



SUBMITTAL CHECKLIST FOR WIRELESS COMMUNICATIONS FACILITIES APPLICATIONS

City of Greenwood Village
Community Development Department
6060 S. Quebec Street
Greenwood Village, CO 80111

Phone: (303) 486-5783; Email: comdev@greenwoodvillage.com

*** A pre-application consultation with Planning Staff is strongly encouraged, prior to submittal, to determine if your project is eligible for administrative approval or requires City Council approval.**

I. APPLICATION CLASSIFICATION

A. For applications that seek administrative approval, provide the following:

- Completed Building Permit Application** (due at the time of application submittal), form located at: (<https://greenwoodvillage.com/DocumentCenter/View/178/Building-Permit-Application?bidId=>)
- Wireless Communications Facility Submittal Review Fee of \$1,000 per site**
Must be paid at time of application for submittal to be deemed complete.
- Building Permit Fees** (Must be paid at time of permit issuance. Fees are based on project valuation.)
- Relevant items under both Zoning Review (Section II) and Building Permit Review (Section III) are required for a submittal to be deemed complete.**

For electronic submittal, please email all documents to comdev@greenwoodvillage.com. For hard copy submittal, provide two (2) hard copies (11x17 plans) and one (1) electronic copy of each item to the Community Development Front Counter. Payment can be provided via phone at 303.486.5783.

B. For applications that require City Council approval, the following should be provided at the time of application submittal for the submittal to be deemed complete:

- Development Application** (form at: <https://greenwoodvillage.com/1269/Planning-Development-Review>)
- Wireless Communications Facility Development Application Review Fee of \$2,000 per site, plus a Retainer Deposit for External Consultant Review of \$2,500.**
- Relevant items under the Zoning Review (Section II) only.**

Please submit two (2) hard copies and one (1) electronic copy of each item to the Community Development Department. Payment can be provided via phone at 303.486.5783.

II. ZONING REVIEW

- Signed and Completed Submittal Checklist for Wireless Communications Facilities**
- Proof of Ownership for proposals on private property**
Current title commitment within the past 90 days.
- Letter of Authority**
From property and/or utility structure owner authorizing applicant to submit on owner's behalf and acknowledging approval of the proposed project.
- Written Proposal Statement**
Detailed description of how the proposed facility will comply with the applicable design standards in Land Development Code Article 23 and the Small Cell Infrastructure Design Guidelines, if applicable.
- Photographic Simulations**
Show the existing and proposed facility and any structure on which it will be mounted. Simulations should be provided from all directions that the equipment would be viewed from, if screening were not in place.
- Structural Analysis Report**

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- Site Plan**
Label sectors and use consistent nomenclature and labeling of equipment throughout plan set.
- Building Elevations from Building Sides**
Include total building heights, top of roof, parapet / penthouse, and equipment screening heights. Indicate the direction of view for each elevation on the site plan. Label each sector shown on the elevations.
- Design Drawings**
Detailed drawings of the structural design and antenna specifications, including weight load calculations.
- Landscape Plan (if applicable)**
- Denver Technological Center Architectural Control Committee (DTC ACC) Letter of Approval**
Required for facilities located within the Denver Technological Center.
- FAA Approval (if applicable)**

III. BUILDING PERMIT REVIEW

- Plan Views of Equipment and Surrounding Construction**
Show rated walls, as required by IBC Table 509, Incidental Uses and Schedules.
- Building Type** (Type I, II, A, B, etc.) (for building-mounted equipment)
- Penetration Fire-Stop System Used and Cutsheet** (If a rated wall, floor, or ceiling is penetrated.)
- Wet Stamped Electrical Drawings**

IV. APPLICATION QUESTIONNAIRE

1. **This project is for:** _____ **(Provider)** _____ **(Address)**
- New freestanding facility location (no previous equipment by any provider)
 - New facility location, collocated on existing pole or building (no previous equipment by any provider)
 - Additional equipment at an existing facility of any kind (collocation)
 - Modification (removal / replacement) of equipment at an existing facility location or structure
2. **What type of mounting does this application propose to use?**
- Pole-mounted Building-mounted Freestanding Small Cell Facility Tower

Question	Yes	No
3. Will this application “substantially change” an existing facility as defined in LDC Section 16-23-80?		
4. Is the application considered an eligible facilities request under Section 6409 of the Middle Class Tax Relief Act of 2012?		
5. Is this application for placement of facilities or equipment in a right-of-way?		
6. Has all equipment at this location been in continuous use for the past 180 days?		

V. APPLICANT ACKNOWLEDGMENT

I, _____ state that the above-referenced documents, plans, reports, and information have been provided pursuant to the submittal requirements of the City of Greenwood Village. I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application. Further, I understand timelines for the completion of the application process will begin once a complete application is reviewed by the City of Greenwood Village.

SIGNATURE _____ DATE _____