



Development Information Packet Telecommunications Facilities

This packet is designed to provide information on the review procedures, submittal requirements and the overall process used to approve a Telecommunications Facility for property in the City of Evans. This packet is not a complete summary of the City’s Municipal Code and development standards. We encourage applicants to review the requirements of Municipal Code, as approval of a request is based on compliance with those standards. The Code can be found on the City’s home page at:

www.evanscolorado.gov or www.municode.com/library/co/evans/codes/municipal_code.

Please allow ten (10) working days to allow for a determination of completeness of the application. This determination is made by the City Planner. If you have questions, please contact the City Planner.

City Planner

1100 37th Street, Evans, CO 80620-2036

Phone:(970) 475-1167

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lrichardson@evanscolorado.gov

Evans Customer Service

Phone: (970) 475-1170

Applications and Forms required that are included with this packet:

- Application Form
- Charge Back Agreement
- Telecommunications Facility Check List Items

Telecommunications Site Plan (18.06.070): A site plan shall be submitted to the Planning Department and contain the information shown on the checklist below. If the site is within the US-85 Overlay District, see additional standards in Section 18.08.100 of the Municipal Code.

APPLICANT NOTES:

**Telecommunications Facilities Site Plan
Application checklist**

Project:	
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18.06.090 (Telecommunications) of the Evans Municipal Code

The items below are required for a complete application, unless indicated as only required in certain circumstances. No review will begin for the application until all items required are provided. Acceptance of an application does not imply or guarantee approval by the City. Applicants are advised that this packet is not a complete summary of the City's Municipal Code, all Development Ordinances, etc. including the US85 Overlay Zone. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. *Where a specific number of copies is requested please provide that number, otherwise one copy is sufficient. All items should be provided in electronic form as well.*

Applicant Initials	Item	Staff Initials
	00-Application Form: Application form including signatures of all landowners of record. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	01-Application Submittal Checklist: An executed copy of this checklist is required.	
	02-Charge Back Agreement and fee: Provided by the City and signed by the Owner.	
	03-Fee: \$275.00 + Charge Back deposit amount as determined by City Planner.	
	06-Legal Description: Provide a legal description of the property in Microsoft Word.	
	07-Project Description: A narrative labeled "project description" that should provide sufficient detail to indicate the number, type and size of antenna that can be accommodated. A report shall include a description of any proposed telecommunications facility including height above grade, materials and color. Also, please describe plans for erosion control and revegetation of the area after installation is complete, if necessary.	
	10-Surrounding Property Owners List: List of the names and mailing addresses of all landowners within 500' of the annexation. The electronic copy must be in MS Excel format. Provide one (1) printed set of labels of this list, along with a printed and signed report from Weld County.	
	11-Telecommunications Facility Site Plan Drawings: The site plan should include at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> Title of project. <input type="checkbox"/> North arrow, scale (no greater than 1" = 50') and date of preparation. <input type="checkbox"/> Vicinity map showing aerial photos. <input type="checkbox"/> Address of project. <input type="checkbox"/> Legal description of property. <input type="checkbox"/> Total lot size & square footage of telecommunications area. <input type="checkbox"/> Existing structures and their use. 	

	<input type="checkbox"/> Proposed Telecommunications Structure: The plan shall identify the relative shape, size and location of all existing and proposed transmission structures, guy wires, anchors, warning signs, fencing and access restrictions. The distance from the proposed building or structure to adjacent lot lines, easements and adjacent structures.	
	11-Visual Mitigation (Landscape) Plan: All proposed landscaping and irrigation plans submitted for approval shall contain the following information: <ul style="list-style-type: none"> <input type="checkbox"/> A list of all proposed plant and landscape material including species, size and quantity and labeled on the plan <input type="checkbox"/> Scale, date and north arrow <input type="checkbox"/> Name and/or address of the project <input type="checkbox"/> Name and mailing address of the owner/developer <input type="checkbox"/> Signature of the owner/developer 	
	12-Engineer's Report: A report by a licensed professional engineer demonstrating compliance with applicable structural standards and the general structural capacity of the proposed facility.	
	13-Documentation: Include any other documentation the applicant believes supports the project.	

Applicant Certification & Signatures

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

Landowner Signature Date

Landowner Printed Name

Landowner Signature Date

Landowner Printed Name

Applicant's Agent Signature (If Different) Date

Applicant's Agent Printed Name