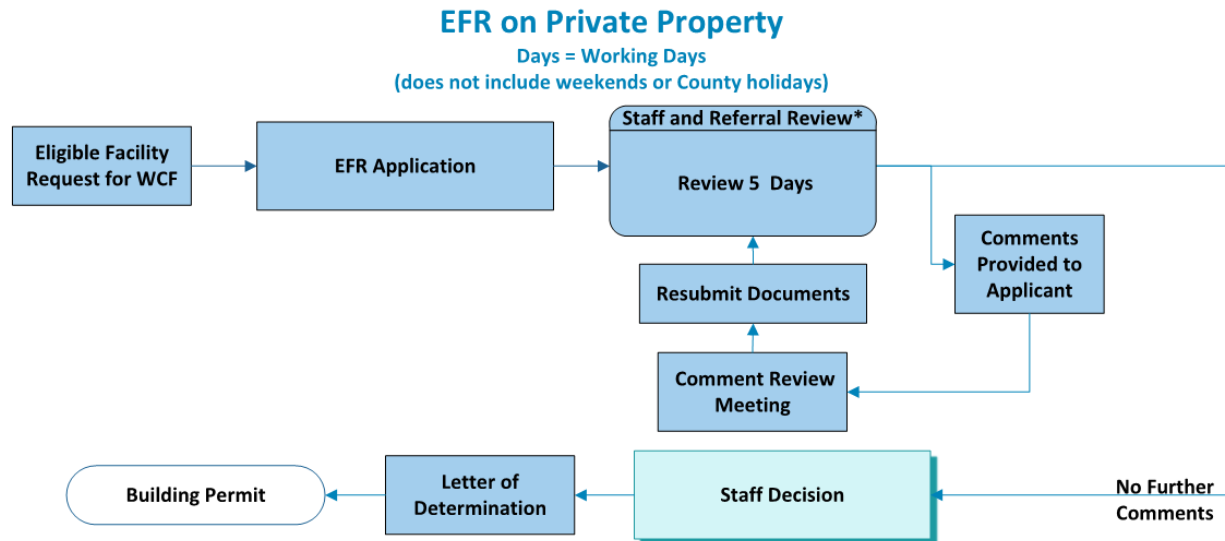


2-8 Wireless Communication Facilities (WCF)

Wireless Communication Facilities (WCF) can be located on private property or in public right-of-way. WCF requires review and approval by staff, with consideration given to comments received at the required neighborhood meeting, where applicable. Section 5-3.8 of the Land Development Code (LDC) outlines the approval processes, which are summarized in the accompanying flowcharts.

2-8.1 WCF ON PRIVATE PROPERTY - ELIGIBLE FACILITY REQUESTS (EFR)

The approval process for an EFR of WCF on private property is summarized in the flowchart below and is described in more detail in Section 5-3.8 of the Land Development Code. The 30-day shot clock begins upon receipt of the EFR Application and is paused when the applicant receives staff comments requesting additional information on their application materials. Upon Staff Decision, a Letter of Determination is sent to the applicant. If it is determined that an application does not meet the requirements for an Eligible Facility as per FCC regulations, the applicant then proceeds to 2-8.2 Non-Eligible WCF process for review.



To determine if you qualify for an Eligible Facility Request (EFR) to expedite review process, (see LDC 5-3.8.B.2. Review Process for Eligible Facility Request). Under Section 6409 of the Spectrum Act and Federal Communications Commission (FCC) rules, this EFR request must be approved administratively if the proposed modification qualifies as an eligible facilities request that does not exceed the FCC *substantial change thresholds* for towers not located in the right of way.

A. SUBMITTAL MATERIALS (EFR)

1. EFR Determination Form and Submittal documents
2. Submittal Fees
3. Letter of Eligible Facility Request or project narrative that outlines the FCC's six "substantial change" thresholds and how the proposed modifications to your project facility meets these thresholds.
4. Please include the original case number for this facility along with your request.

B. WCF SITE PLAN AND EXHIBITS

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1. **Plan Format**

All plans will be 11" x 17" (for areas less than one acre) or 24" x 36" (for areas greater than one acre or if required by staff) format. No plans shall contain copyright restrictions or public use restrictions.

2. **Cover Sheet**

The cover sheet shall have Site Name, Project Information, Project Description, Vicinity Map, Site Photo, Sheet Index, Project Team, Denote Original Case number bottom left corner.

3. **Second Sheet shall depict Elevations of existing facility.**

4. **Third Sheet shall depict Elevation drawings of the proposed facility**

This shall include ground-based equipment and associated screening, fencing, landscaping, lighting, and other improvements related to the facility, showing specific materials, placement, and colors.

5. **Clouding**

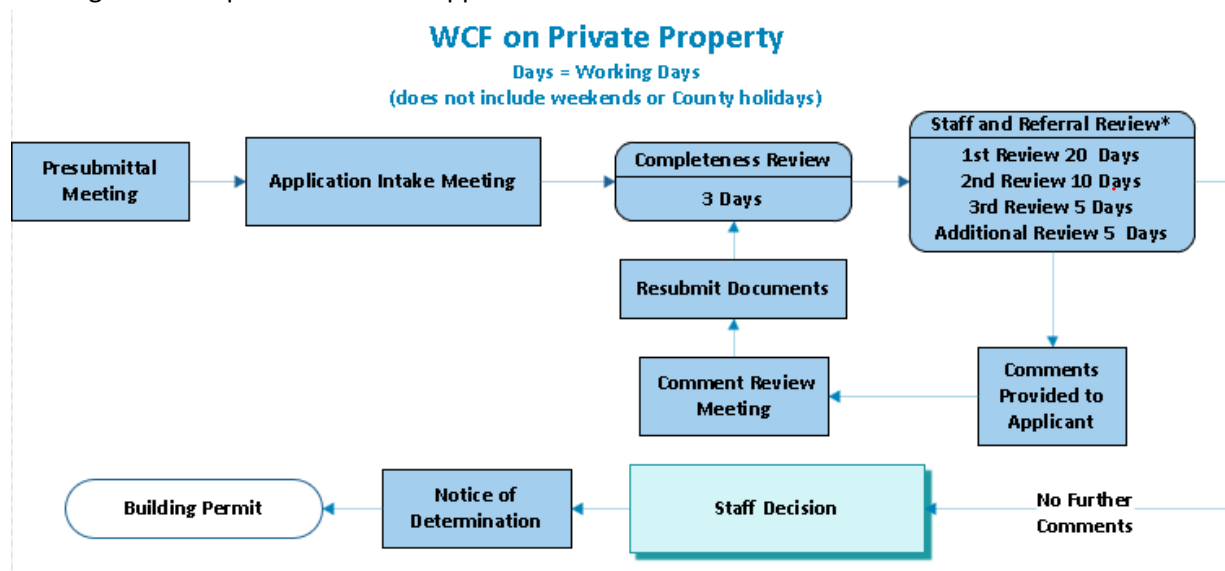
All amendments to the plan shall be identified and denoted with clouding.

6. **Photo-realistic Simulations**

Photo sims or photo realistic renderings of the site before and after construction, demonstrating the true impact of the facility on the surrounding visual environment. The Planning Division Manager may request such exhibits from specific vantage points.

2-8.2 **Wireless Communication Facilities on Private Property – Non EFRs**

FCC's shot clock order (90 days for collocation applications and 150 days for all other siting applications), will begin to run upon the date the application is first submitted.



A. **SUBMITTAL MATERIALS**

Applications for proposed WCF, and additions or modifications to existing facilities, must include the following:

1. Completed Land Development Application:
https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.

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4. Letter of intent or project statement that outlines the details of the proposed facility. Include proposed facility height and setbacks, underlying zoning, maximum height allowed in zone district, setbacks in zone district, area of all ground-based equipment and applicable screening for such equipment, other landscaping and screening information, and any other relevant information. Such letter should include information regarding the intent to remove the facility at the expense of the facility and/or property owner if it is abandoned, as provided in the LDC (abandonment).
5. If the facility is located within 500 ft. of a residentially zoned property provide a letter to “interested parties” and mailing addresses and vicinity map of all interested parties within 100 ft. buffer.
6. Completed Carrier Acknowledgement Form. The Carrier Acknowledgement Form is intended to provide evidence that the applicant has read the County’s Land Development Code Regulations and, to the best of their knowledge, the application is in compliance therewith.
7. Other Information:
 - a. A report describing the facility and the technical, economic, and other rationale for its design and location; the need for the facility and its role in the network; and the capacity of the structure, including the number and type of antennas it can accommodate.
 - b. The FAA response to the notice of proposed construction or alteration (FAA Form 7460 - 1 or equivalent), if the facility is located within an Airport Influence Area.
 - c. Documentation detailing responsibility for maintenance of landscaping, screening and the replacement of dead landscaping.
 - d. The Planning Division Manager may request additional copies of any submittal item for review by other agencies.
8. Facility Inventory
The first application in a calendar year (January through December) for a proposed WCF by a provider must include an inventory of all the provider’s existing and approved facilities within Arapahoe County, and one mile beyond the county border. Such inventory shall include the location and type of facilities.
9. Site Plan and Exhibits per Section B below.

B. WCF SITE PLAN AND EXHIBITS

1. Site Plan showing:

- a. Lease area;
- b. On-site land uses and zoning;
- c. Adjacent roadways;
- d. Parking and access;
- e. Areas of vegetation and landscaping to be added, retained, replaced or removed;
- f. Setbacks per zoning;
- g. Setbacks from property lines;
- h. Screening and/or fencing; and
- i. The location of the facility, including all related improvements and equipment.
- j. Landscaping -- A schedule for the installation of landscaping and screening, if applicable.

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- k. Vicinity Map showing adjacent properties (including all adjacent zoning), general land uses, and road-ways:
 - i. Within 500 feet of a proposed attached antenna site; and
 - ii. Within a distance of (tower height × twenty) feet of a proposed WCF.

2. Elevation drawings of the proposed facility

This shall should include ground-based equipment and associated screening, fencing, landscaping, lighting, and other improvements related to the facility, showing specific materials, placement, and colors.

3. Photo Sims

Photo-realistic renderings or photo simulations of the site before and after construction, demonstrating the true impact of the facility on the surrounding visual environment. The Planning Division Manager may request such exhibits from specific vantage points.

4. General Notes

Any Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the plan as described in Part 4: of this Manual.

5. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section.

2-8.3 WCF IN PUBLIC RIGHT-OF-WAY

WCF may be located in public rights-of-way in accordance applicable state and federal law and pursuant to the procedures and design standards set forth in Chapter 14 of the Arapahoe County Infrastructure Design and Construction Standards. WCF may be allowed as attached facilities to an existing traffic signal light pole, street light standard, utility pole, or other vertical infrastructure, or on a replacement traffic signal light pole, street light standard, utility pole, other vertical infrastructure or new poles as provided in the Infrastructure Design and Construction Standards. Applicant will be referred to Engineering.

A. SUBMITTAL REQUIREMENTS

Applications for proposed CMRS WCF facilities in public right-of-way, and additions or modifications to existing facilities, may include up to five (5) locations on an individual application. Applications must include the following:

1. Completed Land Development Application:
https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. Letter of Intent or project statement that outlines the details of the proposed facility. Include proposed facility height and setbacks, underlying zoning, maximum height allowed in zone district, setbacks in zone district, area of all ground-based equipment and applicable screening for such equipment, other landscaping and screening information, and any other relevant information. Such letter shall include information regarding the intent to remove the facility at the expense of the carrier or property owner (excluding the County) if it is abandoned, as provided in the LDC (abandonment).

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5. The applicable License Agreement as described in Chapter 14 of the County's Infrastructure Design and Construction Standards.
6. For any wireless communication facility proposed on any County owned structure, the appropriate engineering plans and specifications as described in Chapter 14 of the County's Infrastructure Design and Construction Standards.
7. Clear Zone Analysis as described in Chapter 14 of the County's Infrastructure Design and Construction Standards.
8. Other information as may be required by Engineering Services.
9. Plan set exhibit(s) per Section B below.

C. WCF PLAN SET

The plan set shall be prepared in accordance with Chapter 14 of the Infrastructure Design and Construction Standards.