#### Flowchart for Installation of Wireless Telecommunication Facilities 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 Administrative Major Development Minor Development Administrative Major Development Minor Development Application Application Application Application Application Application** Complete Pre-Complete Pre-Complete Pre-Complete Pre-Complete and Complete and **Application Process Application Process Application Process Application Process Submit Wireless Submit Wireless** (if required) (if required) **Telecommunication** Telecommunication **Facilities Application Facilities Application** Conduct Conduct Checklist Checklist along with Submit Application to **Execute License** neighborhood neighborhood existing license DRC with copy of Agreement meeting meeting agreement executed lease ( \* describes Staff review of process) Application **Submit Application Execute License** Completeness Checklist and Staff review of to DRC with copy of Agreement Determination **Application** approval or denial. executed lease ( \* describes **Submit Application** Checklist including If denied, begin to DRC with copy of process) major or minor license agreement executed License **DRC & Director** development and approval or Completeness Agreement Review application process denial. If denied, Determination **Submit Application** begin major or to DRC with copy of minor development Completeness executed License Submission of Submission of application process Determination Agreement **Revised Application Revised Application** Completeness **DRC & Director Director Action** P/Z Review and Determination Review Decision Submission of Submission of

**Revised Application** 

P/Z Review and

Decision

**Revised Application** 

**Director Action** 

### \* Lease/License Agreement 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 PWNR (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

Updated May 29, 2019