



# WIRELESS COMMUNICATIONS FACILITIES - ADMINISTRATIVE SPECIAL REVIEW SUBMITTAL REQUIREMENTS

Revised January 2023

**LARIMER COUNTY COMMUNITY DEVELOPMENT  
PLANNING DEPARTMENT**

**CONTACT INFO:**

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# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Community Development Mission:

We provide quality service to our customers and the community – residents and visitors of Larimer County. Using public and private partnerships we protect health, safety and welfare, enhance quality of life, maintain property values, find creative development solutions, and plan for the future.

**Purpose:** It is the intent and purpose of Article 9.0. of the Land Use Code to establish a regulatory framework for Wireless Communications Facilities (WCFs) constructed or located within Larimer County that accommodates the communication needs of residents and businesses, protects the public health, safety, and general welfare of the community, and minimizes adverse impacts.

1. Application Submittal & Processing (pre-application conference required)
2. Staff & Referral Agency Review- minimum 21-day referral
3. Review & Decision (If 30% or more of the neighbors note concerns, it may be reviewed by Board of County Commissioners)
4. Post-Decision Actions

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff to review wireless facilities fully. Additional information may be requested from the applicant during the first 10 days.

**Sharing of Information:** The county may share such nonproprietary information with other applicants applying for administrative approvals or conditional permits under this section or other organizations seeking to locate WCFs within the jurisdiction of the county, provided however, that the county, is not, by sharing such information, in any way representing or warranting that such sites are available or suitable. All submittal materials become public record.

# THINGS TO CONSIDER



## **Customer Responsibilities:**

The submittal requirements listed in this packet are intended to collect all of the information required for Larimer County staff and review agencies to fully evaluate the proposal. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise. For certain application types, a resubmittal fee may apply. In the event you are unfamiliar with any submittal requirements and need assistance, please seek the help of a third party consultant. Please see the attached “Road Map to Process Time” for more information.

**Please Note:** All surrounding property owners within a minimum of 500 feet of the property boundary lines will be notified of this request. Once submitted to the County, all application materials become a matter of public record.

## **Pre-Submittal Meeting:**

Depending on the complexity of the case and the application type, a pre-submittal meeting may be required prior to submitting an application. Submitting an application without a pre-submittal meeting may result in substantial delays in application processing or application rejection. *Application types that may require a pre-submittal meeting are: Special Review, 1041, L&E, Rezoning, Variance, Site Plan Review, Preliminary Plat, Final Plat*

## **Water Verification:**

It is the applicant’s responsibility to verify an adequate water source is available. If water is to be obtained from a public water supply, contact the appropriate water district. A cistern is not an adequate water source. Refer to the Land Use Code for specific requirements to this proposal.

## **Sanitary Sewer or Septic Verification:**

It is the applicant’s responsibility to verify an adequate sewage disposal is available. If an on-lot septic system is to be used, contact the Larimer County Department of Health and Environment. If a public sewage system is to be used, contact the appropriate sanitation district. Refer to the Land Use Code for specific requirements to this proposal.

## **Floodplain:**

If the property is within or partially within a FEMA and/or locally designated floodplain, additional standards and restrictions may apply. Contact the floodplain administrator for more information.

# THINGS TO CONSIDER



## **Mineral Interest Notification:**

*Only applicable to Rezoning, Zoning, Special Review, Minor Land Division, Preliminary Plat, Administrative Subdivision*

Thirty (30) days prior to the Board of County Commissioner hearing, notification must be provided to Mineral Interest Owners and Lessees as required by State Statute 24-65.5 notifying them of the proposed development. Furthermore, a signed certification must be received by the Larimer County Planning Department prior to the hearing that such notification was provided (see attached notification form). Failure to receive this certification will result in the hearing being rescheduled to a later date.

## **Use Specific Standards:**

In addition to review criteria, refer to the Land Use Code for use-specific standards applicable to the proposed use. Use specific standards may be found in Article 3.0 or Article 13 for the Estes Valley.

## **Expiration of Pre-Application Meeting Packet:**

Pre-applications expire six months from the date of the meeting. If you have not submitted an application within six months of the pre-application meeting, check with the planner to see if a new meeting will be required.

## **O&E Expiration:**

An Ownership and Encumbrance Report (O&E) is valid for six months.

## **Land Use Code:**

Please view the Land Use Code here: <https://www.larimer.org/planning/regulations>

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## Submittal Requirements

Separate Electronic PDFs of ALL Submittal Materials  
(must be in PDF format and named as listed below)

Item	Description:	Required	Staff sign- off
1.	Application Form – must be signed by all property owners or authorized lessees and the applicant		
2.	Application Fee- Current fee at time of submission		
3.	Other Associated Fees- see fee schedule for more information		
4.	Project Description – A project statement identifying the proposed facility and the communication service to be provided by the proposed facility. The project statement must indicate the facility's suitability for collocation, by up to 2 wireless service providers, which is encouraged where co-location will have less visual impact on the surrounding area than another facility. The project description shall include a written description of how the proposal complies with all applicable WCF standards.		
5.	Proof of Ownership or Lease Rights - 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		
6.	Photo-Realistic Simulations or Renderings: Photo simulations which illustrate "before" and "after" conditions as they relate to installation of the WCF. Photos should be taken from all adjoining public streets and, when adjacent to residential properties, from the vantage point where the WCF and equipment will be visible.		
7.	Plan: A site and rooftop plan shall be provided which indicates the location, dimensions, setbacks, appearance, color, material proposed, topography, and elevation/height with appurtenance of all existing and proposed WCF, including freestanding facilities, antenna, and ground based equipment. Proposals that include freestanding facilities or ground based equipment shall show all existing and proposed buildings, landscaping, and fencing on the site. Plans shall indicate materials and colors of poles and equipment, setbacks, adjacent uses, drainage, compliance with the county's intersection and driveway sight distance standards, and other information deemed by the director to be necessary to assess compliance with this section. Proof of 250 ft from residences. Information and documents regarding fencing and landscaping shall be provided by applicant where applicable and at the request of the director. Documents requiring signatures and seals by appropriate qualified professionals shall be provided by the applicant after approval of the application by the director.		
8.	Vicinity Map - A vicinity map shall be provided. Such map shall include all residential properties located within 1,000 feet of the proposed site		
9.	Submittal Checklist		
10.	Pre-application Form - last page of packet		

# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Submittal Requirements Cont.

Item	Description:	Required	Staff sign- off
11.	<b>Signal Non-Interference Letter:</b> A letter certifying all WCFs shall be designed, sited, and operated in accordance with applicable federal regulations addressing radio frequency interference.		
12.	<b>Radio Frequency Emissions Letter:</b> A letter certifying all WCFs shall comply with federal standards for radio frequency emissions and that they shall be monitored to ensure ongoing compliance.		
13.	<b>Landscaping Agreement:</b> If in a Growth Management Area, an agreement detailing the schedule for installation of landscaping and screening if applicable, responsibility for landscaping, screening, site maintenance and the replacement of dead landscaping.		
14.	<b>Federal Aviation Administration (FAA) letter:</b> If located near an airport as defined by an airport influence area or in a flight path, the application must include an FAA response to the notice of proposed construction or alternation (FAA Form 7460-1 or equivalent).		
15.	<b>Abandonment and Removal:</b> A letter or affidavit shall be required from the owner of the property and from the applicant acknowledging that each is responsible for the removal of a WCF that is abandoned or is unused for a period of six (6) months.		
16.	<b>For properties in floodplains or in or near wetlands:</b> The applicant will need to submit a drainage report.		
17.	<b>Federally significant historic or environmental features:</b> Applicant shall submit a letter and documentation showing that all National Environmental Policy Act (NEPA) requirements have been met.		
18.	<b>Signed Pre-Application Conference Form and submittal checklist:</b> signed by the Planning Department		
19.	<b>Drainage &amp; Erosion Control Report</b>		
20.	<b>Fire Protection Plan</b>		
21.	<b>Landscape Plan</b>		
22.	<b>Geotechnical Report</b>		
23.	<b>Site Lighting Photometric Plan</b>		
24.	<b>Wetland Mitigation Report</b>		
25.	<b>Wildfire Mitigation Report</b>		
26.	<b>Wildlife Conservation Plan</b>		

Please email the complete set of final submittal documents to our Community Information Resources Team (CIRT) at [planningCIRT@larimer.org](mailto:planningCIRT@larimer.org).

# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Submittal Requirements Cont.

### **ADDITIONAL INFORMATION**

#### **Hearings – (if applicable)**

Hearings are held with the Board of County Commissioners every second and fourth Monday of each month. These

hearings are held in the Commissioner's Hearing Room, beginning at 3:00 p.m. Notification of the hearing date will be mailed to all parties listed on the application form. Note: All proceedings are recorded.

#### **Public Notice –**

Wireless Facilities applications – Legal Notice (if applicable)

Colorado Statutes require that the Planning Department publish notice of the hearing once in a newspaper serving the area of the requested facility at least 14 days prior to the hearing date.

#### **Wireless Facilities applications – Neighbor Notice**

Notice by first-class mail will also be sent to property owners in the vicinity (minimum 500 feet) of the proposal informing them of the application being submitted and also if a hearing is scheduled.

#### **Conditions of Approval –**

The Board of County Commissioners may impose conditions on a Wireless Facility that are necessary to accomplish the purpose and intent of the Land Use Code and Comprehensive Plan and to prevent or minimize adverse impacts on health, safety and welfare of property owners and area residents.

# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Item# 4 Project Description

Element	Description
Summary	The project description is the applicant's opportunity to explain what is being proposed. The project description should be a narrative.
Existing Conditions	<ol style="list-style-type: none"> <li>1. Current Use of Property</li> <li>2. Size (outer dimensions and area in square feet) of all existing buildings</li> <li>3. Existing Uses of all buildings</li> <li>4. Use of surrounding properties</li> <li>5. Off Site Conditions</li> </ol>
Other Information	Any other pertinent information about the proposed project
Article 6.4.1.D of the Land Use Code Review criteria	<p>The Director shall review the application in accordance with the approval criteria in §6.3.8.D, General Review Criteria.</p> <ol style="list-style-type: none"> <li>1. Generally <ol style="list-style-type: none"> <li>a. Unless otherwise specified in this Code, County review and decision-making bodies shall review all development applications submitted pursuant to this article for compliance with general review criteria stated below.</li> <li>b. The application may also be subject to additional review criteria specific to the type of application, as set forth in §6.4 through §6.7.</li> <li>c. If there is a conflict between the general review criteria in this section and the specific review criteria in §6.4 through §6.7, the specific review criteria in §6.4 through §6.7 control.</li> </ol> </li> <li>2. Compliance with this Code <p>The proposed use and development shall comply with all applicable standards in this Code, unless the standard is lawfully modified or varied. Compliance with these standards is applied at the level of detail required for the subject submittal.</p> </li> <li>3. Compliance with Other Applicable Regulations <p>The proposed use and development shall comply with all other county regulations and with all applicable regulations, standards, requirements, or plans of the federal or state governments and other relevant entities with jurisdiction over the property or the current or proposed use of the property.</p> </li> <li>4. Compliance with Prior Approvals <p>The proposed use and development shall be consistent with the terms and conditions of any prior land use approval, plan, or plat approval for all or part of the property that is in effect and not proposed to be changed. This includes consistency with any approved phasing plan for development and installation of public improvements and amenities.</p> </li> <li>5. Compliance with Zoning District Standards <p>The proposed development shall comply with the standards of the zoning district in which it is located and any standards applicable to the particular use, as identified in §3.3, Use-Specific Standards.</p> </li> <li>6. Compliance with Development Standards <p>The proposed development shall comply with the applicable standards in Article 4.0, Development Standards.</p> </li> <li>7. Compliance with Other Code Provisions <p>The proposed development shall comply with all other standards imposed on it by all other applicable provisions of this Code, including but not limited to standards relating to establishment and operation of uses, layout of the site, and general development characteristics.</p> </li> </ol>



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## Item# 4 Project Description

Element	Description
Operational Standards for all WCFs Article 9.3.	<p>9.3.1. Federal and State Requirements All WCFs shall meet the current standards and regulations of the Federal Aviation Administration (FAA), the Federal Communications Commission (FCC) and any other agency of the federal or state government with the authority to regulate WCFs. If such standards and regulations are changed, then the owners of the WCF shall bring such facility into compliance with such revised standards and regulations within the time period mandated by the controlling federal or state agency. All applicants are responsible to ensure that they comply with federal and state regulations, including, but not limited to Americans with Disabilities Act (ADA) and other regulatory requirements.</p> <p>9.3.2. Permission to Use Right-of-Way For WCFs in the right-of-way, the applicant shall execute a license agreement with the county. In this, the county is able to grant a non-exclusive license to the applicant to use the right-of-way. Attachment of WCFs on an existing traffic signal, street light pole, or similar structure shall require written evidence of a license, or other legal right or approval, to use such structure by its owner.</p> <p>9.3.3. Operation and Maintenance To ensure the structural integrity of WCFs, the owner of a WCF shall ensure that it is maintained in compliance with the standards contained in applicable local building and safety codes in effect at the time of original installation or modification. If upon inspection at any time, the county concludes that a WCF fails to comply with such codes and constitutes a danger to persons or property, then, upon written notice being provided to the owner of the WCF, the owner shall have 30 days from the date of notice to bring such WCF into compliance. Upon good cause shown by the owner, the County's Chief Building Official may extend such compliance period not to exceed 90 days from the date of said notice. If the owner fails to bring such WCF into compliance within said time period, the county may remove such WCF at the owner's expense.</p> <p>9.3.4. Abandonment and Removal If a WCF has not been in use for a period of six months, the owner of the WCF shall notify the county of the non-use and shall indicate whether re-use is expected within the ensuing three months. Any WCF that is not operated for a continuous period of six months shall be considered abandoned. The county, in its sole discretion, may require an abandoned WCF to be removed. The owner of such WCF shall remove the same within 60 days of receipt of written notice from the county. If such WCF is not removed within said 60 days, the county may remove it at the owner's expense and any approved permits for the WCF shall be deemed to have expired. The county reserves the right to pursue available legal remedies.</p> <p>9.3.5. Hazardous Materials No hazardous materials shall be permitted in association with WCFs, except those necessary for the operations of the WCF and only in accordance with all applicable laws governing such materials.</p> <p>9.3.6. Collocation No WCF owner or operator shall unreasonably exclude a telecommunications competitor from using the same facility or location. Upon request by the director, the owner or operator shall provide evidence explaining why collocation is not possible at a particular facility or site.</p>

# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Item# 4 Project Description Cont.

Element	Description
Operational Standards for all WCFs Article 9.3. Cont.	<p>9.3.7. Cameras</p> <p>Placement of cameras or other surveillance on WCFs shall be used exclusively for the safety and security of the WCFs. No data secured through the use of camera, video, and biometric sensors (including facial recognition software) installed on WCFs shall be collected and shared without the expressed prior consent of citizens. Data collected from WCF security surveillance equipment will not be shared with law enforcement except within well-defined exigent circumstances. The applicant must identify in its application whether cameras or other surveillance equipment are to be utilized.</p>
Supplemental Review Criteria Article 9.4.	<p><b>Minimum Setbacks for all Towers from Property Lines</b></p> <p>A. The minimum setback from property lines for towers not located in the right-of-way shall be as follows:</p> <ol style="list-style-type: none"> <li>1. Adjacent to properties, buildings, or structures with residential uses, a 2:1 setback to tower height applies (setback = 200% of the tower height);</li> <li>2. Adjacent to any right-of-way a 1:1 setback to tower height applies (setback = 100% of the tower height);</li> <li>3. For all other property adjacencies, the setback shall be at least 30% of tower height.</li> </ol> <p>B. An alternative setback, approved by the director or Board of County Commissioners, for an alternative tower structure where the facility replaces or proposes an accessory structure to an established principal use, to include, but not limited to, signs, light poles, and flagpoles, where it is evidenced that the siting and location of the alternative tower structure allows for camouflage and concealment design techniques to a greater extent than would be achieved by application of the principal structure setback.</p> <p>C. All ground-based equipment shall meet the building and structure setbacks in the zoning district, unless an alternative setback is established for an alternative tower structure pursuant to this section.</p> <p><b>Design Standards for all WCF</b></p> <p>The following design and landscaping standards apply to all WCFs governed by this chapter provided, however, the director may waive any of these requirements if they determine that the goals of this section are better served thereby. To that end, WCFs shall be designed and located to minimize the impact on the surrounding area and to maintain the character and appearance of the county, consistent with other provisions of this Code.</p> <p><b>A. Camouflage, Concealment, or Camouflage Design Techniques</b></p> <p>All WCFs and any transmission equipment shall, to the extent technically feasible, use camouflage design techniques and not be readily apparent. Techniques may include, but not limited to the use of materials, colors, textures, screening, undergrounding, or other design options that will blend the WCF to the surrounding natural setting and/or built environment. Design, materials, and colors of WCFs shall be compatible with the surrounding environment. Designs shall be compatible with structures and vegetation on sites located in the right-of-way and on adjacent parcels.</p>

# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Item# 4 Project Description Cont.

Element	Description
<p>Supplemental Review Criteria Article 9.4. Cont.</p>	<ol style="list-style-type: none"> <li>1. Camouflage design may be of heightened importance where findings of particular sensitivity are made (e.g., proximity to historic or aesthetically significant structures and/or natural or community features, or in a Growth Management Area). Should the director determine that WCFs are located in areas of high visibility, they shall (where possible) be designed (including but not limited to camouflaged, placed underground, depressed, or located behind earth berms) to minimize their profile at the request of the director.</li> <li>2. The camouflage design may include the use of alternative tower structures should the director determine that such design meets the intent of this section and the community is better served thereby.</li> <li>3. All WCFs, shall be constructed out of or finished with non-reflective materials (visible exterior surfaces only).</li> <li>4. Maximum height for WCFs shall be based on limits set forth in Table 9.1. above, except if they are structures, they shall comply with building height limits (e.g., for a silo).</li> </ol> <p><b>B. Collocation</b> WCFs shall be designed and constructed to permit the facility to accommodate WCFs from at least two wireless service providers on the same WCF unless the county approves an alternative design to the extent reasonably feasible based upon construction, engineering, and design standards. Collocation shall not be required when it would materially compromise the camouflage design intent of the WCF. Upon request by the director, the owner or operator shall provide evidence explaining why collocation is not possible at a particular facility or site.</p> <p><b>C. Lighting</b> WCFs shall not be artificially lighted, unless required by the FAA or other applicable governmental authority, or the WCF is mounted on a light pole or other similar structure primarily used for lighting purposes. If lighting is required, the county may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views. Lighting shall be shielded or directed to the greatest extent possible to minimize the amount of glare and light falling onto nearby properties, particularly residences.</p> <p><b>D. Noise</b> Noise generated on the site must not exceed the levels permitted by the county noise ordinance, except that a WCF owner or operator shall be permitted to exceed noise standards for a reasonable period of time during repairs, not to exceed two hours without prior authorization from the county.</p> <p><b>E. Landscaping and Fencing Requirements</b></p> <ol style="list-style-type: none"> <li>1. WCFs shall be sited in a manner that does not reduce landscaping required by the Land Use Code for the other principal uses on the property.</li> <li>2. Existing mature tree growth and natural landforms on the site shall be preserved to the maximum extent possible. In some cases, such as WCFs sited on large lots with an abundance of vegetation, including trees, natural growth around the site perimeter may be sufficient to buffer.</li> <li>3. No trees larger than four inches in diameter measured at four and one-half feet high on the tree may be removed, unless authorized by the director. To obtain such authorization the applicant shall show that tree removal is necessary, the applicant's plan minimizes the number of trees to be removed, and any trees removed are replaced at a ratio of 2 to 1. The county shall designate a tree caliper requirement for all replacement trees. Additional landscaping required by the county will be maintained at the expense of the owner of the WCF.</li> <li>4. Landscaping for concealed towers shall be compatible with the type of camouflage or concealment technique.</li> </ol>

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## Item# 4 Project Description Cont.

Element	Description
<p>Supplemental Review Criteria Article 9.4. Cont.</p>	<p>5. In Growth Management Areas (GMAs), excluding small cell facilities deployed in the right-of-way, all ground-based equipment must be screened by a solid fence or screen wall six feet in height as measured in accordance with this Code, and surrounded by a 30 percent opaque county landscape buffer around the perimeter of the enclosed area. Such area shall include a 60:40 mix of evergreen and deciduous trees. This requirement may be reduced or waived by the director in areas where the buildings or other structures provide a comparable or better screening effect. Existing landscaping within 10 feet of the perimeter of the enclosed area may be applied towards the minimum planting requirements, upon approval of the director. The planting area must be adequate to allow for appropriate spacing for mature growth for the tree species. In no case shall the planting area be less than 15 feet from the edge of the solid fence or screen wall. Where fencing for screening is required by the director the fencing or screening material shall meet the standard of the zone district in which the WCF will be located. In no case may fencing material primarily be wire or metal.</p> <p><b>F. Fire Protection</b> WCFs shall be sited and built to address International Fire Code standards for fire-detection and extinguishing systems, and if in a wildfire hazard area provide defensible space and adequate vehicle access for emergency equipment and possibly an approved water supply.</p> <p><b>G. Adjacent to Residential Uses</b> WCFs shall be sited in a manner that evaluates the proximity of the facility to residential structures. WCFs shall not be within 250 feet of any residential structure, unless it is demonstrated there is no other technically feasible alternative. When placed near a residential property, the WCF shall be placed adjacent to the common side yard property line between adjoining residential properties, such that the WCF minimizes visual impacts equitably among adjacent properties. In the case of a corner lot, the WCF may be placed adjacent to the common side yard property line between adjoining residential properties, or on the corner formed by two intersecting streets. If these requirements are not reasonably feasible from a construction, engineering or design perspective, the applicant may submit a written statement to the director requesting the WCF be exempt from these requirements.</p> <p><b>H. Residential Buildings</b> WCFs shall not be placed on buildings used principally for residential purposes.</p> <p><b>Article 9.4.3. Design Standards Specific to WCF Types</b> <b>A Design Standards for Facilities Attached to Base Stations</b></p> <ol style="list-style-type: none"> <li>1. Roof mounted WCFs, including the antenna, support structures and screening, shall not project more than 10 feet above the roof line of a building.</li> <li>2. WCFs shall be painted to match the building and shall be architecturally integrated with the building materials.</li> <li>3. If placed on a structure or building which is non-conforming due to setbacks or height, the addition of antennas or equipment must not increase the nonconformity.</li> <li>4. Facade mounted WCFs, including the antenna, support structures and screening, shall not extend above the top of the structure or the parapet wall, or, in the case of a pitched roof, above the fascia.</li> <li>5. WCFs attached to base stations shall utilize camouflage design techniques. If an antenna is installed on a structure other than a tower or alternative tower structure, such as a base station (including, but not limited to the antennas and accessory equipment) it shall be of a neutral, non-reflective color that is identical to, or closely compatible with, the color of the supporting structure, or uses other camouflage/concealment design techniques so as to make the antenna and related facilities as visually unobtrusive as technically feasible. Additionally, any ground-mounted equipment shall be located in a flush-to-grade underground equipment vault, unless otherwise authorized by the Director.</li> </ol>

# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Item# 4 Project Description Cont.

Element	Description
Supplemental Review Criteria Article 9.4. Cont.	<p><b>B. Design Standards for Alternative Tower Structures Not in the Right-of-Way</b> Alternative tower structures not in the right-of-way shall:</p> <ol style="list-style-type: none"> <li>1. Be designed and constructed to look like a building, facility, structure, or trees typically found in the area or other natural features.</li> <li>2. Be camouflaged/concealed consistent with other existing natural or manmade features in or near the location where the alternative tower structure will be located.</li> <li>3. Be architecturally compatible with the surrounding area.</li> <li>4. Be the maximum size needed to obtain coverage objectives while maintaining compatibility with the context and character of the surrounding area. Height or size of the proposed alternative tower structure should be minimized as much as possible.</li> <li>5. Be sited in a manner that evaluates the proximity of the facility to residential structures and residential district boundaries.</li> <li>6. Take into consideration the uses on adjacent and nearby properties and the compatibility of the facility to these uses.</li> <li>7. Be compatible with the surrounding topography and landscape.</li> </ol> <p><b>C. Design Standards for Towers</b></p> <ol style="list-style-type: none"> <li>1. Monopoles which taper from the base to the tip are preferred over lattice and guy towers with support, except in the O-Open zoning district where they may be appropriate if demonstrated to be less visually obtrusive.</li> <li>2. Towers shall be subject to any applicable FAA standards and county design approval processes.</li> <li>3. Tower structures should use existing landforms, vegetation, and structures to aid in screening the facility from view or blending in with the surrounding built and natural environment.</li> <li>4. All towers shall be enclosed by security fencing or wall and shall also be equipped with an appropriate anti-climbing device.</li> </ol> <p><b>D. Design Standards for Accessory Equipment and Transmission Equipment</b> Accessory equipment and transmission equipment for all WCFs shall meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. All transmission equipment and accessory equipment shall be grouped as closely as technically possible.</li> <li>2. Transmission equipment and accessory equipment shall be located out of sight whenever possible by locating within equipment enclosures. Where such alternate locations are not available, the transmission equipment and accessory equipment shall be camouflaged or concealed in a manner appropriate to the character of the site.</li> <li>3. Transmission equipment and accessory equipment shall be of a neutral, nonreflective color that is identical to, or closely compatible with, the color of the supporting structure or uses other camouflage/concealment design techniques so as to make the equipment as visually unobtrusive as possible, including, for example, painting the equipment to match the structure.</li> <li>4. Equipment enclosures shall be designed to be architecturally compatible. (See §9.4.3.B.1).</li> </ol> <p><b>E. Design Standards for Small Cell Facilities in the Right-of-Way</b> Small cell facilities in the right-of-way shall be designed and constructed to look like a facility or utility pole typically found in the right-of-way and shall comply with the following design standards:</p>

# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Item# 4 Project Description Cont.

Element	Description
Supplemental Review Criteria Article 9.4. Cont.	<ol style="list-style-type: none"><li>1. Collocations are preferred, and the number of poles within the right-of-way shall be limited as much as possible.</li><li>2. The master license agreement notes preferred locations for siting facilities on streets, support structures, and their general placement.</li><li>3. New facilities placed on new wooden poles is prohibited, unless authorized through the master license agreement.</li><li>4. Appearance<ol style="list-style-type: none"><li>a. With respect to a pole-mounted small cell facility, be located on, or within, an existing utility pole serving another utility</li><li>b. Be camouflaged/concealed consistent with other existing natural or manmade features near the location where the facility will be located;</li><li>c. With respect to a pole-mounted small cell facility, be located on, or within, a new utility pole where other utility distribution lines are aerial, if there are no reasonable alternatives, and the applicant is authorized to construct the new utility poles;</li><li>d. To the extent reasonably feasible, be consistent with the size and shape of the polemounted equipment installed by communications companies on utility poles near the facility;</li><li>e. Be sized to minimize the negative aesthetic impacts to the right-of-way and adjacent property;</li><li>f. Be designed such that antenna installations on traffic signal standards are placed in a manner so that the size, appearance, and function of the signal will not be materially altered, as determined by the county in its sole discretion;</li></ol></li><li>5. Ground Mounted Equipment<p>Be designed such that any ground mounted equipment shall be located in a manner necessary to address both public safety and aesthetic concerns in the reasonable discretion of the Director, and may, where appropriate and reasonably feasible based upon technical, construction, and engineering requirements, require a flush-to-grade underground equipment vault. Ground-based equipment may be located within the rights-of-way on a case-by-case basis, accounting for impacts of such equipment within the right-of way on the public health, safety, and welfare.</p></li><li>6. Non-Interference<ol style="list-style-type: none"><li>a. The alternative tower structure shall comply with the Americans with Disabilities Act (ADA) and every other local, state, and federal law and regulations.</li><li>b. The alternative tower structure shall not alter vehicular circulation or parking within the right-of-way or impede vehicular, bicycle, or pedestrian access or visibility along the right-of-way.</li><li>c. No alternative tower structure may be located or maintained in a manner that causes unreasonable interference. Unreasonable interference means any use of the right-of-way that disrupts or interferes with its use by the county, the general public, or other person authorized to use or be present upon the right-of-way, when there exists an alternative that would result in less disruption or interference. Unreasonable interference includes any use of the right-of-way that disrupts vehicular or pedestrian traffic, any interference with public utilities, and any other activity that will present a hazard to public health, safety, or welfare;</li></ol></li><li>7. Heights<ol style="list-style-type: none"><li>a. The small cell facility shall not be more than ten feet higher (as measured from the ground to the top of the pole) than any existing utility or traffic signal within 600 feet of the pole or structure.</li><li>b. Any such facility shall in no case be higher than 40 feet, unless such pole is already existing at a greater height.</li></ol></li></ol>



# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Item# 4 Project Description Cont.

Element	Description
Supplemental Review Criteria Article 9.4. Cont.	<p>c. Any transmission equipment placed on an existing tower shall not extend more than five feet above such pole. Small cell facilities attached to an electric distribution alternative tower structure may be located at the minimum height necessary to provide the safety clearance required by the electric utility if applicable.</p> <p>8. Spacing</p> <p>a. No new freestanding small cell facility shall be within 1,000 feet of another freestanding small cell facility in the right-of-way. These separation requirements do not apply to attachments made to existing alternative tower structures.</p> <p>b. The director may exempt an applicant from these separation requirements if (1) the applicant demonstrates through technical network documentation that the minimum separation requirement cannot be satisfied for technical reasons, or (2) the Director determines, when considering the surrounding topography; the nature of adjacent uses and nearby properties; and, the height of existing structures in the vicinity, that placement of a WCF at a distance less than 600 feet from another small cell facility will meet the intent of reducing visibility and visual clutter of small cell facilities to the extent possible.</p> <p>9. Other Equipment Equipment enclosures shall be located out of view as much as possible.</p> <p>10. Temporary Tower A temporary tower may be allowed for the purpose of maintaining or replacing an existing tower.</p>
Operation	<p>1. Total square footage of buildings used</p> <p>2. Any outdoor display or storage areas proposed</p>
Infrastructure	<p>1. Storm water detention or retention ponds and easements</p> <p>2. Existing and proposed utilities and easements</p>
Proposed Changes and Improvements	<p>1. Size (outer dimensions and area in square feet) of all new proposed buildings</p> <p>2. Proposed uses of all new buildings</p> <p>3. Proposed additions/uses to existing buildings and outdoor space</p> <p>4. Buildings being removed</p>
Traffic & Access	<p>1. Sight distance concerns at proposed access location</p> <p>2. Legal Access – Please Note: If the property does not gain direct access to a public right-of-way, please describe any existing easements that grant access to the property. (The applicant may be asked to demonstrate that they have the legal ability to use the existing access points and easements for the proposed use)</p> <p>3. Surface of access (gravel, asphalt, concrete, etc.)</p>

# ADMINISTRATIVE SPECIAL REVIEW PROCESS - WCF



## Reports & Plans

Traffic Impact Memo	<p>See Article 4.3.3. of the Land Use Code. A report prepared by a professional engineer to analyze the short and long term impacts of vehicular traffic associated with new development and identification of any improvements necessary to mitigate the impacts.</p> <ul style="list-style-type: none"> <li>• If property is within an established Growth Management Area (GMA), refer to Urban Area Street Standards, Chapter 4.</li> <li>• If property is not within an established Growth Management Area (GMA), refer to the Larimer Rural Area Road Standards.</li> </ul>
Drainage and Erosion Report and Plan (new site improvements)	A report prepared by a professional engineer that analyzes stormwater and water quality impacts associated with new development. Include a hydrologic analysis for peak flow rates of storm water entering, passing through, and leaving the site for the minor and major storm events. Refer to the Stormwater Design Standards for submittal requirements. See Article 4.3.4
Sewage Disposal Report (new construction only)	<ul style="list-style-type: none"> <li>• If public sewer: A letter from the Sanitation District committing to provide such service consistent with Article 4.3.5 of the Land Use Code shall be provided</li> <li>• If on-site sewage disposal: A description on how sewage treatment will be provided including a narrative and site drawing. See Article 4.3.5.A.2</li> </ul>
Fire Protection Plan	A written description addressing Section 4.3.6.G and water supply for proposed fire protection and a letter from the water district indicating water system flows and pressures
Water Supply Report	A letter from the Water District committing to provide such service consistent with Article 4.3.7. of the Land Use Code shall be provided.
Wetland Mitigation Report	See Article 4.4.2 of the Land Use Code.
Hazard Mitigation Plan	See Article 4.4.3 of the Land Use Code.
Hazard Materials Impact Analysis	<p>A written description answering the following questions:</p> <ul style="list-style-type: none"> <li>• What hazardous materials will be brought to the site?</li> <li>• What are the likely scenarios for a release of hazardous materials?</li> <li>• What will be done to keep the release from being a community risk?</li> </ul>
Wildfire Mitigation Report	See Article 4.4.3.M.
Wildlife Conservation Plan	See Article 4.4.4 of the Land Use Code.
Landscape Plan	See Article 4.7.7 and Article 1.0
Irrigation Facilities Plan	See Article 4.7.7 and Article 1.0
Site Lighting Photometric Plan	See Article 4.10. of the Land Use Code.
Soils Report	<p>A report prepared by a professional engineer to analyze soils and groundwater conditions for the design of individual on-site sewage disposal and pavement design for on-site and off-site improvements.</p> <ul style="list-style-type: none"> <li>• If property is within an established GMA, refer to Chapters 5 and 10 of the Urban Area Street Standards.</li> <li>• If property is not within an established GMA, Refer to Chapter 5 of the Larimer County Rural Area Road Standards.</li> </ul>
Water & Air Quality	See Articles 4.12 & 4.11 of the Land Use Code. Please explain how water & air quality will be maintained during construction.
Fugitive Dust Control Plan	See Article 4.11.5 of the Land Use Code
Manure & Pasture Management Plan	A written description of how manure and pastures will be managed to prevent odor, water quality, soil quality, ground cover and animal & human health issues.





# LAND USE APPLICATION

## Applicant Information

Applicant Name:

Applicant Company:

Address:

City:

State:

ZIP Code:

Telephone:

Email Address (required):

## Property Owner Information

Property Owner Name:

Property Owner Address:

City:

State:

ZIP Code:

Telephone:

Email Address (required):

## Property Owner Information

Property Owner Name:

Property Owner Address:

City:

State:

ZIP Code:

Telephone:

Email Address (required):

## Engineer/Surveyor Information (please list which profession)

Name:

Company:

Address:

City:

State:

ZIP Code:

Telephone:

Email Address (required):

Assessor's Parcel Number(s): \_\_\_\_\_

## SIGNATURES REQUIRED BY ALL PROPERTY OWNERS AND THE APPLICANT

I hereby certify that I am the lawful owner of the parcel(s) of land that this application concerns and consent to the action. I hereby permit county officials to enter upon the property for the purposes of inspection relating to the application. Building Permits will not be processed while this application is in process.

\_\_\_\_\_  
Property Owner(s) Printed Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner(s) Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner(s) Printed Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner(s) Signature

Date: \_\_\_\_\_

In submitting the application materials and signing this application agreement, I acknowledge and agree that the application is subject to the applicable processing and public hearing requirements set forth in the Larimer County Land Use Code (which can be viewed at [larimer.org](http://larimer.org) )

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

Date: \_\_\_\_\_

# **PRE-APPLICATION WORKSHEET**

Project Case Number: \_\_\_\_\_

Project Address (if available): \_\_\_\_\_

Assessor's Parcel Numbers (list all parcels that pertain to the project): \_\_\_\_\_

Pre-Application Conference Date: \_\_\_\_\_ Planner: \_\_\_\_\_

Pre-Application Conference attended by: \_\_\_\_\_

Proposed Request: \_\_\_\_\_

Plan Area (if applicable): \_\_\_\_\_

Lot Size(s): \_\_\_\_\_

Related Files: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

## **Setback Information:**

Zoning Setbacks: \_\_\_\_\_

Highway or County Road Setback(s): \_\_\_\_\_

Streams, Creeks, or River Setback(s): \_\_\_\_\_

Building Envelope: \_\_\_\_\_ Flood: \_\_\_\_\_

Plat Notes: \_\_\_\_\_

Utilities: Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ Fire: \_\_\_\_\_

Any Additional Information: \_\_\_\_\_

Development Review Process: \_\_\_\_\_ Application Review Phase: \_\_\_\_\_

Received By: _____	Date: _____	Sign Given: _____	Paid \$: _____	Check #: _____
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