



COMMUNITY DEVELOPMENT

Wireless Communication Facilities (WCF) Small Cell Facility Review Procedure & Checklist

The purpose of this guide is to provide general information about the review process for a Small Cell Facility, whether or not it is located in the right-of-way, 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: \$500

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:

60 days (on existing structures)

90 days (new structure)

Complete Application Requirements:

1. Planning: WCF- Tower/Other checklist below; application materials, fee (submit via eTrakit), Use by Special Review application requirements
2. Building Permit application (for sites located on city and private property)
 - a. Submit plans, engineered drawings via eTrakit when Planner provides comment to submit for building permit. 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, not including public right-of-way) (submit to realestatemanagement@greeleygov.com)

4. Public Works (for sites located in the public right of way)
 - a. Public Space permit application, engineered drawing, traffic control plan, fees (Submit via eTrakit at the time of project resubmittal)

Applications for Wireless Communication Facilities classified as WCF-Small Cell Facility, are provided with a modified and expedited Site Plan Review (SPR) process, whereby city staff reviews a complete application and renders 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- Small cell Facility. Refer to Sec. 24-1101 of the Development Code.

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
3. Master License Agreement (executed) and Supplemental Site License (draft) (if within city right-of-way)
4. Proof of ownership or legal instrument identifying the Applicant's interest in the property.
5. Project Narrative (see requirements below)
6. Signal Non-interference Letter.
7. Radio Frequency Emission Statement.
8. Updated Inventory of Sites (if carrier has not updated plans on file in last 6 months).
9. Abandonment and Removal Affidavits from the Property Owner AND Applicant/Equipment Owner
10. Graphic representation of "Before" and "After"– photo simulation

11. Elevations
12. Site Plan
13. Landscape & Irrigation Plan (as applicable)

Narrative Requirements:

1. Describe the proposed operation and use.
2. Address 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.
4. Address the Site Plan Review review criteria, Section 24-207.b.

Application Process:

1. Land Use & Real Estate (if applicable) applications submitted.
2. Application reviewed for completeness.
 - a. Timeline: up to 10 calendar days for initial submittal and 10 calendar days for resubmittals.
 - b. If incomplete: revise and resubmit, then return to Step 2.
3. Administrative staff review — all outstanding issues addressed. If issues remain, address and continue administrative review until resolved.
4. Apply for Building Inspection and Public Works permits.
5. Neighborhood meeting (as required by the Community Development Director)
6. Post-decision paths

If approved:

- a. Communications Site Lease Agreement executed with Real Estate Office.
- b. Permits issued and approval documents executed with the Community Development Department.

If denied:

- a. Decision may be appealed to City Council within 10 business days.