PLEASE NOTE: A PRE-APPLICATION CONFERENCE IS REQUIRED PRIOR TO SUBMITTING THIS APPLICATION.

PURPOSE:
The purpose is to accommodate the increasing wireless communication needs of County residents, businesses and visitors while protecting the public health, safety, general welfare and visual environment of the County by:

- Enhancing the ability to provide wireless services to County residents, businesses and visitors; while using performance standards and incentives to promote location of Commercial Mobile Radio Service facilities on concealed structures and existing buildings and towers.
- Simplifying and shortening the process for obtaining necessary permits for Commercial Mobile Radio Service facilities, while protecting the legitimate interests of County residents;
- Protecting the County’s environmental resources and visual environment from the potentially-adverse visual effects of Commercial Mobile Radio Service facility development through careful design and siting standards;
- Reducing the number of towers needed to serve the County by requiring facilities to be placed on existing structures wherever possible and requiring co-location of Commercial Mobile Radio Service providers on existing and new towers; and

APPLICATION REVIEW:

- Applications for proposed Commercial Mobile Radio Service facilities requiring administrative review must comply with Subsection 16.1.2 (Where Permitted) and Subsection 16.1.3 (Requirements and Performance Standards). The Planning Director will make a decision to approve or deny within 45 days of submittal or the application is deemed approved. If a third-party technical study (Subsection 16.1.5.c - Technical Issues and Expert Review) is required, a decision to approve or deny an application may be postponed until the study is complete. Any decision to deny a request to place, construct or modify facilities must be in writing and include specific reasons for the action. The Planning Director’s decision can be appealed by the applicant within 30 days to the Board of Adjustment. The fee for administrative review of a proposed COMMERCIAL MOBILE RADIO SERVICE facility will be collected when the application is submitted.
- Technical Issues and Expert Review: Commercial Mobile Radio Service facilities may involve complex technical issues that require review and input that is beyond the expertise of County staff.
The Planning Director may require the applicant to pay reasonable costs of a third-party technical study of a proposed Commercial Mobile Radio Service facility. Selection of expert(s) to review the proposal will be in the sole discretion of the County.

SUBMITTAL INSTRUCTIONS:

- A Pre-Application Conference is required prior to submitting this application.

- The quantities of any required submittal items shall be as determined at the Pre-Application Conference.

- Applications may be submitted on any working day. All applications must be complete. Any application which is not complete will not be accepted, processed, or scheduled for review. If all of the items required to be submitted (as determined at the Pre-Application Conference) are not included in the application, you will be informed to pick up your application materials and re-submit at a later date.

BUILDING PERMITS – PLEASE NOTE:

Administrative approval of Commercial Mobile Radio Service facilities is separate from the building permit review process. Building permits for the construction of Commercial Mobile Radio Service facilities will not be accepted on property that has a valid application pending for review of a Commercial Mobile Radio Service Facility.
The applicant and their consultant(s) are responsible for assuring that the project meets the requirements and standards of the Land Use Code and the County Zoning District(s) for the subject property.

All submitted documents must include the project name, the date it was prepared and by whom.

Incomplete submittals will be returned to the applicant and processing will not start until a complete application is received.

Please Note: Based upon the Planning Staff’s understanding of the proposal during the Pre-Application Conference, some of the following submittal information may not be required or the level of detail reduced. Some deviations from the submittal requirements may be required at a later date if requested by a referral department or agency.

1. _____ Application Form completed and signed by the property owner(s) and the applicant.
2. _____ Project Description: A complete, detailed written project description is essential to the timely, effective review of a development proposal. Project review can be delayed if County staff and reviewing agencies are unable to determine what is being requested and how specific standards will be met.
3. _____ Vicinity Map on an 8 ½” x 11” sheet showing adjacent properties, general land uses, zoning and roadways:
   • Within 100 feet of a proposed attached antenna site;
   • Within a distance of [tower height X 5] of a proposed concealed antenna, temporary antenna tower or micro-cell antenna tower site; and
   • Within a distance of [tower height X 10] of a proposed antenna tower site.
   County and local roads must be labeled so the site can be easily found.
4. _____ Site Plan showing the location and legal description of the site, on-site land uses and zoning, adjacent roadways, parking and access, areas of vegetation and landscaping to be added, retained, replaced or removed; setbacks from property lines; and the location of the facility, including all related improvements and equipment.
5. _____ Elevation drawings of the proposed facility showing all antennas, towers, structures, equipment buildings and cabinets, fencing, screening, landscaping, lighting and other improvements related to the facility, showing specific materials, placement and colors.
6. _____ Photo-realistic renderings (photosyms) of the site after construction, demonstrating the true impact of the facility on the surrounding visual environment.
7. _____ Report describing the facility and the technical, economic (if deemed necessary by the Planning Director) and other reasons for its design and location; the need for the facility and its role in the network; and the capacity of the structure, including the number and type of antennas it can accommodate.
8. _____ FAA Response to the Notice of Proposed Construction of Alteration (FAA Form 7460-1 or equivalent) if the facility is located near an airport or a flight path.
9. _____ Agreement detailing responsibility for landscaping, screening, site maintenance and the replacement of dead landscaping.
10. _____ Schedule for the installation of landscaping and screening, if applicable.
11. _____ Letter of intent to allow co-location on the antenna tower as provided in Subsection 16.1.3.D (C0-Location) of the Larimer County Land Use Code, if the antenna tower is over 40 feet.

13. _____ Letter of Intent to remove the facility at the expense of the facility and/or property owner if the tower is abandoned, as provided in Subsection 16.1.3.E (Abandonment).

14. _____ Ownership and Encumbrance - contact a Title Company for this information.

15. _____ Facility Inventory – The first application for a proposed COMMERCIAL MOBILE RADIO SERVICE facility by a provider must include a detailed inventory of all the provider’s existing and approved facilities within Larimer County, all incorporated areas within the County, and one mile beyond the County border, including Wyoming.

16. _____ Signed and Completed Code Compliance Records Review Certificate – you will need to contact the Code Compliance Department at least one week before the submittal deadline to obtain a signed and completed Records Review Certificate.

17. _____ Application Fee: see the current Fee Schedule in the Planning Department for the amount. Make checks payable to the Larimer County Planning Department.

18. _____ Signed Pre-Application Conference Form and submittal checklist signed by the Planning Department.
Land Use Application

All applications must be complete. To be complete, the application must include all items identified on the submittal requirement checklist. Any application which is not complete will not be accepted, processed, or scheduled for review.

GENERAL INFORMATION — Information about people with interest in the project

Property Owner
Name:__________________________
Address:_______________________
City/State/Zip:__________________
Phone:_________________________
Email:__________________________

Applicant
Name:__________________________
Address:_______________________
City/State/Zip:__________________
Phone:_________________________
Email:__________________________

Contact Person — will receive correspondence from County staff and referral agencies
Name:__________________________
Address:_______________________
City/State/Zip:__________________
Phone:_________________________
Email:__________________________

Engineer/Surveyor
Name:__________________________
Address:_______________________
City/State/Zip:__________________
Phone:_________________________
Email:__________________________

PROJECT IDENTIFICATION (list all parcels #’s that pertain to the project):

____________________________________________________________

Signatures required by ALL Property Owners and the Applicant

I hereby certify that I am the lawful owner of the parcel(s) of land that this application concerns and consent to the action. I hereby permit county officials to enter upon the property for the purposes of inspection relating to the application. Building Permits will not be accepted while this application is in process.

Property Owner(s) Date:

Property Owner(s) Date:

In submitting the application materials and signing this application agreement, I acknowledge and agree that the application is subject to the applicable processing and public hearing requirements set forth in the Larimer County Land Use Code (which can be viewed at www.larimer.org)

Applicant Date:
**PROJECT SITE INFORMATION**

Project Location: Quarter Section ______ Section _____ Township ______ Range ______

Project Address (if available):

_______________________________________________________________________________________

Assessor’s Parcel Numbers (list all parcels that pertain to the project):

_______________________________________________________________________________________

Pre-Application Conference Date: ________________ Planner: ____________________________

Pre-Application Conference attended by: ____________________________________________________________________________

Proposed Request: ______________________________________________________________________________________________

_______________________________________________________________________________________

Plan Area (if applicable): __________________________ Lot Size(s): __________________________

Related Files: ______________________________________________________________________________________________

Setback Information: __________________________________________________________________________________________

Utilities: Water: __________________________ Sewer: __________________________ Fire: __________________________

Current Zoning: __________________________ Proposed Zoning (if applicable): __________________________

**PROJECT SENDOUT INFORMATION**

Project Title: ______________________________________________________________________________________________________

File #: __________________________

Project Location Description: _________________________________________________________________________________________

_______________________________________________________________________________________

Request (Project Description): _________________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Site Access: ______________________________________________________________________________________________

Trips Generated by Proposal: __________________________

Proposed Use: __________________________ Notification Area: __________________________

Schedule for Hearing?  **Yes**  **No**  Hearing Date: ______________  Planner: __________________________

Received By: ______________ Date: ______________ Sign Given: ______________ Paid $: ______________ Check #: ______________