



**Application for
Commercial Mobile Radio Service (CMRS)
Design Review for Small Cell 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: |

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. Project statement identifying the proposed CMRS facility and the telecommunication service to be provided by the proposed facility.
 - b. Narrative demonstrating that the CMRS telecommunications site is a necessary component of the applicant's overall communication network and communication plan for the community.
 - c. Whether the antenna is to be placed or installed on an existing utility pole or new pole.
 - d. 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.
 - e. Justification of the height for the proposed tower, if greater than 35'.
 - f. Evidence that the CMRS facility can accommodate collocation of new carriers.
 - g. Statement of how the facility is proposed to be screened using color, texture and architectural features.
5. A Design Plan that includes all of the information specified on the attached Design Plan Checklist.
6. A structural analysis must be performed on any existing utility pole before installation of new antennas, radio units, etc. and documentation provided to the City prior to approval of any CMRS permit.
7. Copy of Accepted Application for New Pole Attachment from the Electric Department.

8. CMRS Revocable Permit for small cell facilities, which must be approved by the Planning Department prior to placement of the small cell facility in any public right-of-way or on public property.
9. Permit for Excavation or Construction in the Public Right-of-Way which must be approved by the Engineering Department prior to placement of the small cell facility in any public right-of-way or on public property.
10. Indemnification statement in a form approved by the City Attorney.
11. CDOT right-of-way permit, if applicable.
12. A copy of the executed contract or cost estimate on the contractor's letterhead of the cost of materials and installation for the small cell facility.
13. Referral agency packets folded and assembled in **unsealed** manila envelopes addressed to appropriate referral agencies as specified in the Referral Matrix.

PROCEDURAL REQUIREMENTS:

1. The number of locations to be considered under this permit is no more than 10.
2. Applications for small cell CMRS facilities are administrative review pursuant to the procedure and review criteria in Chapter 17.44 including the review criteria in Section 17.556 Small Cell Facilities.

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 Applicant

Date

Signature of CMRS Provider

Date

PLANNING DEPARTMENT USE ONLY

Date Received: _____

Received By: _____

Fee Paid: _____

Complete Submittal? _____

www.fountaincolorado.org
719-322-2000, extension 1

**CITY OF FOUNTAIN
DESIGN PLAN CHECKLIST
SMALL CELL 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. Property Location/Address.
- 3. Name, address and telephone number of CMRS provider.
- 4. 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.
- 5. Date of preparation and subsequent amendments.
- 6. Scale (1" = 50' or larger) and a symbol designating true north.
- 7. Existing and proposed zoning.
- 9. Topographic contours at two-foot (2') intervals or less.
- 10. Design and location.
 - a. Elevation drawing that includes the specific type and material of the support structure and the design, size, height, diameter and configuration, proposed antennas and related equipment, the method(s) by which the antennas will be attached to the mounting structure, including the elevation of the antennas and related equipment, type and material.
 - b. Drawing that includes the specific type and material of the ground-mounted accessory equipment, including design, size, height, location and configuration. Ground-mounted accessory equipment in rights-of-way shall be located below ground level.
 - c. All free-standing CMRS facilities must be stealth design.
- 11. 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.
- 12. Materials and Specification for the type of equipment being used.
- 13. Location. Small cell facilities in the right-of-way shall be designed and located, in the reasonable judgment of the reviewing official or body, so as to not interfere with the safe movement of pedestrians and motor vehicles, or otherwise create a safety risk to the public. The design plan shall include:
 - a. Location of the encroachment and dimension in the right-of-way, distance from edge of roadway, setbacks from adjacent property lines.
 - b. Existing street and right-of-way widths for abutting street(s).
 - c. Location of adjacent ingress/egress (including private access ways).
 - d. Site distance from intersection(s).
 - e. Utility easements and existing utilities.
 - f. Is the installation of fibre optics, cable, etc. above ground or below ground?
 - g. Is antenna to be placed or installed on an existing or new wood or metal pole?

- h. Are the existing poles in the vicinity wood or metal?
 - i. Does the structure accommodate the additional space required that meets vertical clearance requirements in the National Electrical Safety Code (NESC)?
 - j. Are there existing trees and vegetation in the vicinity of the structure?
 - k. Is the structure placed in front of a residence or a business?
 - l. Is the installation of the structure on a property line or corner?
 - m. Is there existing/proposed sidewalk in the vicinity of the area of installation?
14. A photo simulation which illustrates “before” and “after” what the site will look like once the small cell facility and related 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.
15. Indemnification statement in a form approved by the City Attorney.
16. Signature blocks for property owner, telecommunication provider representative and Zoning Administrator for approval of the telecommunication design.
17. Additional documents required to accompany this application:
- a. Revocable Permit that includes a Surety Bond in an amount established by the City of Fountain.
 - b. All contractors are required to obtain liability insurance naming the City of Fountain in an amount established by the City of Fountain.
 - c. Receipt from the City of Fountain Electric Department for an Application for New Pole Attachment(s).
 - d. If within CDOT right-of-way, a copy of the CDOT permit is required with this application.
18. 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.