MINISTRY OF PLANNING AND DEVELOPMENT

PLANNING POLICY FOR PUBLIC MOBILE TELECOMMUNICATION SERVICES

Prepared by
Town and Country Planning Division

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1.0 INTRODUCTION

1.1 Background

The Government of Trinidad and Tobago is actively involved in the modernization of the telecommunications industry and it is expected that the market will be opened to greater private sector involvement by the end of 2005. Mobile Wireless Service Facilities include all forms of wireless communication provided to the general public, including cellular, paging and broadband Internet services. While this Planning Policy relates only to cellular service facilities, the standards herein are relevant to the other service providers as their requirements for transmission mounting structures are similar.

Modernization of the telecommunications industry involves the installation of a network of base stations that are designed to serve the needs of urban and rural populations as well as the travelling public. Some companies in this industry will actually provide a service while others known as "third party providers" seek to develop appropriate physical infrastructure for sale/lease to downstream operators. The development of base stations essentially entails the mounting of antennae on towers or on buildings, and these may take several forms, some of which are camouflaged to lessen their visual impact.

The development of structures for base stations requires the permission of the Town and Country Planning Division. There are other agencies that are also involved in the approval process and these include the Telecommunications Authority of Trinidad and Tobago (TATT), the Environmental Management Authority(EMA), the Trinidad and Tobago Civil Aviation Authority (TTCAA), the Municipal Corporations (Local Authorities) and the Tobago House of Assembly (THA).

1.2 The Problem

If improperly managed, the liberalization of the telecommunications industry in Trinidad and Tobago could result in a proliferation of intrusive towers upon the nation's landscape. The Telecommunications Services of Trinidad and Tobago Limited (TSTT) has expanded their GSM network in anticipation of competition. In addition, the sector allows "third party tower providers" whose business it is to build towers and lease co-location facilities to existing and potential service providers, without themselves offering cellular services to the public. As of May 2006 there are already existing and proposed over six hundred (600) sites for telecommunication towers. As such the Division continues to receive a significant number of applications for same. The effective processing of these applications required the Division to formulate a policy that relates intimately with local conditions while taking cognizance of international precedents.

1.3 The Legislative /Regulatory Framework

The design and establishment of structures for base stations requires the permission of the following key agencies:

1.3.1 Town and Country Planning Division

Under the provisions of the Town and Country Planning Act (Ch. 35:01), Part 111, Section 8 (2) permission is required for the development of land which includes 'the carrying out of building, engineering, mining or other operations in, on, over or under any land, the making of any material change in the use of any buildings or other land, or the subdivision of any land'. Material changes to the external appearance of a building also require planning permission (Section 8 (2)(a). 'Building' is defined in the Act to include 'any structure or erection and any part of a building as so defined, but does not include plant or machinery comprised in a building' (Section 2).

The implications of these sections of the Act are, therefore, that the following activities require the grant of planning permission:

1 development of sites involving the erection of towers or ancillary buildings for the housing of related equipment;
2 placement or affixing of antennae onto buildings; and
3 subdivision of lands if required, to create a smaller parcel for locating base stations.

1.3.2 Telecommunications Authority of Trinidad and Tobago

The Telecommunications Authority of Trinidad and Tobago, established under the Telecommunications Act 2001, is responsible for granting licenses and making recommendations to the Minister with respect to the granting of concessions, in addition to the planning, supervising, regulating and managing the use of the radio frequency spectrum (Part 11, Section 18). The Authority is also responsible for testing and certifying equipment to ensure compliance with international health and safety standards.

All applicants will be required to obtain approval from TATT certifying that the telecommunications structure will be used for the purpose of providing telecommunications and/ or broadcasting services, and complies with any relevant telecommunications regulation or procedure, prior to seeking planning permission from the TCPD. Approval in the form of a letter of "non objection" must also be sought from the Authority with respect to co-location and access to tower facilities.

1.3.3 The Municipal/Regional Corporations

The provisions of the Municipal Corporations Act, 1990, Part V11, Section 163, require that all new buildings and structures or alterations obtain the permission of the relevant Municipal Corporation. In so far as towers and masts fall under the definition of 'structures' in this legislation, the local government bodies will have authority regarding the erection of such installations.

1.3.4 The Tobago House of Assembly

The Tobago House of Assembly, under the provisions of the Tobago House of Assembly Act, 1996 has statutory responsibility for a range of matters, including town and country planning, infrastructure, telecommunications and the environment. Temporary arrangements have been put in place to assist the THA in dealing with some of these matters until institutional arrangements allow otherwise. By virtue of these areas of responsibility, it is mandatory that approvals be obtained from the THA for the installation of base stations in Tobago.

1.3.5 Environmental Management Authority

The Certificate of Environmental Clearance (Designated Activities) Order, 2001 lists those activities requiring a Certificate of Environmental Clearance (CEC) further to the provisions of the Environmental Management Act, 2000. Activity 30, 'Establishment of Infrastructure for Receipt and Transmission of Electromagnetic Waves' relates to 'the establishment, modification, expansion, decommissioning or abandonment (inclusive of associated works) of satellite to earth stations for the purpose of rendering communication services to the public'. The E. M.A. has confirmed that base stations, not being 'satellite to earth stations' do not require the grant of a CEC. The E.M.A. has also indicted that the establishment of these stations would only require the grant of a CEC where it presents potential impacts under other activities of the CEC (Designated Activities) Order.

1.3.6 Trinidad and Tobago Civil Aviation Authority

The Trinidad and Tobago Civil Aviation Authority (previously the Civil Aviation Division), under the provisions of the Civil Aviation Act, 2001, (Part 9, Sec.33 and Part 10, Sec.45.1) has authority to regulate the erection and identification of towers and masts that may be used by telecommunications providers in Trinidad and Tobago, in so far as these have height and visibility implications for the aviation industry.

1.4 Stakeholder Consultations

During preparation of this Policy, consultations were held with a number of stakeholder agencies to obtain their views and determine their regulatory framework as it impacts on the location of public mobile telecommunication facilities. Several meetings were held with the following from April 2003 to May 2005:

- Telecommunications Authority of Trinidad and Tobago
- Ministry of Local Government
- Environmental Management Authority
- Civil Aviation Authority of Trinidad and Tobago
- Ministry of Works
- Telecommunication Services of Trinidad and Tobago Limited
- Site Acquisition Services

2.0 DEFINITIONS

In this Planning Policy the following terms shall be understood as follows:

Antenna Support Structure	Any building or structure, other than a tower, that can be used for the location of telecommunication antennae.
Base Station	Fixed radio transmitter/receiver which electronically relays signals to and from mobile terminals or handsets within a given range (a cell). Houses the equipment needed to set up and complete calls on mobile terminals.
Cell	The area of geographical coverage for a radio base station.
Cellular Site	The combination of antennae and associated electronic equipment used in the transmission and receipt of electromagnetic energy for cellular phone systems.
Cellular Phone System	A system for mobile wireless communication where blocks of frequencies (channels) can be reused by dividing a geographical area into 'cells' at the center of which is located a transmit/receive base station antenna. A mobile user within a cell communicates with the base station in that cell or adjacent cell depending on the strength of the received signals. As the user moves from cell to cell, the connection between the user and network

	is maintained by 'handing off' the user from one base station to another.
Co-Location	The placement and use of antennae from different service providers on the same telecommunication's tower
Directional Antenna	An antenna that radiates energy efficiently in a specific direction. For example, the energy from directional antennae used for personal wireless service is usually propagated in a relatively narrow beam in the vertical plane and a limited arc in the horizontal plane. The fraction of 360°, which that arc covers, is considered the horizontal "beamwidth" of the antenna.
Effective Radiated Power (ERP)	Refers to a measure of the intensity of electro-magnetic radiation that is transmitted from an antenna array.
Electromagnetic Field	The presence of electromagnetic energy at a given location.
Electromagnetic Radiation (EMR)	Waves of electric and magnetic energy moving together (radiating) through space.
Global Systems for Mobile Communications (GSM)	The most widely used digital mobile phone technology and the de facto wireless telephone standard in Europe. Originally defined as a pan-European open standard for a digital cellular telephone network to support voice, data, text messaging and cross-border roaming. GSM is a time division multiplex (TDM) system.
Guyed Tower	A telecommunications tower that is supported, in whole or in part, by guy wires and ground anchors.
Monopole Tower	A telecommunications tower consisting of a single pole or spire self supported by a permanent foundation constructed without guy wires and ground anchors.
Omni Directional Antenna	An antenna that radiates energy power more or less uniformly over an angle of 360 degrees in a horizontal plane around the antenna.
Panel Antenna	See Directional antenna

Precautionary Principle	A risk management policy applied in circumstances with a high degree of scientific uncertainty, reflecting the need to take action for a potentially serious risk without awaiting the results of scientific research.
Radio Frequency (RF)	The frequencies in the electromagnetic spectrum that are used for radio communications.
Self Support/Lattice Tower	A telecommunications tower, other than a monopole tower that is constructed without guy wires and ground anchors.
Specific Absorption Rate (SAR)	The electrical power absorbed by the unit mass of the human body as a result of exposure to an electromagnetic field. Measured in watts per kilogram (W/kg).
Stealth Facility	Any telecommunications facility that is designed to blend into the surrounding environment. Examples include architecturally screened roof mounted antennae, those integrated into architectural elements and towers designed to look like light poles, power poles or trees.
SDH Site	Synchronous Digital Hierarchy is a standard technology for synchronous data transmission on optical media. It is the international equivalent of Synchronous Optical Network. Both technologies provide faster and less expensive network interconnection than traditional PDH (Plesiochronous Digital Hierarchy) equipment.
Telecommunications Facilities	Physical components of a telecommunications network, other than terminal equipment, including wires, lines, terrestrial and submarine cables, wave guides, optics or other equipment or object connected therewith, used for the purpose of telecommunications and includes any post, pole, tower, standard, bracket, stay, strut, insulator, pipe, conduit, or similar thing used for carrying, suspending, supporting or protecting the structure;

Telecommunications Tower	Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas for telephone, radio and similar communication purposes, including self-supporting lattice towers, guyed towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, alternative tower structures, and the like. The term includes the structure and any support thereto.
Time Division Multiple Access (TDMA)	The method for combining the messages of several users on a single radio channel by assigning each user a different time segment of each transmit interval.
Third Party Facility Provider	An entity whose main interest in the industry is the physical acquisition and development of base station infrastructure facilities on site, and the lease/sale of such facilities to other parties involved in the subsequent aspects of service provision.

3.0 OBJECTIVES OF THE PLANNING POLICY

The objectives of the Planning Policy are as follows:

- To balance the needs of the telecommunications industry with the need to promote the health, safety and general welfare of the citizens of Trinidad and Tobago by regulating the siting of base stations.

- To provide a consistent and coherent policy for the design and establishment of sites for base stations that can be utilized in the development planning and development control aspects of the functions of the Town and Country Planning Division.

- To provide for the appropriate location and development of sites for base stations across the country, within the context of available telecommunications technology.

- To minimize the adverse visual effects of telecommunications towers and antennae through careful design, siting, landscape screening and innovative camouflaging techniques.

- To avoid potential damage to adjacent properties through appropriate engineering design and the careful siting of tower structures.

- To protect residential and other sensitive land use activities from potential adverse impacts of base station installations, towers and antennae by maximizing the use of any new or existing towers through shared use to reduce the number of towers needed.

4.0 PRINCIPLES

The Policy is guided and informed by the following principles

4.1 Civil Aviation Issues

The location of tall towers may present particular problems for the aviation authorities. The movement of aircraft in and around airports is an obvious area of concern and the use of light, low-flying aircraft for activities within the agricultural sector may have safety issues related to the presence of tall structures in rural locations.

Solutions to the aviation safety issues include the prohibition of tall towers in sensitive areas, limits on heights of towers, illumination and painting of towers in particular colours that would make them more visible to operators of aircraft.

4.2 Amenity/Aesthetics

Base stations and cellular towers are visually intrusive and lower the amenity value of an area, including the open countryside, high quality landscapes, conservation areas, small villages and urban locations. The possibility of siting towers in national parks and scenic areas creates conflicts with planning policy that seeks to preserve the amenity of these areas. The attachment of, or incorporation of antennae onto new or existing buildings has implications for the architectural integrity of these receiving structures. The issue of the density of tower-mounted stations in particular, increases the potential for adverse environmental implications.

Solutions to environmental integration and amenity problems include the prohibition of certain types of towers in particular locations, control over density, tower height and color, and attempts to disguise or conceal them so that visual integration is more effectively achieved.

5.0 DEVELOPMENT STANDARDS

5.1 Planning Permission

All applicants for planning permission for the erection of cellular towers must obtain the prior approval of the Telecommunications Authority of Trinidad and Tobago to certify that the structure

- can facilitate co-location of telecommunications equipment for providing telecommunications and/ or broadcasting services,
- will not support transmitters in contravention of the defined SAR conditions and
- meets technical requirements necessary to fulfill TATT's mandate to limit the development of interference in the radio spectrum.

The grant of Planning Permission may require prior approval from the following and other agencies:

- Environmental Management Authority, (the establishment of these stations would only require the grant of a CEC where it presents potential impacts under other activities of the CEC (Designated Activities) Order.
- Trinidad and Tobago Civil Aviation Authority,
- Ministry of Works and Transport,
- Trinidad and Tobago Electricity Commission,
- Municipal/Regional Corporation
- Tobago House of Assembly (for towers in Tobago)
- The Industrial Inspectorate
- Commissioner of State Lands
- National Security
- Forestry Division

5.2 Community Consultations

The TCPD reserves the right to consider the opinions of adjacent neighbours to the proposed cellular facilities in the determination of any application. This is in addition to any consultations required by the Telecommunications Authority of Trinidad and Tobago.

5.3 Location and Siting

Siting and location of all telecommunication facilities will be determined on the basis of TATT's Procedures for Tower Approvals for the Town and Country Planning Site Application Process. TATT's Access to Facilities Regulations will stipulate the requirements for co-location on towers.

5.3.1 Land Use

Once approval has been obtained from TATT, location and siting of towers must meet the criteria specified by the Town and Country Planning Division. Planning Permission for certain tower structures may be granted subject to the consent of the Trinidad and Tobago Civil Aviation Authority (TTCAA). The following tower structures (Appendix 1) require the consent of the TTCAA:

- Structures that are proposed for location within an area bounded by two semi-circles of radius 5 km centered on the edge of the landing area and joined by two tangents to the semi-circles, at the Piarco and Crown Point airports and the Camden, Papourie and Retrench Village landing strips (See attached Maps).

- Structures that exceed 30 m from base to crown and are within 15 km of the center of the landing area of the Piarco and Crown Point airports.

- Structures that are proposed for location within 2 km of heliports at Augustus Long Hospital, ALNG Point Fortin, Chaguaramas, Clifton Hill, Mt. Hope, Louis D'or and San Fernando General Hospital, Scarborough Hospital

Structures outside of the above locations and which are proposed to be taller than 45m from base to crown.

Applications for the siting of towers in locations other than those listed above and detailed in Appendix 1 are to be determined according to the provisions of this Planning Policy.

The following Table 1 speaks to the design of towers required in specific land use areas.

Table 1 Preferred Tower Design in relation to Land Use

	Land Use/ Areas	**Preferred Tower**
1.	Agricultural/Farming/Rural[1]	All kinds including lattice, monopole, roof-mounted
2.	Mixed Residential/commercial areas with a major residential component	Roof mounted antennae on non-residential buildings of minimum height 8.5m or multi-family residential buildings of 3 storeys or 12m. in height
3.	Residential	Stealth, Monopole
4.	Commercial	Monopole, roof mounted, stealth
5.	Office and Trade (including hotels and restaurants)	Monopole, roof mounted, stealth
6.	Industrial	Lattice, roof mounted, monopole
7.	Institutional (post secondary)	Monopole, roof mounted, stealth
8.	Protective Services (subject to their individual requirements)	Monopole, roof mounted, stealth
9.	Utility areas (that do no occur within residential layouts)	Lattice, roof mounted, monopole
10.	Transportation, Communication, Warehousing	Monopole, roof mounted, stealth
11.	Recreational[2]	Monopole, roof mounted, stealth
12.	Areas of High Scenic Value	Stealth
13.	Conservation Areas (including Areas of Architectural, Archaeological and Historic value)	Stealth
14.	Forest Reserves[3]	Lattice, monopole, stealth

[1] In rural areas base station must be carefully sited so as not to change the character of a landscape, detract from its quality or break an important skyline. Cumulative impacts must also be taken into consideration

[2] Towers will only be allowed in National and Regional level recreation facilities

[3] Towers sited in the Forest Reserve must be so camouflaged so as to blend in with the environment

5.3.2 Siting, Setbacks and Spacing

The following specifications shall apply to all tower antenna structures **except** roof mounted antennae:

The site area of the base station shall be a minimum of 400 square metres for self support towers. The foremost part of each Mast/Tower shall be a minimum distance of 6.1 metres (20feet) from the physical barrier. Where the size and setbacks proposed do not meet the required standard a written explanation shall be submitted along with the application.

The following standard setbacks shall also be maintained:

- 7.5 metres from all major roads
- 20 metres from all highways
- Setbacks from rivers and other drainage channels will be determined by the Drainage Division on a case by case basis
- 6 metres from all pipelines
- 10 metres from all High Tension electricity lines

NOTE: Towers must be so placed within the minimum 400 square metres site so as to be at the farthest possible distance from "sensitive" sites such as pre schools, primary and secondary schools, hospitals, children's play areas and residential developments without comprising any of the required setback stipulations.

Roof Mounted Antennae

Roof mounted antennae do not constitute development as defined in the Town and Country Planning Act Chapter 35:01 and therefore permission is not required from the Town and Country Planning Division.

The following specifications shall apply only to roof mounted antennae and related base stations.

The following specifications shall apply to all existing and proposed towers.

Table 2: Specifications Pertaining to Spacing Between Towers

Height of Tower 1	***Height of Tower 2***		
	> 45 m	**18 – 45 m**	**< 18 m**
> 45 m	450 m	400 m	300 m
18 - 45 m	400 m	300 m	300 m
< 18 m	300 m	300 m	150 m

The TCPD reserves the right to allow a waiver or variance to any setback standard created.

5.3.3 Co-location

- All tower antenna structures are to be designed for co-location for at least three providers.

- A register of all co-location facilities can be obtained from the Telecommunications Authority of Trinidad and Tobago (TATT).

- Adding additional transmitters or other equipment to any facility requires permission from Town and Country Planning Division and the Telecommunications Authority of Trinidad and Tobago before implementation.

5.4 Height

- Maximum tower height permitted in remote areas is 65m. from base ie. ground level to crown
- Maximum tower height permitted in other areas (i.e. within and immediately adjacent to any city, town, village, conurbation and other areas of built development, including ribbon settlements) is 45m. from base to crown
- Maximum tower height permitted on approved buildings is 5m. These buildings are to be a minimum of two (2) storeys or 8.5m in height for non-residential structures, or three (3) storeys or 12m in height for multi-family residential structures
- Maximum height for stealth towers is dependent on the stealth solution chosen and the extent to which it can be successfully camouflaged.

5.5 Structural Integrity and Maintenance

The design and maintenance plan for all tower antenna structures is to be approved as follows:

- Tower antennae located in Port of Spain, San Fernando and Tobago, are required to receive the written consent of the Engineer attached to the respective Municipal Corporation and the Tobago House of Assembly prior to the commencement of development.
- Tower antennae located elsewhere in the country are to receive the written consent of the Chief Designs Engineer, Construction Division, Ministry of Works and Transport prior to the commencement of development.

- These requirements refer also to building-mounted antennae.

- Maintenance plans should stipulate inspection intervals for monopoles, lattice, stealth and guyed towers respectively.

5.6 Parking, Loading and Access

All tower antenna structures shall provide a minimum of one loading bay per site. The design and orientation of parking and loading spaces and of internal roadways shall otherwise meet the specifications outlined in the 'Guide to Developers and Applicants for Planning Permission' produced by the Town and Country Planning Division.

5.7 Noise

The noise levels of on-site generators at base stations must not exceed the levels recommended by the EMA according to the provisions of the Noise Pollution Control Rules, 2001, pursuant to the Environmental Management Act, 2000.

5.8 Aesthetics/ Buffering

- All tower antenna sites are to be secured by a 2.1 m high fence.
- All tower antenna sites are to be landscaped with appropriate plant species to afford visual buffering.
- There shall be no outdoor storage of vehicles, materials and equipment on the site.

5.9 Illumination

Tower antenna structures are to be lit with Medium Intensity Lighting, Type B (i.e. red flashing lights at 20-60 fpm), placed at the top and midway along the height of the structure so that 360-degree visibility is afforded. Particular attention must be afforded to avoid potentially adverse impacts of any security-related high intensity lighting on adjacent residential communities and users of major transportation routes.

5.10 Exterior Finish and Markings

All tower antenna structures shall be required to follow the following finish and marking specifications:

a) Colour: Finished in colours that blend or harmonize with the existing environment except:

- those proposed for locations that require the consent of the TTCAA are to benefit from the colour specifications required by the TTCAA for these specific locations, on a case-by-case basis.

- those proposed for location in areas of existing or proposed sugar cane, rice or citrus cultivation (due to the operations of light aircraft engaged in some agricultural activities), are to be finished in **alternating bands of orange and white** to the specifications provided in the 'International Standards and Recommended Practices – Aerodromes, Annex 14, Volume 1), Section 6.2.4', (July 1999). These specifications indicate that the top and bottom extremities of the structures are to be finished in orange, with the full height of the structure being divided into alternating bands of orange and white; the width of the bands must be $1/7^{th}$ of the full height of the tower structure. This convention is to be followed in any other instance where tower antenna structures are required to be finished in alternating bands of orange and white.

b) Advertisements: No signs unrelated to the provision of service on the site are to be located on towers, on the parcel or fencings.

5.11 Security

All base stations are to have appropriate **'no trespassing'**, **'high voltage'** and **'danger'** signs installed. These signs require prior approval of the Industrial Inspectorate and must also conform to the stipulations for such signage indicated in the TCPD's **Advertisement Policy**.

5.12 Abandonment or Decommissioning

The TCPD is to be notified in writing of any intention to

a) Discontinue use of the facility stating whether the intention is to
- reactivate the facility
- transfer the ownership and or operation rights to another, who will reactivate its use or
- dismantle and remove the facility

b) If the above is not submitted, on the expiration of 180 days of discontinued use determined by observation or notification of such from TATT, a telecommunications facility shall be considered to be abandoned and the State will dismantle and remove the facility.

c) The owner/leaseholder will be expected to pay for any expenses incurred by the State in dismantling and removing said facility.

d) Site is to revert to its permitted use.

6.0 APPLICATION PROCEDURES

Applicants for planning permission are advised to submit an application for Outline Planning Permission. Outline Planning Permission is valid for one (1) year and does not authorize the commencement of development. Following the grant of Outline Planning Permission, applicants must therefore proceed to the next stage of seeking approval of the Reserved Matters through an application of Full Planning Permission.

6.1 Requirements

Applicants seeking planning permission are required to submit the following documents:

6.1.1 Outline Applications

[Two (2) Copies of each of the Following Documents]

- Letter of "Non-Objections" with approved signature from Telecommunications Authority of Trinidad and Tobago **(TATT)**
- Completed Application Form **TCP/3**
- Any Notice of Planning Permission for development on the proposed site.
- **Location sketch** with the following information:
  - Plot number/postal address/light pole number/mile post/other prominent landmark *(which ever one is applicable)*
  - Identification of all existing development, on a topographical map, within a 120 metre radius.
- Identification of proposed location of cell site by providing GPS and UTM coordinates
- **A Sign Post**[1] is to be erected in the field to identify the proposed cell site location..
- **A Survey plan** showing:
  - Site area (minimum of 400 metres square). depicting all existing development
  - Parent parcel *if the proposal is for subdivision*
- Assessment role history of property from 1969 to present.
- Additional information as requested by the Division

[1] **This is the responsibility of the developer. Plastic signposts are recommended.**

6.1.2 Full Planning Permission

- Completed Application Form **TCP/1**
- Letter of "Non-Objections" with approved signature from Telecommunications Authority of Trinidad and Tobago **(TATT) if an outline application for the site was not previously submitted.**
- Approval from **other Agencies** *(where applicable)*:
  - Environmental Management Authority (EMA) – prior to TCPD application
  - Trinidad and Tobago Civil Aviation Authority (TTCAA)
  - Trinidad and Tobago Electricity Commission (TTEC)
  - Commissioner of State Lands. – Prior to your TCPD application
  - Ministry of National Security
  - Ministry of Agriculture, Land & Marine Resources, Forestry Division **.**
- Assessment role history of property from 1969 to present.
- Site Plan must be submitted on an 11" x 17" sheet
  - Appropriately scaled site plan (*scale for residential lot – 1; 1/16 ; Larger parcels – 1: 100 or any other appropriate scale)* depicting:
  - Cardinal points, road reserve, adjoining parcel owners, dimensions and correct shape consistent with deed.
  - Identification of existing development on the site
  - Setbacks from all boundaries must be indicated.
  - All pipelines crossing or located within 10metres of the site must be accurately surveyed and requires a 6 metre building line set back which must also be indicated on the site plan.
- Location map with the following information:
  - Plot number/postal address/light pole number/mile post/other prominent landmark *(which ever is applicable)*

- Identification of existing development on the site on a topographical map, within a 120 metre radius. Identification of buildings 2 stories and above in height.
- Identification of proposed location of cell site in UTM and GPS coordinates

- Contour map of the site (*where applicable)* at a maximum vertical interval of 1.5m
- Utility map depicting location of all *high tension* electricity transmission lines, poles/pylons within a 100m radius of the proposed facility
- Landscape drawings *(for Tower and Roof Mounted facilities)* illustrating:
  - Planting/Landscaping
  - Perspective views at maturity
- Security fencing
- Geotechnical and related foundation design report
- Four elevations of the proposed development
- One Maintenance Plan from each developer
- One Abandonment/Decommissioning Plan from each developer

6.1.3 Retention of Tower Structures

Developers of antenna tower structures built without the prior benefit of planning permission are required to apply to the planning authority for **retention** of these structures within the framework of this Planning Policy.

7.0 **ENFORCEMENT PROCESS**

Unauthorized telecommunication facilities will be subject to the following enforcement proceedings:

- A Letter of Advice may be served on the offender advising of the breach of the Town and Country Planning Act, Chapter 35:01. The offender will be allowed a specified period to take the action prescribed in the Letter of Advice.

- An Enforcement Notice may be served on the offender, allowing a specified period in which to take the action specified in the Enforcement Notice.

- Failure to comply with the Enforcement Notice may result in legal proceedings being instituted against the offender.

Applicants who have been refused planning permission are entitled to request from the Minister responsible for town and country planning, a review of the planning decision.

Appendix 1 : Tower Structures Requiring the Consent of the TTCAA

Map No.	Name/Location of Aerodromes, Airstrips and Heliports	Required Radius Around Facility
1	Crown Point Airport, Tobago	15k radius & 5k semi-circles
2	Louis D'or Heliport, Tobago	2k
3	Piarco Airport, Piarco.	15k radius & 5k semi-circles
4	Chaguaramas Heliport, Chaguaramas	2k
5	Eric Williams Medical Complex, Heliport, Mount Hope	2k
6	Camden Airstrip and National Helicopter Services Limited Heliport, Couva..	5k semi-circles
7	Augustus Long Hospital, Heliport, Point-a-Pierre	2k
8	San Fernando General Hospital Heliport, San Fernando	2k
9	Papourie Airstrip, Barrackpore	5k semi-circles
10	Clifton Hill Heliport, Point Fortin	2k
11	. bpTT/Bristow and Petrotrin Heliports, Point Galeota	3k
12	Scarborough Hospital and Heliport **Not included**	2k