

**TABLE 11**

**SUBMITTAL REQUIREMENTS FOR WIRELESS TELECOMMUNICATIONS FACILITIES**

**General Submission Requirements**

The following application materials shall be required for all telecommunication development applications including permitted and conditional use site plan review:

1. Site Plans. Site Plan drawings for zoning approval for wireless telecommunication facilities shall be submitted on scaled plans utilizing an engineer's scale (1" = 10' - 1" = 50'), showing no more or less than the following information on the applicable sheet listed below:
  - a. Sheet 1:
    - i. Title;
    - ii. Zoning of the property;
    - iii. Legal description;
    - iv. Vicinity Map at 1-1/2 mile radius showing surrounding streets with North Arrow. If within 250' of a historic district, dimensions to the historic district with the historic district clearly delineated;
    - v. Signature Blocks (City of Longmont Mayor, Property Owner, and Mortgagee (if applicable));
    - vi. Note affirming that the facility will comply at all times with current FCC regulations prohibiting localized interference with reception of television and radio broadcasts;
    - vii. Note affirming that the applicant and surface owner will make the facility available to other service providers;
    - viii. Note affirming that the facility will not interfere with any public safety frequencies servicing the city and its residents;
    - ix. Note affirming that the facility will meet the health and safety standards for electromagnetic field emissions as established by the FCC or any successor thereof, and any other federal or state agency;
    - x. Visual Analysis: may include photo montage, field mockup or other techniques, which identifies the potential visual impacts of the proposed facility. Considerations shall be given to view from public areas as well as from private residences;
    - xi. Description of work to be completed including equipment to be removed and equipment to be added.

b. Sheet 2:

- i. "Plan view" showing the proposed size and location of the facilities, antennas, accessory equipment;
- ii. All property lines (dimensioned);
- iii. North arrow;
- iv. Location and size of existing improvements and location and size of proposed improvements, including any landscaping;
- v. Existing easements and rights-of-way, if any;
- vi. For towers, location of access roads;
- vii. For towers and structure wall mounted equipment: dimension line from the outer edge of the tower/structure to the nearest property line;

c. Sheet 3:

- i. Elevations of all equipment, towers and structures, indicating materials, 'exterior' dimensions, and colors. All telecommunications equipment, towers and structures shall include dimension lines to the tallest part of the equipment, tower and structure;
- ii. Location and size of existing improvements and location and size of proposed improvements, including any landscaping.

2. Narrative. The applicant shall draft a letter to the Development Review Committee which shall include the following in narrative form:
- a. For new towers: an explanation of efforts taken to locate telecommunication antennas on existing buildings, structures or towers-and an explanation why collocation on existing facilities is not possible;
  - b. For all new applications that do not include collocation on existing facilities/base stations:
    - i. Explanation of the applicant's knowledge of alternatives to the proposed facility;
    - ii. Description of the proposed technology, and why other sizes or other tower or antenna structures will not work;
  - c. An explanation of how the proposed telecommunication facility is architecturally compatible with the surrounding buildings and structures;
  - d. For projects within the Airport Influence Zone: affirmation that the proposed facility will comply with current Federal Aviation Administration requirements;
  - e. Description of the structure's ability to support collocations, and affirmation that, if approved, the applicant and surface owner will make the facility available to other service providers;
  - f. For all projects that include collocation only: a table showing the net impacts of the change including equipment to be removed and equipment to be added;
  - g. For all projects the narrative shall include:

- i. Name of service provider;
  - ii. Location of the project;
  - iii. Description of the proposed project;
  - iv. Reason why the project is necessary;
  - v. Impacts to parking, landscaping, and other existing facilities/infrastructure if any.
3. Radio Frequency (RF) Compliance Letter. All applications shall include an RF compliance letter. The RF compliance letter shall include cumulative field measurements for the proposed and existing wireless telecommunications facilities and FCC restrictions for radiated power.
4. ALTA Survey (showing existing improvements, utilities, easements, boundary lines)
5. Title Commitment with exceptions
6. [Electric request for service form](#) (for any new metered services)
7. Electrical one-line diagram (as outlined on the Electric Service Request Form)
8. Structural Analysis by licensed engineer: all applications for towers and small cell antennas added to light poles require an engineer's certificate of structural integrity