



**Public Right of Way – (PROW)
Wireless Communications Facilities (WCFs)
Submittal Checklist**

State Plane Coordinates: Easting(X)		Northing (Y)	
Wireless Site ID No.			
Date of Master License Agreement approval:			

This checklist must accompany all initial applications (signed and dated by the applicant) and any changes/modifications must be initialed by city staff.

Required	Included	Submittal Item
X		Completed PROW WCF Application Form
X		Application fee
X		Signal interference letter
X		Approved permit from appropriate parties (CDOT, Xcel, etc.)
X		Applicant's narrative describing consistency and compliance with applicable codes and requirements (10-16) and the Small Cell Design Criteria Supplement.
X		An exhibit detailing existing utility or traffic signal height, width, and design within 500' of the proposed pole or structure.
X		An exhibit showing that the 600' minimum distance from other WCF equipment in the PROW is met.
X		Master License Agreement, Supplemental Site License, and applicable insurance documentation per the MLA
X		Plan set (24 x 36 inch) – Folded – 2 sets Scaled site plan, phot simulation, scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate qualified professions, showing the location and dimension of all improvements, including information concerning topography, radio frequency coverage, tower height, adjacent uses, drainage, and other information deemed by the Director to be necessary to assess compliance with this 10-16 of the City's Zoning Ordinance.
X		Electronic copy (.pdf) of <u>ALL</u> submittal materials (thumb or flash drive)

Applicant Name: _____

Applicant Signature: _____ Date: _____