**CELL TOWERS IN A NUTSHELL**

1. **Does the request involve additional antennae to an existing tower?**
   - **NO**
   - **YES**

2. **Is the request for a new cell tower?**
   - **NO**
   - **YES**

3. **Is the request for a time extension for an unbuilt, approved tower?**
   - **NO**
   - **YES**

4. **Does the request involve a change to the compound of an approved tower?**
   - **NO**
   - **YES**

5. **Was the tower approved with internal antennae or as a flag pole, tree or other stealth design?**
   - **NO**
   - **YES**

6. **Are the additional antennae less than 20 feet in length?**
   - **NO**
   - **YES**

7. **Is the tower in a non-residential zoning district more than 500’ from a residential zoning district?**
   - **NO**
   - **YES**

8. **Has it been more than 3 yrs. since the approval?**
   - **NO**
   - **YES**

9. **This change may be approved administratively by the Office of Planning and Development before proceeding to the Office of Construction Code Enforcement for a building permit.**

10. **This request may be approved administratively; go directly to the Office of Construction Code Enforcement for a building permit.**

11. **A Special Use Permit must be approved by the Land Use Control Board.**

12. **A Special Use Permit Major Modification must be approved by the Land Use Control Board.**

**Notes**

1. In unincorporated Shelby County, this distance is 1500 feet. See UDC Sec. 2.6.2(3)(b)(1) for commercially-zoned properties and Sec. 2.6.2(4)(a) for industrially-zoned properties.
2. See UDC Sec. 9.6.12C for changes that are considered minor.
3. See UDC Sec. 9.6.14B.
4. Unless the antennae is internal or shielded by the "limbs" of a tree design tower.