

Flowchart for Installation of Wireless Telecommunication Facilities

* Lease/License Agreement Process

Phone call/email from consultant

Staff makes initial determination of classification of application: private or public AND major, minor, or administrative

Proposal on Private Property

Proposal on Public Property

Major Development Application

Complete Pre-Application Process

Conduct neighborhood meeting

Submit Application to DRC with copy of executed lease

Completeness Determination

Submission of Revised Application

P/Z Review and Decision

Minor Development Application

Complete Pre-Application Process (if required)

Submit Application to DRC with copy of executed lease

Completeness Determination

DRC & Director Review

Submission of Revised Application

Director Action

Administrative Application

Complete and Submit Wireless Telecommunication Facilities Application Checklist

Staff review of Application Checklist and approval or denial. If denied, begin major or minor development application process

Major Development Application

Complete Pre-Application Process

Conduct neighborhood meeting

Execute License Agreement (* describes process)

Submit Application to DRC with copy of executed License Agreement

Completeness Determination

Submission of Revised Application

P/Z Review and Decision

Minor Development Application

Complete Pre-Application Process (if required)

Execute License Agreement (* describes process)

Submit Application to DRC with copy of executed License Agreement

Completeness Determination

DRC & Director Review

Submission of Revised Application

Director Action

Administrative Application

Complete and Submit Wireless Telecommunication Facilities Application Checklist along with existing license agreement

Staff review of Application Checklist including license agreement and approval or denial. If denied, begin major or minor development application process

Towers on City Property

Is the proposal for erection of a new tower on property owned by the City of Longmont? If yes, execute Tower Lease Agreement. Planner to direct applicant to appropriate contact.

Work with appropriate contact to complete Tower Lease Agreement:
TBD – Parks
Scott Snyder – Fire
TBD – Golf
Robert Francis - LPC

Prior to execution by City, submit to City Attorney for review and signature

Once approved by Attorney, obtain signature of department director and applicant

Once executed, City records original with City Clerk and copy to department, applicant, owner, and City Attorney

City Property/Structures (Not in PROW)

Is the proposal for a facility on an existing structure owned by the City of Longmont, but not in the PROW? If yes, execute Communications Site Lease Agreement. Planner to direct applicant to appropriate contact.

Work with appropriate contact to complete Communications Site Lease Agreement:
TBD – Parks
Scott Snyder – Fire
TBD – Golf
Robert Francis - LPC

Prior to execution by City, submit to City Attorney for review and signature

Once approved by Attorney, obtain signature of department director and applicant

Once executed, City records original with City Clerk and copy to department, applicant, owner, and City Attorney

City Structures in PROW

Is the proposal for a facility in the Public Rights-of-Way? If yes, execute Master License Agreement and Supplemental Site License

Work with PWRN (contact TBD) and LPC (Robert Francis) if on a light pole to complete Master License Agreement, Supplemental Site License, and Work in the ROW Permit

Prior to execution by City, submit to City Attorney for review and signature

Once approved by Attorney, obtain signature of department director and applicant

Once executed, City records original with City Clerk and copy to department, applicant, owner, and City Attorney