



**Application for
Commercial Mobile Radio Service (CMRS)
Design Review for Freestanding Facilities**

Applicant:		
Address:		
Phone:	E-mail:	
Provider's Name:		
Address:		
Phone:	E-mail:	
Primary Contact Name:		
Phone:	E-mail:	
Property Location:		
Tax Schedule #:	Acreage:	Zoning:

NOTE:

1. A pre-application (Development Review Team) meeting is required prior to submitting a CMRS Application for any free-standing facility per Section 17.446 of the Zoning Ordinance.
2. This Application is required for all new facilities.
3. Any collocation or modifications that “Substantially Change” the physical dimensions of an eligible support structure as defined in Chapter 17.558 of the Fountain Municipal Code require completion of this Application.

MATERIALS REQUIRED TO ACCOMPANY THIS APPLICATION:

1. Completed Application and supporting documents.
2. Referral Matrix Provided by the City of Fountain. **A copy of the Submittal Matrix must accompany your development application packet.**
3. Nonrefundable application fee as set forth in the Development Fee Schedule.
4. Letter of Intent, including:
 - a. Summary and scope of work to be completed on site.
 - b. Changes to the current site.
 - c. If the application is for a collocation or modification, the documentation provided by the Applicant must state whether the collocation or modification is a substantial change.
 - d. Applicant’s certification that they have the legal authority to collocate/modify an existing support structure.
 - e. The identity of the owner of the parcel.
 - f. Narrative demonstrating that the CMRS telecommunications site is a necessary component of the applicant’s overall communication network and communication plan for the community.
 - g. Evidence that the carrier has reasonably explored the use of wall, roof-mounted or stealth facilities within the search area and determined that said facilities are not feasible or appropriate.
 - h. Justification of the height for the proposed tower. Statement of how the facility is proposed to be screened using color, texture, architectural features.

- i. Evidence that the CMRS facility can accommodate collocation of new carriers.
- 5. Vicinity Map.
- 6. Legal description on surveyor's letterhead.
- 7. Title Commitment dated within 30 days of the application.
- 8. Map of existing or proposed facilities within and outside the city within a one mile radius and documentation demonstrating that the facility is not within 1,000 feet from any other facility.
- 9. Signed authorization from the building/property owner consenting to the placement of the CMRS facility on the site.
- 10. Copy of the lease agreement between the property owner and CMRS provider or owner and information which indicates that the lease does not preclude collocation.
- 11. A structural analysis must be performed on any existing structure or utility pole before installation of new antennas, radio units, etc. and documentation provided to the City prior to approval of any CMRS permit.
- 12. Design Plan for Freestanding CMRS facility. See attached checklist for Design Plan requirements.
- 13. Completed Conditional Use application packet.
- 14. Referral agency packets folded and assembled in **unsealed** manila envelopes addressed to appropriate referral agencies as specified in the referral matrix.

PROCEDURAL REQUIREMENTS:

- 1. Applications for freestanding CMRS facilities, with the exception of small cell facilities, shall be reviewed by the Planning Commission and City Council as a Conditional Use pursuant to the procedure and review criteria in Chapter 17.56 including the review criteria in Section 17.446 Design standards for freestanding CMRS facilities
- 2. A separate Conditional Use application is required to be submitted with this CMRS Design Review packet.
- 3. The Conditional Use Permit process requires public hearings before the Planning Commission and City Council and shall be subject to the requirements contained in Chapter 17.61 Public Notice Requirements of the Fountain Municipal Code.

SIGNATURES

By submitting this application, the applicant further understands and agrees as follows:

As applicant named herein, I acknowledge that I have familiarized myself with the application procedures for design review of freestanding CMRS Telecommunication facilities and that the written and graphic information submitted with this application is true and accurate to the best of my knowledge and belief. If any of the requirements listed in the materials to accompany this application, submittal matrix, or items listed on the Design Plan Checklist are missing, the application shall be deemed incomplete.

Signature of Property Owner Date Signature of Applicant/Agent Date

PLANNING DEPARTMENT USE ONLY

Date Received: _____

Received By: _____

Fee Paid: _____

Complete Submittal? _____

**CITY OF FOUNTAIN
DESIGN PLAN CHECKLIST
FREESTANDING CMRS TELECOMMUNICATIONS FACILITY**

The following checklist outlines the information to be included directly on the design plan. Please complete this checklist by checking all appropriate boxes. Applications for design plans will not be accepted without this completed checklist.

- 1. Name by which the proposed project is to be referred.
- 2. Primary and secondary contact information for wireless facility project coordinators and emergency contact information in case of tower/collocation disruption.
- 3. Property Location/Address.
- 4. Name, address and telephone number of CMRS provider.
- 5. A vicinity map of the areas surrounding the site to a distance of at least one-half (1/2) mile showing the following:
 - a. Adjacent streets, zoning and land uses.
 - b. Existing topography and/or structures in the surrounding area that preclude utilizing other locations in the same area.
 - c. Technical and engineering factors that require the site to be in the desired location in relationship to other existing sites and system constraints.
 - d. Location of existing municipal boundaries.
- 6. Date of preparation and subsequent amendments.
- 7. Scale (1" = 50' or larger) and a symbol designating true north.
- 8. Parcel size stated in gross acres and square feet.
- 9. Existing and proposed zoning.
- 10. Topographic contours at two-foot (2') intervals or less.
- 11. Finished floor elevations of all proposed buildings and structures.
- 12. Site Details:
 - a. Existing and proposed site facilities, including: driveways (including private access-ways); curbs; location of adjacent pedestrian circulation system, including sidewalks; off-street parking spaces, parking lots; drainage facilities; location of existing or proposed lighting standards on the site; and utility and drainage easements on the property.
 - b. Location and use of existing and proposed buildings, ground-mounted and other related equipment, including setbacks from property lines, height, percentages and square feet of building coverage, parking and landscaped area.
 - c. Screening. Include materials and techniques used, such as use of color, texture, architectural features, screens, security fencing, walls and landscaping. Buildings containing ground-mounted accessory equipment shall be architecturally compatible with the existing structures on the property and the character of the neighborhood.
- 13. Safety.
 - a. Warning Signs, including dimensions and locations.
 - b. How the site will be secured. Security fencing, ladders that will not provide easy access to towers, locking mechanisms, etc. Security fencing shall comply with the provisions set forth in Section 17.446 shall be submitted as part of the required design plan.

- 14. Landscape Plan. Landscaping as required in Section 17.444 which complies with the provisions set forth in Chapter 17.370 shall be submitted as part of the required site plan. The landscape plan must be signed by a licensed Colorado landscape architect.
- 15. Equipment Specifications:
 - a. Equipment type and materials.
 - b. Equipment specifications, including dimensions and weight.
 - c. Installation status, i.e. removing, updating, collocating.
 - d. Equipment mount type.
 - e. FCC antenna structure registration number, if applicable.
 - f. Lighting on the tower, if required.
 - g. Type of building construction and occupancy classification.
 - h. Indicate whether additional ground equipment is interior to an equipment shelter.
- 16. Design and Location. Elevation drawings that include the specific type and material of the support structure and the design, size, height, diameter and configuration, proposed antennas, the method(s) by which the antennas will be attached to the mounting structure, ground equipment and other related equipment, including proposed cable and telecom boxes. All free-standing CMRS facilities must be stealth design.
- 17. A color photo simulation which illustrates “before” and “after” what the site will look like once the freestanding CMRS facility and ground-mounted equipment have been constructed. The photos should be taken from the adjoining public street and from any adjacent residential zoning from which the freestanding facility will be visible.
- 18. Signature blocks for property owner, telecommunication provider representative and Zoning Administrator for approval of the telecommunication design.
- 19. Any additional information as may be required by the Zoning Administrator or Planning Commission, which is necessary to evaluate the character and impact of the CMRS Telecommunications Facility.