



COMMUNITY DEVELOPMENT

Wireless Communication Facilities (WCF) Base Station or Alternative Tower Structure Review Procedure & Checklist

The purpose of this guide is to provide general information about the review process for a Base Station or Alternative Tower Structure, per §24-1101 of the Greeley Development Code (Code). This guide is not intended to be all inclusive. Additional information may be requested by the City during the application process.

Fees:

Planning Application Fee: \$1000

Building Fee: Permit Fee varies by Valuation

Real Estate: not applicable

Public Works: \$15* Traffic Control; *Public Space; Permit fee varies

*application/review fee only, additional permit fees required

Shot Clock:

90 days (major modification)

150 days (new tower/structure)

Complete Application Requirements:

1. Planning: WCF- Base Station/Alt Tower Structure checklist below; application materials, fee (submit via eTrakit)
2. Building Permit application
 - a. Submit plans, engineered drawings via eTrakit at the time of project submittal. For all wireless permits, please use COMMERCIAL EXISTING- TELECOMMUNICATION PERMIT APPLICATION.
 - b. Permit & plan review fees are assessed after building permit application is received.
3. Real Estate Application (if on city property, submit to realestatemanagement@greeleygov.com)

4. Public Works (if applicable): Public Space permit application, engineered drawing, traffic control plan, fees (Submit via eTrakit at the time of project resubmittal)

Base Stations or Alternative Tower Structures (See Section 24-1101 for standards and procedures applicable in all districts), provided a modified and expedited Site Plan Review process, whereby city staff review a complete application and render an administrative decision. Staff may require revisions to the proposed plans to eliminate, or mitigate to an acceptable level, any potentially adverse effects of the proposed Wireless Communication Facility.

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and avoid processing delays due to inadequate information. Wireless Communication Facility applications shall include all items listed in the following checklist. If an item is not included in the submittal, a detailed narrative outlining reasons why the item has not been submitted shall be included. Lack of such statement or any required items will constitute an incomplete submittal and shall be rejected by the City. Please review §24-1101 of the Code for complete application and procedural requirements.

Application Submittal Checklist Requirements:

Only complete applications will be accepted and reviewed.

1. Application form (submitted electronically)
2. Application fee consistent with the City of Greeley's Fee Schedule (Minor Site Plan Review)
3. Proof of ownership or legal instrument identifying the Applicant's interest in the property.
4. Project Narrative (see requirements below)
5. Signal Non-interference Letter.
6. Radio Frequency Emission Statement.
7. Updated Inventory of Sites (if carrier has not updated plans on file in last 6 months).
8. Abandonment and Removal Affidavits from the Property Owner AND Applicant/Equipment Owner
9. Graphic representation of "Before" and "After"— photo simulation
10. Elevations.
11. Site Plan

12. Landscape & Irrigation Plan

Narrative Requirements:

1. Describe the proposed operation and use.
2. Address any impacts the use may have on the area (i.e., traffic, noise, lighting, etc.).
3. Address any applicable elements of the Development Code, including, landscaping and buffering, design review, general performance standards, areas of ecological significance, oil and gas operations, overlay districts, etc.