



SUBMITTAL CHECKLIST:

WIRELESS-TELECOMMUNICATIONS EQUIPMENT (NEW FACILITY) REVIEW

The following information is required to be submitted, unless waived, with all applications. Any item waived must be dated and initialed by a planner with the City of Fort Collins Community Development and Neighborhood Services Department.

- Application form, \$3,887.00 filing fee (plus .75 cents for each APO label), and \$50.00 sign posting fee. [Application Form.pdf](#)
- Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** [TDR Fees and Application.pdf](#)
- Two (2) lists of names and address of all owners of record of real property within at least 800' of the property lines for the parcel on which the project is proposed, exclusive of public rights-of-way. One (1) list typed on mailing labels and the other list a reproducible copy of those labels.
- Legal description of property** (2 copies) on 8 ½" x 11" sheet.
- Planning Objectives** (10 copies)
- Architectural Elevations** (5 copies – folded)
- Site Plan** (10 copies – folded)
- Utility Plans** (water tap plan – how will water be provided to site?) (6 copies – unfolded)
- Other information the Director may require:

****Note: This checklist is for a brand new facility including the pole and ground equipment.**