



**Planning & Development**  
11701 Community Center Drive  
Northglenn, CO 80233  
P: 303-450-8739  
F: 303-450-8708  
[northglenn.org](http://northglenn.org)

# WIRELESS SERVICE FACILITIES

## Application Guide

### OVERVIEW

The purpose of the City of Northglenn Wireless Service Facilities (WSF) regulations are to allow the location of WSFs in the City while protecting the public health, safety, and general welfare of the community. WSFs are facilities associated with data and telecommunication services, including commercial mobile services, commercial mobile data services, unlicensed wireless services, and common carrier wireless exchange access services, as defined by federal law and regulations. The City's WSF regulations were adopted pursuant to the Telecommunications Act of 1996 and subsequent state and federal requirements. The City encourages the co-location of WSF, where possible. This application guide is intended to outline the City's requirements for WSFs and their subsequent entitlement review. ***Please note that the approval of a WSF Application does not constitute approval from the Building Department, Fire Department or other applicable agency codes or requirements.***

### SUBMITTAL REQUIREMENTS

A WSF application shall be submitted directly to the Planning and Development Department. You may submit application in person to the permit counter or via email at [development@northglenn.org](mailto:development@northglenn.org). The following information must be submitted to the Planning and Development Department to commence review:

- Completed **Application** (see attached).
- A **Letter of Consent** from the property owner or other applicable agreement, if the proposed facility is on land/structure not owned by the WSF provider.
- Written **Project Narrative** that describes the overall project. Please include a description of how the proposal specifically meets the applicable definitions, standards for all WSFs, and criteria for the specific type of WSF proposed as outlined in Article 55 of the Zoning Ordinance.
- A **Site Plan/Landscape Plan** that shows the location of any proposed WSF and support equipment.
- Detailed **Elevations** of the proposed WSF and support equipment.
- Complete **Photo Simulations** of the proposed WSF and support equipment.
- A **Fee** in the amount of \$150.00, plus an additional \$50 for each additional facility if part of a consolidated application.
- Any **Additional Information** required by the Director of Planning and Development pertinent to the approval of the application.

### PROCESS

- Although not required, a pre-application meeting may be scheduled to facilitate review of WSF applications. Please contact the Planning Division for details on scheduling a pre-application meeting at [development@northglenn.org](mailto:development@northglenn.org) or by calling 303-450-8739.
- A complete application shall be submitted to the City's Planning Division in accordance with the provisions of Section 11-55-7. For small cell facilities applications, only one consolidated application is required for multiple facility locations.
- Written notice will be provided within 30 days of receipt of an initial application if an application is incomplete. This notice will include a complete listing of all missing documents or information. If an application is incomplete after a subsequent submittal the written notice will be provided within 10 day of receipt of the submittal.



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- The City will conduct a review of the WSF application for compatibility with all applicable requirements outlined in Article 55 of the Zoning Ordinance. An application for a WSF shall be approved or denied by the City within 60 days of the date of the City's receipt of a complete application; additional time may be approved if agreed upon by the City and the applicant.
- Review of WSF applications is administrative as provided in Article 55 of the Zoning Ordinance. The City may review, approve or approve with conditions any WSF application upon review for compliance with all applicable provisions related to WSFs.
- A separate Building Permit may be required to ensure compliance with applicable building codes. To verify if a Building Permit is required for your project, contact the City's Building Division at [building@northglenn.org](mailto:building@northglenn.org) or by calling 303-450-8745.
- North Metro Fire Rescue conducts separate review for compliance with the fire code. To verify if separate approval is required for your project, contact NMFRD directly at 720-887-8217.

### **CODE REQUIREMENTS**

Wireless Service Facilities Applications are subject to the requirements of Article 55 of the City of Northglenn Zoning Ordinance (Chapter 11 of the Municipal Code). You can reference these provisions can through the City's Municipal Code: [www.northglenn.org/municode](http://www.northglenn.org/municode).



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# WIRELESS SERVICE FACILITIES

Application

## PROJECT INFORMATION

Site Address: \_\_\_\_\_

The proposed WSF is:  Freestanding  Building Mounted  Small Cell Facility  Micro Wireless Facility

## WSF PROVIDER

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## CONSULTANT (IF DIFFERENT THAN WSF PROVIDER)

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY OWNER(S) INFORMATION

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s)' Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

### **STAFF USE ONLY:**

Zoning: \_\_\_\_\_  Approved  Denied

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

Date Application Received:

Date Application Received:
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