



City of Aspen Wireless Development Application Packet

Attached is an Application for review of Development that requires Land Use Review pursuant to The City of Aspen Land Use Code. Included in this package are the following attachments:

1. Application Fee Policy and Agreement to Pay Application Fees Form
2. Land Use Application Form
3. Wireless Supplement
4. HOA Compliance Form
5. Development Review Procedure

All Applications are reviewed based on the criteria established in Title 26 of the Aspen Municipal Code. Title 26 of the Aspen Municipal Code is available at the City Clerk's Office on the second floor of City Hall and on the internet at <http://www.cityofaspen.com/1223>, City Departments, City Clerk, Municipal Code, and search Title 26.

We require all applications on private property, and strongly encourage applications in the Right-of-Way, to hold a Pre-Application Conference with a Planner in the Community Development Department so that the requirements for submitting a complete application can be fully described. This meeting can occur in person or by phone or e-mail. Also, depending upon the complexity of the development proposed, submitting one copy of the development application to the Case Planner to determine accuracy, inefficiencies, or redundancies can reduce the overall cost of materials and Staff time.

Please recognize that review of these materials does not substitute for a complete review of the Aspen Land Use Regulations. While this application package attempts to summarize the key provisions of the Code as they apply to your type of development, it cannot possibly replicate the detail or the scope of the Code. If you have questions which are not answered by the materials in this package, we suggest that you contact the staff member assigned to your case, contact Planner of the Day, or consult the applicable sections of the Aspen Land Use Code.



Land Use Application Form

Project Name and Address: _____

Parcel ID #, if on Private Property (REQUIRED): _____

Location, if in Right-of-Way, include Lat/Long (REQUIRED): _____

Zone District: _____ Historic District? _____ Yes _____ No

Historic Building (Designated)? _____ Yes _____ No

Applicant:

Name: _____

Address: _____

Phone #: _____

Email: _____

Representative:

Name: _____

Address: _____

Phone #: _____

Email: _____

Property Owner:

Name: _____

Address: _____

Phone #: _____

Email: _____

Identification of Proposed Wireless Facility type (please select all applicable):

- My project meets the definition of "Small Cell Facility" pursuant to Land Use Code Section 26.505.030 (3 cubic feet)
- New Deployment of Small Cell Wireless Facility
- Collocation of Small Cell Wireless Facility. Collocation is defined in Land Use Code Section 26.505.030, and includes installation of a wireless facility on an existing structure.
- Eligible Facilities Request. Eligible Facilities Requests are defined in Land Use Code Section 26.505.030, and means a modification of an existing tower or base station that involves either the collocation of new transmission equipment, or the removal of transmission equipment, or the replacement of transmission equipment, and that does not substantially change the physical dimensions of the existing tower or base station.
- Non-Eligible Facilities Request Collocation
- New Deployment of non-Small Cell Wireless Facility
- My project is located in a Right-of-Way



Wireless Communication Facilities Shot Clock Table				
Small Wireless Facility - New Deployment	Small Wireless Facility - Collocation	Eligible Facilities Request	Non-Eligible Facilities Request Collocation	Non-Small Wireless Facility WCF - New Deployment
(E.g. a standalone monopole in the Right-of-way)	(E.g. a small wireless facility on an existing structure such as a traffic light)	(e.g. modification of transmission equipment on an existing tower or base station that does not “substantially change” the physical dimensions of the tower or base station)	(e.g. a request for installation of new transmission equipment on an existing tower or base station, but that would substantially change dimensions of the tower or base station)	(e.g. a new Tower)
90 days	60 days	60 days	90 days	150 days

Please describe the proposed wireless facility that is the subject of this application.

Please describe the current site on which the wireless facility is proposed, including any existing buildings or wireless infrastructure, as well as parcel boundaries. “Site” means the building or tower on which the Wireless Facility is proposed to be located.



Please provide the following information for all proposed facilities. Additional pages may be used if multiple wireless facilities are proposed.

- What is the proposed height of the proposed wireless facility from the point of attachment to the ground or building?

- What is the proposed cubic feet of the proposed wireless facility?

- What electric and internet connectivity requirements does the proposed facility have? Who are the utility providers of these services?

- Does this application involve any excavation or location of equipment outside the boundaries of the Site? (If so, please describe):

- Describe the number and dimension of any equipment cabinets.

- Describe the equipment type, model number and manufacturer specifications (ex. Dimensions and weight):

- Describe the noise levels from equipment to be installed (if applicable):



For all Eligible Facilities Requests, please provide the following additional information:

- Documentation of previous land use or building permit approval. Please provide all information documenting how the structure previously received land use approval for the existing facilities. Include the date(s) of land use approval, the Notice of Approval or other documentation for the land use approval, any permit numbers related to the construction of the facilities, and any conditions contained in the permit and/or land use approval. Existing Towers, Existing Support Structures, or Existing Base Stations are defined in the Land Use Code as those that have been previously reviewed and approved under the applicable zoning process in place at the time of their construction.

- Is this a collocation of new transmission equipment?
_____ Yes _____ No

- Is this a removal of existing transmission equipment?
_____ Yes _____ No

- Is this a replacement of existing transmission equipment?
_____ Yes _____ No

- What is the height of the existing structure? _____

- What will the height of the structure be after the collocation, removal, and/or replacement of transmission equipment from the point of attachment on the ground or building? If the infrastructure is roof mounted, provide a measurement from either the point of attachment or from the top of screening (if behind a parapet wall or screen).



Please indicate if the following applicable requirements have been met with the proposed facility.

- For all projects proposed on private property, all required Application Contents, as outlined in Aspen Land Use Code Subsection 26.304.030.B, are included, including specifically:
 - The completed HOA Form (attached)
 - Letter of Authorization from the Property Owner. This must be from the property owner, not a carrier.
 - Proof of ownership consisting of a current certificate from a title insurance company or attorney licensed to practice in the State of Colorado.
- The proposed WCF meets all Federal Requirements, including those of the FAA, FCC, and any other federal agency with the authority to regulate WCFs. A written statement explaining compliance is required. (See 26.505.040, Operational Standards)
- The design and siting of the WCF does not interfere with the normal operation of public safety communications, radio, television, telephone, or other communications services. A written statement from a qualified radio frequency engineer is required (See 26.505.040.C, Signal Interference)
- All required Application Items, as outlined in Aspen Land Use Code Subsection 26.505.060, *Application Contents*, are included in the application.
 - Plan Submittal Standards, meeting requirements of Title 29, Engineering Design Standards - Submittal Requirements Chapter 1, and showing the location of existing and proposed facilities and equipment to scale. This can be multiple sheets showing existing versus proposed.
 - Before and After pictures or other visual simulations.
 - Building Façade Elevations showing the location of the existing and proposed facilities and equipment, to scale.
 - Site Improvement survey, including topography, vegetation, utilities, utility services, easements, vacated rights-of-way, and any other requirements outlined in Title 29, Engineering Design Standards, stamped and signed by a registered land surveyor.
 - Landscape Plan, as applicable
 - Lighting Plan, illustrating how any lighting complies with the requirements of the City's Lighting Code (See 26.575)
 - A structural integrity report from a Professional Engineer licensed in the State of Colorado.
 - Evidence that efforts were undertaken to locate on an existing wireless facility.
 - Written documentation regarding site selection that demonstrates a good faith effort to meet the City's location preferences (See Section 26.505.070.B, Site Selection, for the listed preferences).



- Complete responses to all Design Standards, including those in Chapter 26.505.080, *Design Standards*, and the Design Standards adopted by the Community Development Director, as amended from time to time, pursuant to Subsection 26.505.080.J.5, *Director to adopt design standards*.

Building Permit / Right-of-Way Application Requirements.

The documents listed below are required, based on the specific type of facility that is proposed. All documents are required as part of the initial land use application submission.

Building permit requirements for roof-mounted appliances:

- Completed building permit application packet
- A letter, signed and stamped by a structural engineer, verifying that the building can handle the additional load of the proposed units
- Existing and proposed scaled drawings
 - o Proposed drawings must show compliance with 2015 IMC Section 306 and 2015 IBC Section 1015.6

Building permit requirements for free-standing towers:

- Completed building permit application packet
- A letter, signed and stamped by a structural engineer, verifying that the building can handle the additional load of the proposed units
- Existing and proposed scaled drawings
 - o Proposed drawings must show compliance with 2015 IMC Section 306 and 2015 IBC Section 1015.6
- A narrative or spec sheet describing the materials and construction methods of the proposed structure
- Signed special inspection agreement, if applicable
- Completed Construction Mitigation Plan, if triggered, refer to Title 29 for thresholds

Right-of-Way permit requirements refer to Title 21 for any work in the right-of-way:

- Completed right-of-way application packet
- A copy of a valid Maintenance Bond
- Professionally drawn detailed Traffic Control Plan (TCP)
- A narrative or spec sheet describing the materials and construction methods of the proposed structure
- A letter, signed and stamped by a structural engineer, verifying that the proposed pole / structure can handle the additional load of the proposed facilities
- A letter stating fiber and electric capacity exists for the proposed wireless facility
- Separate 14 Day Written Notification in the form of a right-of-way application, submitted electronically, to City Engineering Department prior to start of right-of-way work for each individual facility. This will include the approved TCP, valid and updated Maintenance Bond, and approved site plan(s).
- Completed Construction Mitigation Plan

Electric Permit Requirements

- Completed Electric permit application packet

For Internal Use:

- ___ Date of Application Received
- ___ Date of Completeness Review
- ___ Date Deemed Complete
- ___ Date of applicable review timeline

recommendation on the land use request and draft a memo to the reviewing board(s). Staff will supply the Applicant with a copy of the Planning Staff's memo approximately 5 days prior to the hearing. The public hearing(s) will take place before the appropriate review boards. Public Hearings include a presentation by the Planning Staff, a presentation by the Applicant (optional), consideration of public comment, and the reviewing board's questions and decision.

6. **Issuance of Development Order.** If the land use review is approved, then the Planning Staff will issue a Development Order which allows the Applicant to proceed into Building Permit Application.

7. **Receipt of Building Permit.** Once you have received a copy of the signed staff approval, you may proceed to building permit review. During this time, your project will be examined for its compliance with the City's Adopted Building Codes. It will also be checked for compliance with applicable provisions of the Land Use Regulations which were not reviewed in detail during the one step review (this might include a check of floor area ratios, setbacks, parking, open space and the like). Fees for water, sewer, parks and employee housing will be collected if due. Any document required to be recorded, such as a plat, deed restriction or agreement, will be reviewed and recorded before a Building Permit is submitted.

