



## Small Cell Facility Checklist and Application

The application form, supporting documentation, and fee(s) shall be given to the City in one submittal packet. If the City determines that the application does not contain all required information noted below, the City will issue an Incomplete Application Notice within 10 days of the initial submittal. Any resubmittal information, materials and/or documentation in response to the Incomplete Application Notice must also be given to the City in one submittal packet. Consistent with the State and Federal requirements, the City will pause the shotclock for incomplete applications. If the City determines the application is still incomplete after receipt of additional application materials, the City will pause the shotclock again until the application is deemed complete. This application should be submitted electronically to the Land Use Review Division located at 30 South Nevada Avenue, Suite 701, Colorado Springs, CO 80903. The Project Manager will provide the applicant with a Dropbox link for uploading after the optional Pre-Application Meeting is held or upon request.

Provider Checklist	Small Cell Facility Application Checklist	Staff Checklist
<input type="checkbox"/>	Executed Master License Agreement with the City of Colorado Springs / Colorado Springs Utilities (CSU).	<input type="checkbox"/>
<input type="checkbox"/>	\$750 .00 permit fee. Please call 719-385-5349 to pay permit fee.	<input type="checkbox"/>
<input type="checkbox"/>	A written statement entitled "Project Narrative" that explains in detail the proposed project and a full description of the actions that will be taken in the removal and restoration of the right of way – <u>including images (JPEG) of existing site condition.</u>	<input type="checkbox"/>
<input type="checkbox"/>	Completed Small Cell Facility permit application form	<input type="checkbox"/>
<input type="checkbox"/>	Scaled Site Plan, photo simulations (before and after), scaled elevation view, and line-of-sight drawing/rendering	<input type="checkbox"/>
<input type="checkbox"/>	Construction drawings	<input type="checkbox"/>
<input type="checkbox"/>	JPEG of the as-builts	<input type="checkbox"/>
<input type="checkbox"/>	Approved Section 106 application (Required if Small Cell Facility is adjacent to historical property).	<input type="checkbox"/>
<input type="checkbox"/>	Signal Non-Interference Letter	<input type="checkbox"/>
<input type="checkbox"/>	Radio Frequency Emissions Certification and all supporting documents (see Chapter 4 and Appendix C of the Small Cell Design Standards for more information)	<input type="checkbox"/>
<input type="checkbox"/>	A detailed action plan describing how each pole will be adequately identified and maintained, including graffiti/sticker removal, paint repair, vandalism repair, replacement if downed/damaged, contact information, etc.	<input type="checkbox"/>
<input type="checkbox"/>	Other supporting drawings, calculations, and other documentation, signed and sealed by appropriate qualified professionals, showing the location and dimension of all improvements, including information concerning topography, radio frequency coverage, tower height, setbacks, drives, parking, fencing, landscaping, adjacent uses, drainage, and other information deemed by the Manager to be necessary to assess compliance with this Section.	<input type="checkbox"/>
<input type="checkbox"/>	If applying for multiple sites, all the above will be required for each (Maximum of 10 sites per week. All plans are to be submitted on Mondays)	<input type="checkbox"/>



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Permit Information				
<b>Consultant/Applicant:</b>		Telephone		Zip Code
Address:			E-mail:	
<b>Network Provider:</b>		Telephone		Zip Code
Address:			E-mail:	
<b>Property Owner:</b>		Telephone		Zip Code
Address:			E-mail:	
<b>Facility Owner (if different from the above):</b>		Telephone		Zip Code
Address:			E-mail:	

### Site Information

Official City Use Only:	
Fee Receipt #:	Date Completed Application Accepted:

### Site Plan Contents

Overall Page Layout	
The Applicant is required to electronically submit all documents via Dropbox. The site plan must include all of the information set forth below:	
<input type="checkbox"/>	Indication of the scale (e.g. 1" = 20') and a bar scale.
<input type="checkbox"/>	North arrow.
<input type="checkbox"/>	Property lines and dimensions of adjacent property.
<input type="checkbox"/>	Name of all adjacent public rights-of-way.
<input type="checkbox"/>	Total width of all adjacent streets and alley rights-of-way.
<input type="checkbox"/>	Location and size of curb, sidewalk, bus stop and/or bench locations and landscaping.
<input type="checkbox"/>	Location, type, dimension and size of the proposed Small Cell Facility to be placed within the public right-of-way.
<input type="checkbox"/>	Elevation drawing of the proposed Small Cell Facility be placed within the public right-of-way.



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<input type="checkbox"/>	Add a note to the cover sheet stating that the submitted application will be in full compliance with FCC and State regulations as well as the City of Colorado Springs municipal code and the City of Colorado Springs Small Cell Facility Design Standards
<input type="checkbox"/>	Pole height above finished grade, including antenna height
<input type="checkbox"/>	Proposed construction start date and anticipated duration of construction
<input type="checkbox"/>	Coordinates of proposed Small Cell Facility in decimal degrees
<input type="checkbox"/>	Size and dimensions of any projection(s) from pole
<input type="checkbox"/>	City approval box – must be on all pages
<input type="checkbox"/>	Pole Type
<input type="checkbox"/>	Add ADA compliance note: “The parties responsible for this plan have familiarized themselves with all current accessibility criteria and specifications and the proposed plan reflects all site elements required by the applicable ADA design standards and guidelines as published by the United States Department of Justice. Approval of this plan by the City of Colorado Springs does not assure compliance with the ADA or any other Federal or State accessibility laws or any regulations or guidelines enacted or promulgated under or with respect to such laws. Sole responsibility for compliance with Federal and State accessibility laws lies with the applicant.”
<input type="checkbox"/>	Note the color of the pole and the color of adjacent poles
<input type="checkbox"/>	Note the diameter of the cantenna
<input type="checkbox"/>	If proposing a Small Cell Facility that includes an equipment cabinet, provide written justification for need and use of such equipment cabinet. Note the height and diameter of the equipment cabinet.

### Small Cell Facility Maintenance, Review & Final Disposition

#### **SMALL CELL FACILITY GENERAL INFORMATION:**

All aesthetics and maintenance criteria must comply with the standards outlined in the City of Colorado Springs Code and Design Standards. The Design Standards can be found on the City of Colorado Springs Office of Innovation web page or [here](#).

Applications for all Small Cell Facilities Permit must meet all of the criteria in Part 6 of Article 4 of Chapter 7 in the City Code before an application can be approved.

Devices and structures shall be installed so as to eliminate the collection of litter under and upon the same insofar as possible, and to facility cleaning of the adjacent area of litter and snow.

#### **FORMAL REVIEW TIME PERIOD:**

Once a completed application package has been submitted to the project manager, the plans will be distributed to all of the appropriate review agencies and a review letter will be provided to the application detailing all outstanding comments within 14 calendar days. All resubmittals are subject to a two-week review unless otherwise stated by the project manager. A final decision will be made on the application prior to the ninety (90) day shotclock.



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### **FINAL DISPOSITION:**

**Approval:** After staff has determined that all Federal, State, and local criteria have been met and all outstanding comments have been addressed, the project manager will return one (1) copy of the approved site plan and approval letter to the applicant electronically via Dropbox.

The approval of this request does not supersede any additional approvals that may be required through other agencies such as CSU, Public Works, CDOT, Pikes Peak Regional Building Department, etc. Additional permits through other review agencies may be required.

**Denial:** If this application is denied, the decision shall be in writing and supported by substantial evidence in a written record. The applicant shall receive a copy of the decision via Dropbox.

### **Project Close-out Requirements**

After installation, Providers and/or their Contractors must submit the following to the Land Use Review Division –

1. Post-construction photographs (JPEG) of installation including the following. Please ensure that the JPEG is geotagged. JPEGs that are not geotagged will not be accepted.
  - a. Surface condition (pre- and post-construction)
  - b. Telecommunication infrastructure (ie – pole or cabinet)
2. If the pole is not built to the approved plans, Colorado Springs Utilities will not energize the pole until an amended plan has been submitted to and approved by the City of Colorado Springs Planning Department.

### **Application Authorization:**

#### **Application Authorization:**

I (we) agree to be responsible for any and all damages to property or injury to persons arising out of the exercise of the permit or the construction, installation or maintenance of any device or structure. I (we) agree to indemnify the City, its Enterprises and all its officers, agents and employees from all suits, action or claims of any type brought for or on account of any injuries or damages received or sustained by any person or property related to the exercise of the permit, any act or omission of the permittee, the permittee's agents or employees, or the failure of the permittee to maintain the structure or device or to provide necessary safety devices. I (we) agree to defend against any suit, action, or claim and pay any judgement with costs, which may be obtained against the City, its Enterprises, its officers, employees or agents growing out of the injury or damage. I (we) agree to maintain the permitted facilities throughout their operation and to provide location information of the permitted facilities as may be needed for future improvements. I (we) hereby certify under penalty of perjury that (1) after diligent investigation, the information provided pursuant to this Application Form is true, accurate, and complete to the best of my (our) knowledge and belief; and (2) upon completion of the work proposed, the permitted wireless services facility will comply with all applicable



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laws, regulation, practices or other requirements under Federal, State, or local law, including, but not limited to, building and electrical codes, the FCC's radio frequency emissions standards, and the requirements of the Americans with Disabilities Act.

\_\_\_\_\_  
Name of Owner (PLEASE PRINT)

\_\_\_\_\_  
Name of Applicant (PLEASE PRINT)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date