



COMMUNITY DEVELOPMENT

Wireless Communication Facilities (WCF) Eligible Facilities Request (EFR) Review Procedure & Checklist

The purpose of this guide is to provide general information about the review process for an Eligible Facility Request (EFR), 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 Fee: Eligible Facility Request 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

Complete Application Requirements:

1. Planning: WCF- EFR 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 applications, 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)

Eligible Facilities Requests (See Section 24-1101 for standards and procedures applicable in all districts), provide a modified and expedited Site Plan Review process, whereby city staff reviews a complete application for a modification to an Eligible Facility and renders an administrative decision. Staff may require revisions to the plans to eliminate, or mitigate to an acceptable level, any potentially adverse effects of the proposed Eligible Facility Request.

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and avoid processing delays due to inadequate information. Eligible Facilities Request applications shall include all items listed in the following checklist. If an item is not checked as 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. 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. EFR Criteria for Determination (attached).
10. Graphic representation of "Before" and "After"— photo simulation or elevations.
11. Site Plan, if modifying cabinets or anything on the ground.
12. Landscape & Irrigation Plan, if modifying cabinets or anything on the ground.

Narrative Requirements:

1. Describe the proposed operation and use.
2. Address any potential impact 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. Sufficient information for the Director to determine which process the application is eligible for under Section 24-1101.b.1.
 - a. Whether the project constitutes a substantial change to an existing facility.
 - b. Proof of compliance with generally applicable law, regulation, or other rule codifying objective standards reasonably related to public health and safety.
 - c. The application shall not require the applicant to demonstrate a need or business case for any proposed modification or collocation application.

Eligible Facility Request Process

1. Land Use & Real Estate (if applicable) applications submitted.
2. Application reviewed for completeness.
 - Timeline: up to 10 calendar days for initial submittal and 10 calendar days for resubmittals.
 - If incomplete: revise and resubmit, then return to Step 2.
3. At any point, the Director may determine that the application does not qualify under the provisions of Section 24-1101 and notifies the applicant.
4. Administrative staff review — all outstanding issues addressed.
 - If issues remain, address and continue administrative review until resolved.
5. Apply for Building Inspection and Public Works permit.
6. Post-decision paths
 - **If approved:**
 - 6a. Communications Site Lease Agreement executed with Real Estate Office, if applicable. Permits issued and zoning approval memo provided by the Community Development Department.
 - **If denied:**
 - 6b. Decision may be appealed to Zoning Board of Appeals within 10 business days.