Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

Wireless Communication Facility (Administrative Review) Checklist

Project Name: _____**Case No.:**_____

Please refer to Broomfield Municipal Code (BMC) Section 17-35-020 for eligibility requirements. The requirements are available for review at:

http://www.ci.broomfield.co.us/code

Administrative review is generally permitted for the following types of facilities, provided that the facilities meet requirements of BMC Chapter 17-35-020:

- Cable microcell networks
- Antennas on existing buildings
- Antennas on existing towers

The estimated review time, for a facility that qualifies for administrative review, is approximately two weeks but may vary depending on case load, the need for additional information, or other factors. This estimated review time does not apply to facilities that will require a revocable permit, a Use by Special Review application, or administrative review applications that are referred by the City Manager to the Planning and Zoning Commission and City Council for special review.

Below are the typical requirements for a Wireless Communication Facility by administrative review.

- ❑ **Completed Development Application**
  Signed by Owner and Notarized.
  Application attached and available on the Planning website at:

  http://www.ci.broomfield.co.us/planning/development/index.shtml

- ❑ **$50.00 Review Fee**
  Payable to The City and County of Broomfield.

- ❑ **Site Plan (5 copies, typically 11 x 17 inch size)**
- ❑ **Vicinity Map**
- ❑ **Narrative (2 copies)**
- ❑ **Engineering Report (2 copies)**
- ❑ **Visual Analysis**

To be completed by Planning:

- ❑ APPLICATION COMPLETE AND ACCEPTED
- ❑ DATE:_____

Wireless Communication Facilities
Application Requirements (BMC Section 17-35-030)

1) Site Plan

a) Proposed size and location of facilities and accessory equipment. For towers, you must include the boundaries of the tower site. The existing and proposed topography must be shown at two-foot intervals. The plan must be referenced to USGS data, state plane coordinates, and include a legal description of the proposed site.

i) The plan must include elevations of all equipment, indicating materials, overall exterior dimensions, and colors.

ii) Include a true north arrow.

iii) Include the location and size of existing improvements and existing vegetation/landscaping.

iv) Existing utility easements and other rights-of-way of record, if any, must be shown.

v) For towers, clearly identify the location of access roads.

vi) The names of abutting subdivisions or the names of owners of abutting unplatted properties must be included for all property within 400 feet of the site. The zoning and uses of adjacent properties must be clearly identified.

2) Proof of ownership in a form acceptable to the city must be provided.

3) Vicinity Maps

a) The vicinity maps submitted with the application must include one or more maps showing the location of existing and planned wireless communication facilities belonging to the applicant, within five mores of the proposed facility. Planned facilities may be identified in general terms and need not be address specific.

4) Narrative (must include all of the following items)

a) The applicant's and surface owner's names, addresses, signatures, and designation of agent, if applicable.

b) An explanation of the need for such a facility, operating plan, and proposed coverage area.

c) An explanation of the applicant's knowledge of alternatives to the proposed facility, what the technology is at the time of the application, and why other sizes or alternative tower or antenna structure will not work.

d) An explanation of how the proposed facility blends with the natural features in the area, and is compatible with surrounding buildings and structures.

e) An explanation of the compatibility, or incompatibility, of the proposed facility with existing antennas or towers in the city, and those within five miles of the city's borders. A full explanation of why any existing antennas or towers can or cannot be utilized must be included in the narrative.

f) A list of all permits or approvals obtained or anticipated to be obtained from local, state, or federal agencies other than the FCC.

g) Affirmation that the proposed facility alone or in combination with like facilities will comply with the current FCC standards for cumulative field measurements of radio frequency power densities and electromagnetic fields.

h) Affirmation that the facility will comply at all times with current FCC regulations prohibiting localized interference with reception of television and radio broadcasts..

i) A report describing the structure's ability to support co-locations, and affirmation that, if approved, the applicant and surface owner will make the facility available, on a reasonable basis, to other service providers.

j) An explanation of compatibility with applicable city master plan design guidelines and standards.

5) Engineering Report

a) All applications for wireless communication facilities require an engineer's certificate of structural integrity.

6) Visual Analysis

a) The visual analysis may include photo montage, field mock up or other techniques, which identities the potential visual impacts of the proposed facility.. Consideration shall be given to views from public areas as well as from private residences.

Wireless Communication Tower Requirements (BMC Chapter 17-35)

1) Building Mounted

a) Building mounted wireless communication facilities mounted on a wall of an EXISTING building must be mounted as flush with the wall as technically possible and shall not project above the wall on which mounted, unless sufficient screening methods are demonstrated and accepted as part of the approval.

b) Building mounted wireless communication facilities may be attached to an existing penthouse or existing mechanical equipment enclosure which projects above the roof of a building but may not project any higher than the penthouse or enclosure. Such antennas and related accessory equipment must be completely screened from view by materials that are consistent and compatible with building design, color, and materials.

c) Antennas on existing structures may be reviewed/ approved administratively as an accessory use to any commercial, industrial, professional, institutional, or multi-family structure of four or more dwelling units. Wireless communication equipment intended for commercial use may not be located on residential structures of less than four dwelling units.

2) Towers

a) Applicable zoning setback requirements of the zoning must be met. At a minimum, all wireless communications tower shall be set back a distance equal to at least the height of the tower from any adjoining lot line. Guys and accessory buildings must satisfy the minimum zoning setback requirements.

b) Towers and antennas shall not be artificially illuminated, unless required by the FAA or other applicable authority. If lighting is required, the lighting alternatives and design chosen must cause the least disturbance to the surrounding views.

c) Placement of antennas on existing structures and co-location by more than one carrier of antennas on existing towers shall take precedence over the construction of new towers, and may be approved administratively provided such is accomplished in a manner consistent with all other provisions of Chapter 17-35 of the Broomfield Municipal Code.

d) Installation of monopoles up to five feet in height taller than surrounding light poles, utility poles, or similar structures may be approved administratively.

3) General

a) The antenna and accessory equipment must employ alternative tower structures, and blend to the natural setting and surrounding architecture in a manner which helps camouflage the facility.

4) Accessory Equipment

a) All accessory equipment is located within a preexisting structure or below grade; or if a new structure is required to house such equipment, such structure is harmonious with and blends with the natural features, and is compatible with surrounding buildings and structures. Accessory buildings and facilities are to be screened, to the extent possible, from public streets and sidewalks, either by screening, landscaping, location, or other techniques.

5) Cable Microcell Networks

a) Installation of cable microcell networks through the use of multiple low-powered transmitters/receivers attached to existing wireless systems, such as conventional cable or telephone wires, or similar technology that does not require the use of towers and is intended to improve coverage and capacity of existing wireless communications facilities may be administratively approved.