



200 W. Oak Street, 3rd Floor,  
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larimer.org/planning

# Land Use Application

## Eligible Facilities Request

Date of Pre-App Meeting: \_\_\_\_\_  
Inquiry #: \_\_\_\_\_  
Fee \$ \_\_\_\_\_

### Applicant Information

Applicant Name:

Applicant Company:

Address:

City:

State:

ZIP Code:

Telephone:

Email Address:

### Property Owner Information

Property Owner Name:

Property Owner Address:

City:

State:

ZIP Code:

Telephone:

Email Address:

### Property/Site and Land Use Information

Site address and/or parcel identification number:

Property Size (acres):

Zone District:

Project number of approved Site Plan (SP) or other  
application for existing facility or structure:

Date of SP approval for existing facility or structure:

Approved height of existing facility or structure:

List any conditions of approval for concealment or camouflage and/or other conditions:

### Eligible Facilities Request Application Materials and Requirements

All submittals MUST include the following information along with a completed two-sided application:

1. Notarized letter of authorization from property owner allowing applicant to process application and granting legal access to the utilities operating and maintaining the WCF or a copy of the lease agreement indicating the language authorizing the applicant to process the application.
2. One (1) paper AND one (1) pdf of application, site plan, and all other documents submitted with the application. Graphic exhibits should not be larger than 11" by 17".
3. Site plan (to scale and with dimensions) showing lease area boundary and associated easements, and location of existing and proposed facilities and equipment. Also include Building Facade Elevations or Existing Structure Elevations to scale which clearly show the location of proposed facilities with dimensions and height.
4. Narrative indicating how specific requirements of Article 9.6.3. of the Larimer County Land Use Code are being met. This narrative also needs to explain in plain and fact-specific terms describing compliance with the requirements for eligible facilities, specifically that the proposed facility (1) qualifies as an Eligible Facilities Request and (2) will not result in a substantial change. The narrative should state the applicable standards for each issue and discuss the facts that allow the Larimer County Community Development Department to find that the application qualifies for approval under Article 9.6.3. of the Larimer County Land Use Code are being met.
5. Engineer certification that the existing tower or base station can accommodate the facilities consistent with all applicable building and safety codes.
6. File numbers of all known previous land use approvals and any additional information requested by the planner.

**\*\*Inaccurate or missing information will delay the review and approval of this application\*\***

Applicant Signature:

Date:

**ELIGIBLE FACILITIES REQUEST DEFINITION:** Referenced from Article 9 of the Larimer County Land Use Code. Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station involving: (i) collocation of new transmission equipment, (ii) removal of transmission equipment, or (iii) replacement of transmission equipment.

**Project Information - TO BE COMPLETED BY APPLICANT - All Sections Must Be Complete**

Describe the request including details, dimensions, and specific information related to the request (number, size, height, and dimensions of existing and proposed antennas, description of existing and proposed equipment):

Describe the existing site including the base station, equipment cabinet, etc. Refer to Article 20.2.6.E of the Land Use Code for Rules of Interpretations and Definitions.

Describe how this request meets any previous requirements for concealment/camouflage (attach photo simulations or renderings for concealed towers or equipment depicting compliance):

Is this request for a collocation of new equipment?

YES

NO

Is this request for removal of existing equipment?

YES

NO

Is this request for replacement of existing equipment?

YES

NO

Is this request located in a public right-of-way (ROW)? *(If in ROW, provide copy of master license agreement for use of public ROW)*

YES

NO

Does this application involve any excavation or location of equipment outside the boundaries of the Site?

YES

NO

Height of existing structure:

Height of structure after  
collocation/removal/replacement:

All current equipment, regardless of carrier, including antennas, base station, equipment cabinets, etc. (label and dimension on site plan and elevation sheets):

Height

Width

Depth

Setbacks from property lines

New/replacement equipment – antennas, base station, equipment cabinets, etc. (label and dimension on site plan and elevation sheets):

Height

Width

Depth

Setbacks from property lines

Equipment Type

Model Number

Depth

Noise Decibels

Additional Manufacturer Specifications (i.e. dimensions, weight, wind load, etc):

**FOR STAFF USE ONLY**

Submittal Date:	Case Number:	Fees:
Complete:	Reviewed by:	Date:
Eligible Facilities Request Standards Met	Approved: Date:	
Eligible Facilities Request Standards <b><u>NOT</u></b> Met (see attached staff analysis)	Will Require: SP, ASR, SR Date:	