



# City of Boulder Planning & Development Services

Phone: 303-441-1880 | Web: boulderplandevlop.net

## Wireless Communications Facilities Attachment to Administrative Review Application Form

A wireless communications facility is a facility used to: (1) provide personal wireless services as defined at 47 U.S.C. Section 332(c)(7)(C); or (2) wireless information services provided to the public or to such classes of users as to be effectively available directly to the public via licensed or unlicensed frequencies; or (3) wireless utility monitoring and control services. A wireless communications facility does not include a facility that is an accessory use. A wireless communications facility includes an antenna or antennas, including without limitation, directional, omni-directional and parabolic antennas, support equipment and their permitted supporting structure, but does not include the support structure to which the wireless communications facility or its components are attached if the use of such structure for the wireless communications facility is not the primary use. The term does not include mobile transmitting devices used by wireless service subscribers, such as vehicle or hand held radios/telephones and their associated transmitting antennas.

Wireless communication facilities are permitted within the City of Boulder as either a principal use on private property or as small cell facilities within the public right-of-way, subject to specific standards. An administrative review for a wireless communications facility includes the following review types:

1. Establishment of a new facility.
2. Modification to existing facility, including eligible facility requests and substantial changes to an eligible support structure.
3. Collocation for new carrier at existing facility, including mounting or installation of transmission equipment on an eligible support structure.

### **Small Cell Facilities within the Public Right-of-Way**

Wireless communications facilities are permitted in the public right-of-way as small cell facilities on existing or replacement traffic light poles, street lights, or other vertical infrastructure or as a new freestanding poles. Equipment vaults and other associated equipment must be installed underground in the right-of-way to the extent possible and consistent with state law. Small cell facilities are subject to height, siting, and design standards in Subsection 8-6-6.5(e), B.R.C. 1981. Multiple small cell facilities as part of the same network may be submitted as one application. The application fee covers two facilities within the city limits. Each additional facility included in the same application requires a \$100 fee.

### **Facilities on Private Property**

Antennas for a wireless communications facility on private property must be attached to either existing buildings or water towers. Freestanding facilities are not permitted. Antenna and transmission equipment are subject to the siting and design standards in Subsection 9-6-4(f), B.R.C. 1981. A separate application is required for each property.

### **Review Process**

To begin the review process, please submit a completed Administrative Review Application, the application fee (listed on the application), and the application requirements listed below. Applications for wireless communications facilities must be submitted in person at the Planning and Development Services Center (address above). Incomplete applications will not be accepted.

### **Architectural Inspections**

As a part of the city's Design Excellence Initiative, a new architectural inspection process has been created to ensure high quality outcomes in the built environment. This additional inspection will require that architectural details, including but not limited to items like screening for wireless antennas, have been constructed in a manner that is consistent with approved final documents.

## Application Requirements for Private Property

1. A completed [Administrative Review Application](#).
2. Application fee (due at time of application submission).
3. Property owner authorization letter.
4. Proof of agent authorization (to act on Carrier's behalf).
5. Completed Federal Shot-Clock Checklist.
6. **Written statement** describing the principal use of the building, the proposal, and how the proposal meets the review criteria of Section 9-6-4(f), "Wireless Communications Facilities". Each criterion must be addressed individually. See criteria excerpt below. If the applicant believes that the proposal qualifies as an "eligible facilities request" the applicant must state as such and indicate why in the written statement.  
*Note: If this application is an eligible facilities request, you must submit for building and electrical plan check at the same time as this application, or your application will not be considered to have been submitted.*
7. **Technical Plans or Construction Documents** signed and sealed by appropriate qualified professionals of the proposed installation(s) with new and existing equipment labeled, as applicable. The plans must be drawn to scale with a north arrow and include the following:
  - a. Vicinity map including the site and adjacent streets.
  - b. Site plan with north arrow and labeled sectors.
  - c. Detail drawings of each sector and equipment specifications.
  - d. Building elevations of all proposed installations which call out the building height, rooftop appurtenance/penthouse height, parapet wall height, and any existing and proposed antenna and transmission equipment.
  - e. Locations of all transmission equipment related to the facility, including antennas, radio transceivers, coaxial or fiber-optic cable, and regular and backup power supply.
  - f. Roof plans, if appropriate, showing the location of all transmission equipment and setback (in feet) of antennas and screening from nearest roof edges.
  - g. Detailed plans for the screening of antenna and other transmission equipment, including sample exterior materials and colors.
  - h. Attachment details.
8. Photographs of existing conditions and **photo simulations** of proposed installation(s) demonstrating architectural compatibility and screening method, with at least three (3) views of the facility. Include a map depicting where the photographs were taken. Unless unique circumstances dictate otherwise, photo simulations should be taken from pedestrian level surrounding the building and show the facility's relative size and visibility from adjoining properties and public rights-of-way. If no exterior visible work is proposed, photographs of the site may be substituted.

9. If the subject property has undergone a prior discretionary review (Site Review, PUD, PD, etc.), a concurrent **Standard Minor Modification** must be filed. Please see the [Administrative Review Application](#) and [Minor Modification Attachment](#) for specific application requirements.
  10. **Landmarks Approval (If applicable)**. Any facilities located on landmarked buildings or properties located within a historic district requires approval by the Landmarks Board prior to submittal of an administrative review application.
  11. Additional materials as requested at the time of staff review.
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## Application Requirements for Public Right-of-Way

1. A completed [Administrative Review Application](#).
2. Application fee (due at time of application submission).
3. If facility is proposed on existing vertical infrastructure, proof of owner authorization to attach to the infrastructure.
4. Proof of agent authorization (to act on carrier's behalf).
5. Completed Federal Shot-Clock Checklist.
6. **Written statement** describing how each small cell facility proposed meets the review criteria of Section 8-6-6.5, "Small Cell Facilities in the Public Right-of-Way Permits". Each criterion must be addressed individually. See criteria excerpt below. If the applicant believes that the proposal qualifies as an "eligible facilities request" the applicant must state as such and indicate why in the written statement.  
*Note: If this application is an eligible facilities request, you must submit for building and electrical plan check at the same time as this application, or your application will not be considered to have been submitted.*
7. **Inventory of existing sites**, to include a written narrative and map description of the carrier's existing or then currently proposed small cell facilities within the city, and outside of the city within one mile of its boundaries. In addition, the applicant shall inform the city generally of the areas of the city in which it believes small cell facilities may need to be located within the next three years. The inventory list should identify the site name, site address or general vicinity if no address is known, and a general description of the facility (i.e. rooftop antennas and ground mounted equipment). This provision is not intended to be a requirement that the applicant submit its business plan, proprietary information, or make commitments regarding locations of small cell facilities within the city. Rather, it is an attempt to provide a mechanism for the city and all applicants for small cell facilities to share general information to promote competition and collocation, assist in the city's planning process, and promote collocation by identifying areas in which small cell facilities might be appropriately constructed for multiple users.
8. **Technical Plans or Construction Documents** signed and sealed by appropriate qualified professionals of the proposed installation(s) with new and existing equipment labeled, as applicable. The plans must be drawn to scale with a north arrow and include the following:
  - a. If multiple facilities are requested (consolidated application with single permit), a **master siting map**, which includes the locations of all small cell facilities proposed with the application and an identification system for each site (site names, numbering, etc.). The map must clearly show the [100-year floodplain, conveyance, and high hazard zone](#) boundaries and regulatory [wetland and buffer area](#) boundaries as they relate to the proposed facilities.

- b. Detailed plan drawings for each facility, including the following:
    - i. **Large scale site plan** that includes adjacent streets, property lines, curb cuts, and uses of adjacent properties. Include the locations of all transmission equipment related to the facility, including antennas, radio transceivers, coaxial or fiber-optic cable, and regular and backup power supply. Include all existing and proposed features in the right-of-way and within 20 feet of facility on adjacent properties (landscaping, trees, bike racks, tree grates, parking meters, benches, awnings, signs, doors, lights, hydrants, fencing, manholes, fire hydrants, etc.). Include the setbacks to buildings and sidewalk clearance adjacent to the vertical infrastructure and facility, if applicable. Include any proposed tree removal locations.
    - ii. **Small scale site plan** that shows the proposed separation of the facility from all other wireless communication facilities and small cell facilities within the right-of-way. If a master siting map was not provided, the site plan must show the [100-year floodplain, conveyance, and high hazard zone](#) boundaries and regulatory [wetland and buffer area](#) boundaries.
  - c. **Elevation drawings** of proposed facility that call out the height of the vertical infrastructure, antenna(s), and all exposed elements from grade and clearance to sidewalk, if applicable. Include below grade equipment vaults and the locations of all transmission equipment related to the facility, including antennas, radio transceivers, coaxial or fiber-optic cable, and regular and backup power supply. Include the dimensions of each antenna enclosure and of all exposed elements.
  - d. Detailed plans for the screening of antenna and other transmission equipment, including equipment enclosures and vaults. Plans to include sample exterior materials, with material finish, and colors.
  - e. If placed on existing vertical infrastructure, engineering analysis demonstrating that the existing vertical infrastructure can support the additional loads created by the attachment(s).
  - f. If new or replacement vertical infrastructure is proposed, specifications and attachment details for the new pole.
  - g. If below grade equipment vaults are proposed, specifications on proposed vault and cover and plans showing the horizontal and vertical distances from all existing utilities, property lines, and easement boundaries. Include details on materials removed and/or replaced in the right of way (concrete, asphalt, masonry, or stonework, etc.).
  - h. Attachment details.
- 9. Photographs of existing conditions and **photo simulations** of proposed installation(s) demonstrating architectural compatibility and screening method. Include a map depicting where the photographs were taken. Unless unique circumstances dictate otherwise, photo simulations should be taken from pedestrian level and show the facility's relative size and visibility from adjoining properties and within public rights-of-way.
  - 10. If new or replacement vertical infrastructure is proposed, a report from a qualified and licensed professional engineer and/or statement from the manufacturer that describes the capacity for collocation.
  - 11. If a facility is proposed on an existing traffic signal, a letter from a qualified and licensed professional engineer certifying that the antenna installations will be placed in a manner so that the size, appearance, and function of the traffic signal will not be considerably altered.

12. Utility Company Acknowledgement Form.
13. **Landmarks Approval (If applicable).** Any facilities located within a historic district require approval by the Landmarks Board prior to submittal of an administrative review application.
14. Additional materials as requested at the time of staff review.

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*Note: If a facility is approved within the public right-of-way, the applicant must apply for and receive a separate [right-of-way permit](#). Right-of-way installations may not be constructed without (1) an approved wireless communications facility application, (2) an approved right-of-way permit, and (3) any applicable building permits.*

## Review Criteria – Wireless Communications Facilities

The code sections below are the criteria required to be addressed in the written statement, as described above. Refer to the [Boulder Revised Code, 1981](#) for the code language in its entirety.

### Section 9-6-4, “Specific Use Standards - Public and Institutional Uses.”

#### (f) Wireless Communications Facility:

- (1) Standards: A wireless communications facility is permitted as a principal use on a lot if the following conditions are met:
  - (A) The antenna for the wireless communications facility shall be attached to a principal building designed and constructed for a primary purpose other than supporting a wireless communications facility, except as authorized to be attached to water towers in Subparagraph (O).
  - (B) Architectural Compatibility: The antenna must be architecturally compatible with the building and wall, penthouse, or mechanical equipment enclosure on which it is mounted and designed and located so as to minimize any adverse aesthetic impact.
  - (C) Screening: The antenna shall be painted or fully screened to match as closely as possible to the color and texture of the wall, penthouse, or mechanical equipment enclosure on which it is mounted.
  - (D) Wall Mounts: The antenna shall be mounted on a wall of an existing building in a configuration as flush to the wall as technically possible to ensure both the functionality of the antenna and to minimize visual impact. The antenna and any associated screening shall not project above the wall on which it is mounted.
  - (E) Antenna Mounts on Roof Appurtenances: The antenna may be attached to an existing conforming penthouse or mechanical equipment enclosure which projects above the roof of the building. The antenna and any associated screening may not project any higher than the penthouse or enclosure (no increase in height is permitted) and must be mounted as flush to the existing penthouse or enclosure as technically possible to ensure both the functionality of the antenna and to minimize visual impact.
  - (F) Roof Mounts of Antennas and Transmission Equipment on Buildings Less Than Fifty-Five Feet Tall: On buildings fifty-five feet or less in height, an antenna and transmission equipment may be mounted on the roof if:
    - (i) The manager finds that it is not technically possible or aesthetically desirable to mount the antenna on a wall, penthouse, or mechanical equipment enclosure;
    - (ii) No portion of the wireless communications facility causes the height of the building to exceed the limitations set forth in Sections 9-7-1, "Schedule of Form and Bulk Standards," 9-7-5, "Building Height," and 9-7-6, "Building Height, Conditional," B.R.C. 1981;
    - (iii) No wireless communications facility covers more than ten percent of the roof area of a building, and the aggregate of any wireless communications facilities and any appurtenances do not exceed an aggregate of twenty-five percent of the roof area;
    - (iv) Roof-mounted antennas are completely screened from view by materials that are consistent and compatible with the building design, color, and materials; and



- (v) No portion of the wireless communications facility exceeds ten feet above the height of the existing building.
- (G) **Transmission Equipment Screening:** Transmission equipment other than antennas shall not be mounted to a building wall, penthouse or mechanical equipment enclosure and shall be designed and located to minimize any adverse aesthetic impact. Such equipment shall be invisible from view whenever possible, for example, by locating within the principal building, on the roof so as to be invisible from adjacent street and properties or behind parapet walls. When it is not possible to locate such equipment out of sight, it must be located to minimize its visibility and be designed to be screened from view by materials that are consistent and compatible with the building design, color, and materials without increasing the apparent height of the building. Where it is not possible to locate such equipment within or on the roof of the building, it may be located in ground mounted cabinets. Such ground mounted equipment shall, to the extent possible, be screened from view through undergrounding, design that is architecturally consistent with that of the building, or other design options, approved by the manager, that will blend the equipment with the surrounding setting and built environment, including but not limited to materials, colors, textures, and landscaping. When determining whether a certain location that minimizes adverse aesthetic impacts is possible, functionality of the equipment may be considered. All buildings, shelters, cabinets, and other accessory components shall be grouped as closely as possible.
- (H) **Site Review and PUD Approval:** If a proposed wireless communications facility is located on a building or lot subject to an approved planned unit development or site review, a minor modification to the approval is required prior to the issuance of a building permit. A minor modification is not required for eligible facilities requests.
- (I) **Historic Preservation Rules:** No wireless communications facility shall be permitted on property designated as an individual landmark or as part of a historic district, unless such wireless communications facility has been approved through the issuance of a landmark alteration certificate pursuant to Sections 9-11-13, "Landmark Alteration Certificate Application," 9-11-14, "Staff Review of Application for Landmark Alteration Certificate," 9-11-15, "Landmark Alteration Certificate Hearing," 9-11-16, "Call-Up by City Council," 9-11-17, "Issuance of Landmark Alteration Certificate," and 9-11-18, "Standards for Landmark Alteration Certificate Applications," B.R.C. 1981. A landmark alteration certificate is not required for eligible facilities requests.
- (J) **Exclusion of Competitors Prohibited:** No wireless communications facility owner or lessee or officer or employee thereof shall act to exclude or to attempt to exclude any other competitor from using the same building for the location of other wireless communications facilities.
- (K) **Co-Location of Facilities:** No wireless communications facility owner or lessee or officer or employee thereof shall fail to cooperate in good faith to accommodate other competitors in their attempts to use the same building for other wireless communications facilities. If a dispute arises about the feasibility of accommodating another competitor, the city manager may require a third party technical study, at the expense of either or both parties, in the discretion of the manager, based upon the relative fault of the parties, to resolve the dispute.

- (L) **Technical Standards:** No wireless communications facility owner or lessee shall fail to assure that the wireless communications facility complies at all times with the then-current applicable American National Standards Institute or Federal Communications Commission standards, whichever is more stringent, for cumulative field measurements of radio frequency power densities and electromagnetic fields. After installation, but prior to putting the wireless communications facility in service, each wireless communications facility owner shall provide a certification by an independent professional engineer to that effect.
- (M) **Interference with TV or Radio Signals Prohibited:** No wireless communications facility owner or lessee shall fail to assure that the wireless communications facility does not cause localized interference with reception of television and radio broadcasts as required by the Federal Communications Commission.
- (N) **Public and Residential Zoning Districts:** In the P, RR-1, RR-2, RE, RL-1, RL-2, RM-1, RM-2, RM-3, RH-6 and MH zoning districts, no person shall mount or maintain a wireless communications facility on a lot, parcel, or building containing a residential use.
- (O) **Water Towers:** Notwithstanding that a water tower may be considered an accessory building or use, antennas may be placed on water towers in compliance with the standards set forth in this subsection. No portion of any wireless communications facility shall extend above the height of the water tower walls. For the purposes of this subsection, *water tower* means a freestanding, aboveground, water storage facility, usually round or cylindrical in shape.

**Section 8-6-6.5, “Small Cell Facilities in the Public Right-of-Way Permits.”**

(e) Design Standards. Small cell facilities may be permitted within the public right-of-way, if all of the following standards are met:

- (1) Attached to Existing Facilities. Attachment of facilities on an existing or replacement traffic light pole, street light standard or other vertical infrastructure is encouraged. These facilities may be permitted provided that:
  - (A) The owner of the vertical infrastructure approves the use;
  - (B) The facility meets the compatibility design techniques to conceal the equipment, and the facility, either:
    - i. Does not exceed the height of the existing infrastructure on which it is mounted by more than ten feet; or
    - ii. Does not exceed the height limitations for principal buildings and uses in Chapter 9-7, “Form and Bulk Standards,” B.R.C. 1981, whichever results in a lesser height;
  - (C) Antenna installations on traffic signal standards are placed in a manner so that the size, appearance and function of the traffic signal will not be considerably altered; and
  - (D) Each antenna is located inside an enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet.

- (2) Freestanding Facilities. Where a new freestanding facility is proposed (that is not an attachment to existing infrastructure or a replacement pole), a freestanding small cell facility may be permitted, provided that:
- (A) The facility:
    - i. Proposes a new pole with an antenna that is architecturally compatible with the surrounding area through application of the compatibility requirements of this section; and
    - ii. Existing trees shall be preserved to the maximum extent possible in a manner that meets the requirements of Chapter 6-6, "Protection of Trees and Plants," B.R.C. 1981.
  - (B) The maximum facility height, including both vertical infrastructure and antenna, is not more than:
    - i. Thirty feet when the facility is within three hundred feet of a property of the P, RR-1, RR-2, RE, RL-1, RL-2, RM-1, RM-2, RM-3, RH-6 and MH zoning districts; and
    - ii. For all other zoning districts, the facility height does not exceed the height limitations for principal buildings and uses in Chapter 9-7, "Form and Bulk," B.R.C. 1981.
  - (C) Each antenna is located inside an enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet.
- (3) Compatibility Required. Compatibility techniques shall be used in the design and siting of small cell facilities. The compatibility techniques will minimize or eliminate the visual impact of such facilities to surrounding uses. A small cell facility shall utilize compatibility techniques by:
- (A) Utilizing or replacing existing permitted facilities (including without limitation, traffic signs, traffic signals, light poles or light standards) so that the presence of the small cell facility is not readily apparent;
  - (B) Integrating the equipment in an architectural feature of an existing structure;
  - (C) Integrating or attaching equipment to an outdoor fixture such as a traffic signal, light standard, utility pole or flagpole;
  - (D) Using a design which mimics or is consistent with the nearby natural or architectural features; and
  - (E) Being consistent with the size and shape of the pole-mounted equipment installed by communications companies on utility poles within three hundred feet of the facility.
- (4) Non-reflective Materials. The visible exterior surfaces of small cell facilities, such as poles, antennas, vaults and equipment enclosure structures shall be constructed out of or finished with non-reflective materials and shall be painted to match as closely as possible the color and texture of the vertical infrastructure on which it is mounted.

- (5) Equipment Vaults Below Grade. Except for the equipment that is expressly permitted above grade for a small cell facility, equipment vaults and other transmission equipment associated with the pole and antenna, shall be placed below grade when located within the public right-of-way. Such equipment may be placed above grade outside of the public right-of-way if compatibility techniques of this section are otherwise met.
  - (6) Multiple Users. To the extent practical, all small cell facilities shall be designed and constructed to permit such facility to accommodate at least two wireless service providers on the same facility.
  - (7) Separation. The facility shall be separated from all other wireless communication facilities and small cell facilities within the right-of-way by a distance of at least six hundred feet, unless the facility replaces an existing traffic signal, street light pole or similar vertical infrastructure.
  - (8) Residential Areas. When placed adjacent to a residential zoned property, the facility is placed within five feet of the common side yard property line between adjoining residential properties. In the case of a corner lot, the facility shall be placed within five feet of the common side yard property line between adjoining residential properties or on the corner formed by two intersecting streets.
  - (9) Lighting. No exterior lighting may be installed for the benefit of small cell facilities, unless required by the FAA or other applicable governmental authority or the small cell facility is mounted on a light pole or other similar structure primarily used for lighting purposes.
  - (10) Historic Preservation. Any small cell facility that is constructed in a historic district shall be required to get an alteration certificate pursuant to Chapter 9-11, B.R.C. 1981. The city manager is the approval authority for alteration certificates and will use the standards and criteria in Section 9-11-18, "Standards for Landmarks Alteration Certificate Applications," B.R.C. 1981.
  - (11) Public Safety. Any ground mounted equipment shall be located in a manner necessary to address both public safety and aesthetic concerns in the reasonable discretion of the city manager. The applicant shall demonstrate that the vertical infrastructure to which any equipment is fastened to can safely support such equipment.
  - (12) Sidewalk Clearance. Any encroachment on a sidewalk shall maintain a minimum clearance of eight feet vertically and horizontally of unobstructed pedestrian way. The requirements of this paragraph may be modified by the city manager if reasonable passage is provided on the sidewalk and the safety of pedestrians, bicyclists and motorists is not impaired.
  - (13) Unreasonable Interference with Traffic and Parking Prohibited. Small cell shall not alter vehicular circulation or parking within the right-of-way or impede vehicular, bicycle or pedestrian access or visibility along the right-of-way. All equipment installations shall comply with the Americans With Disabilities Act and every other local, state and federal law and regulation. No small cell may be located or maintained in a manner that causes unreasonable interference. Unreasonable interference means any use of the right-of-way that disrupts or interferes with its use by the city, the general public or other persons authorized to use or be present upon the right-of-way, when there exists an alternative that would result in less disruption or interference. Unreasonable interference includes any use of the right-of-way that disrupts vehicular or pedestrian traffic, any interference with public utilities and any other activity that will present a hazard to public health, safety or welfare.
- (f) Compliance with Other Laws. Small cell facilities shall meet the requirements of the city of Boulder Design and Construction Standards, the requirements of Chapter 8-5, "Work in the Public Right of Way and Easements," B.R.C. 1981, Title 10, "Structures," B.R.C. 1981, and all other applicable local, state and federal laws.

- (g) Abandonment and Removal. Any small cell facility in the public right-of-way that is not used for a period of six months or more shall be deemed to be abandoned. No small cell facility owner or applicant shall fail to remove a wireless communications facility that is abandoned or is unused for a period of six months. If the small cell facility owner fails to remove an abandoned facility at the request of the city manager, the city manager may remove the small cell facility and charge the costs to the small cell facility owner.
- (h) Exclusion of Competitors Prohibited. No small cell facility owner or lessee or officer or employee thereof shall act to exclude or to attempt to exclude any other competitor from using the same structure for the location of other antennas.
- (o) Indemnification. As a condition of the permit, the wireless service provider shall agree, at its sole cost and expense, to indemnify, hold harmless and faithfully defend the city, its officials, boards, commissions, commissioners, agents and employees against any claims, suits, causes of action, proceedings and judgments for damages or equitable relief arising out of the construction, maintenance or operation of its equipment authorized by this section. This will apply whether the act or omission complained of is authorized, allowed or prohibited by applicable law or a permit requirement, except in cases where liability is solely caused by the gross negligence of the person or persons covered by the indemnity.
- (p) Federal requirements. All small cell facilities shall meet the current standards and regulations of the FAA, the FCC and any other agency of the federal government with the authority to regulate small cell facilities. If such standards and regulations are changed, then the owners of the small cell facilities shall bring such facility into compliance with such revised standards and regulations within the time period mandated by the controlling federal agency.
- (q) Radio frequency standards. All small cell facilities shall comply with federal standards for radio frequency emissions.
- (r) Signal interference. All small cell facilities shall be designed and sited so as not to cause interference with the normal operation of radio, television, telephone and other communication services utilized by adjacent residential and non-residential properties; nor shall any such facilities interfere with any public safety communications.
- (s) Operation and maintenance. To ensure the structural integrity of small cell facilities, the owner of a small cell facility shall ensure that it is maintained in compliance with standards contained in applicable local building and safety codes. If upon inspection, the city concludes that a small cell facility fails to comply with such codes and constitutes a danger to persons or property, then, upon written notice being provided to the owner of the small cell facility, the owner shall have thirty days from the date of notice to bring such small cell facility into compliance. Upon good cause shown by the owner, the city manager may extend such compliance period. If the owner fails to bring such small cell facility into compliance within said time, the city may remove such small cell facility at the owner's expense.

# Federal Shot-Clock Checklist

Required for all wireless communications facility applications.

Street Address (or general location if not addressed): \_\_\_\_\_

- This project is:  New wireless communications facility where none currently exists.  
 New co-location for this carrier at an existing wireless communications facility.  
 Modification to this carrier's existing wireless communications facility at this site.

Will this project cause a "substantial change" to an existing facility?  Yes  No  N/A  
(As "substantial change" is defined in Section 9-16-1, Boulder Revised Code, 1981).

Is this an "eligible facilities request" under Section 6409(a) of the Spectrum Act?  Yes  No  
(As "eligible facilities request" is defined in Section 9-16-1, Boulder Revised Code, 1981).

Which federal "shot clock" applies to this application?

- 60-day "deemed granted" shot clock under Section 6409(a) of the Spectrum Act.  
 90-day shot clock under Section 332(c)(7) of the Communications Act.  
 150-day shot clock under Section 332(c)(7) of the Communications Act.  
 Other or none (explain) \_\_\_\_\_.

## STAFF USE ONLY

	Date
Application submittal:	
Notify applicant by:	
Requested information (toll clock):	
Corrections received:	
Must notify applicant by:	
Final decision:	

## UTILITY COMPANY ACKNOWLEDGEMENT

Please complete the following:

### CENTURYLINK

Contact: Kathy Dunbar at 303-441-7113, fax 303-441-6683  
1855 South Flatiron Court, Boulder, CO 80301  
[kathy.dunbar@centurylink.com](mailto:kathy.dunbar@centurylink.com)

I have reviewed the proposed encroachment plans and recommend \_\_\_\_\_ Approval    \_\_\_\_\_ Disapproval  
Comments:

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

### XCEL ENERGY

Contact: Donna George at 303-571-3306, fax 303-571-3524  
1123 West 3rd Avenue, Denver, CO 80023  
[Donna.L.George@xcelenergy.com](mailto:Donna.L.George@xcelenergy.com)

A statement will be provided on Xcel Energy letterhead in lieu of a signature

### COMCAST

Contact: Kevin Young at 720-281-8666, fax 303-603-5628  
8470 Umatilla Ave., Federal Heights, CO 80221  
[kevin\\_young@cable.comcast.com](mailto:kevin_young@cable.comcast.com)

I have reviewed the proposed encroachment plans and recommend \_\_\_\_\_ Approval    \_\_\_\_\_ Disapproval  
Comments:

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date