Antenna Towers Requiring a Special Use Permit.

1. The Application and all supporting documents are routed by the Planning and Zoning Section to the Development Review Committee and third party consultant. The review period is 15 business days, excluding the day of submittal.
2. After the review is completed, the applicant will be notified in writing by mail, email, or fax if the application is Complete or not Complete within 20 business days of filing.

3. The applicant, or representative, shall respond in writing addressing the specific comments and shall submit all required items within 60 calendar days of receipt of the notification.
4. Upon resubmittal by the applicant, or representative, the application is rerouted for a minimum of 15 business days, excluding the day of submittal.
5. After the review is completed, the applicant will be notified in writing by mail, email, or fax if the application is Complete or not Complete. If not complete, the applicant will have 60 calendar days to respond in writing with the required information or may choose to withdraw the application.

If the application is determined to be Complete, the application will be set for public hearing. Refer to **Public Hearing Process** below.

B. Review process for new Antenna Towers Permitted by Right.

1. The Development Review Committee and third party consultant will review the documents for compliance with all provisions of Section 6.08.12 of the Land Development Code. This review will occur within 15 business days, excluding the day of submittal.
2. After review the applicant will be notified if the application is Complete or Not Complete within 20 business days of filing.
3. After submittal of the additional information within 60 calendar days of notification and upon final approval, of the resubmittal, the Development Permit and Clearance Sheet will be issued to the Applicant.

**Section 32.05 Public Hearing Process
for tower applications requiring a Special Use Permit**

- A. A complete application is set for public hearing within 90 business days of determination before the Planning and Zoning Agency.
- B. Upon notification by the County, the applicant must provide a list of adjacent property owners, which shall include all owners within 300 feet of the subject property, and the list shall provide the name, address and legal description of each parcel as it appears on the current St. Johns County Property Appraiser's records.
- C. The list is available from St. Johns County by completing the Adjacent Property Owners List Request form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at 904-209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.
- D. In the addition to the above list, the applicant must provide **one** legal size envelope, addressed and stamped for each name on the of adjacent property owners. If the name appears more than once (owner of more than one parcel) only one envelope is required.

- E. Staff mails adjacent property owners a Notice (10 days prior to hearing), Notice of Public Hearing is published in the St. Augustine Record (15 days prior to the hearing) and a sign is posted on the property by County staff (15 days prior to the hearing).
- F. A staff report and recommendation is prepared for the Planning and Zoning Agency one week prior to the public hearing. A copy will be made available to the applicant, or representative.
- G. The Planning and Zoning Agency conducts the hearing as required and in the manner provided in Part 9.06, Land Development Code.
- H. A Final Order of the Planning and Zoning Agency will be prepared and signed by the chairperson of the agency within 30 days of the hearing at which the request was made and action was taken. The Final Order will be mailed to the applicant, or representative. (Note: Certain Waivers to section 6.08.12 require action by the Board of County Commissioners. Those actions will be noticed and processed in the same manner as above stated for the original hearing and will occur after action by the Planning and Zoning Agency on the Special Use Application.)

Special Use Permits shall be granted to the applicant only and shall be commenced within one year of the effective date of the Order, except when the Planning and Zoning Agency adopts a longer period of time or allows transferability as provided in the Land Development Code.

- I. The applicant or any aggrieved party may file an appeal (Section 26.0) to the decision of the Planning and Zoning Agency. An appeal must be properly filed with the zoning staff and application fee paid within 30 days of the date of the signing of the Final Order of the Planning and Zoning Agency for the action being appealed.