



Small Cell Project Submittal Guidelines

Updated January 2025

DETERMINING AN ALTERNATE AREA OF POTENTIAL EFFECTS (APE):

For small cell submittals in Georgia, and until such time as official guidance provided by the FCC notes otherwise, if the pole is equal to or less than 50-ft in height, regardless of whether the pole is an existing pole, replacement pole, or new pole, the APE should be reduced from the standard half-mile APE to a 500-ft APE.

INFORMATION APPLICANTS SHOULD INCLUDE IN SMALL CELL SUBMITTALS:

To provide for an efficient and timely review and response to all small cell submittals, please provide the following information in the subject line/cover letter:

- Pole height
- Type of installation – i.e., new pole, replacement pole, collocation of new equipment on an existing pole, replacement of existing equipment on an existing pole
- Percentage increase in height, if applicable, of a “replacement” pole
- Distance/Direction of any shift in location for a “replacement” pole

In this context, HPD assumes that a “replacement” pole will be installed in the same location as the pole being removed/replaced. If the pole location of a “replacement” pole shifts more than 10 ft, creates new ground disturbance, exceeds the height or the original pole more than 5 ft or 10%, and is not consistent with the appearance of the original pole, HPD considers it a “new” pole.

INTERNAL HPD REVIEW OF SMALL CELLS:

HPD will categorically review all new poles.

For a replacement pole that is within 100 ft./30 meters from the pole being replaced or for existing poles with a 10% or less height increase, barring unforeseen and/or unique circumstances associated with a particular pole, HPD will most likely allow our review period for these types of poles to lapse.

HPD RESPONSE FOR SMALL CELL REVIEWS:

For new poles, applicants will receive a standard response letter via email.

For existing/replacement poles as outlined above, applicants will likely receive a courtesy email from our office stating that we are allowing our review period to lapse.

Please note, we mention the above internal review processes in order to express the importance of making it clear within the subject line/cover letter what exactly the scope of work is for the small cell(s) being submitted. Your assistance in this matter will allow us to help you streamline the small cell submittal and review process.

