



City Planning, 1800 Harlan Street, Edgewater, CO 80214

ELIGIBLE FACILITIES REQUEST CRITERIA CHECKLIST & APPLICATION

A modification to an existing wireless communications facility (WCF) that does not substantially change the physical dimensions of the WCF will be reviewed by the City as an Eligible Facilities Request (EFR). The process provides an expedited timeframe for review and possible approval of the modification, provided there are no substantial changes to the existing WCF, as defined by federal regulations. All of the following ten criteria must be met in order to be eligible for this process. If all of the ten criteria are met, an EFR Application (attached) must be submitted along with this checklist. If all of the ten criteria are not met, the project will not qualify as an EFR and an interested applicant should instead inquire about the Conditional Use (CU) process.

Criteria #1:

Is the modification:

	Yes	No
The Collocation of New Transmission Equipment		
The Removal of Transmission Equipment		
The Replacement of Transmission Equipment		

If you answered "Yes" to any of the above descriptions of the project, the modification may be eligible for an EFR. Please continue with the checklist.

Criteria #2:

Is the modification to an *Existing* facility?

	Yes	No
Tower		
Base Station		

Criteria #3:

For Towers outside of a public right-of-way, the modification must not increase the height of the Tower by more than ten percent (10%), or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet (20'), whichever is greater:

	Height in Feet	
Existing Height of Facility		
Proposed Height of Facility		

OR

For all other eligible support structures, the modification must not increase the height of the structure by more than ten percent (10%), or ten feet (10'), whichever is greater.

	Height in Feet	
Existing Height of Facility		
Proposed Height of Facility		

Does the modification meet Criteria #3?

Yes	
No	

If you answered "Yes," the modification may be eligible for an EFR. Please continue with the checklist.

Criteria #4:

For towers outside of the public right-of-way, the modification must not protrude from the edge of the tower by more than twenty feet (20'), or more than the width of the structure at the level of the appurtenance, whichever is greater.

Existing width of tower at the level of the proposed appurtenance	
Combined width of the tower and the proposed appurtenance at the level of the appurtenance	
Greatest distance between the edge of the existing tower and the outside edge of the proposed appurtenance	

OR

For all other eligible support structures, the modification must not protrude from the edge of the structure by more than six feet (6');

Greatest distance between the edge of the existing structure and the outside edge of the proposed appurtenance	
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Does the modification meet Criteria #4?

Yes	
No	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #5:

For towers in the right-of-way and base stations, there are pre-existing ground cabinets.

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #6:

For towers in the right-of-way and base stations, the new ground cabinets are no more than ten percent (10%) larger in height or overall volume than any other ground cabinets.

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #7:

If the installation includes new equipment cabinets, the modification does not involve the installation of more than four (4) new equipment cabinets.

Number of Existing Equipment Cabinets	
Number of Replacement Equipment Cabinets	
Number of New Equipment Cabinets	

Does the modification meet Criteria #7?

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #8:

The modification excludes excavation or equipment installation outside the current site of the WCF.

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #9:

The modification does not impair the existing concealment elements of the WCF.

Please describe any existing and proposed concealment elements:

Does the modification meet Criteria #9?

Yes	
No	

If you answered "Yes," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #10:

The modification does not violate any of the conditions of approval (besides modifications allowed under criteria 1-4) associated with the prior approval(s) of the eligible support structure or base station equipment.

Have you reviewed the conditions of approval for the existing facility?

Yes	
No	

Please provide the permit or file number(s) for the existing facility:

After reviewing the conditions of approval for the existing facility, does the modification meet Criteria #10?

Yes	
No	

If you answered "Yes," the modification may be eligible for an EFR.

If all of the above ten criteria were met, please complete an EFR Application (attached) and submit along with the Administrative Review Application.



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ELIGIBLE FACILITIES REQUEST APPLICATION

(Please include a completed Eligible Facilities Request Criteria Checklist with this application.)

PROJECT AND SITE INFORMATION				
Name of Project or Business:				
Street Address or Location of Project or Business:	Zone District of Property:			
General Description of Application:				
Primary Project Contact Info: Name: _____ Title: _____ Phone No.: _____ Email Address: _____				
APPLICANT INFORMATION				
Name of Applicant:	Phone No.:			
Address of Applicant:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none;">City</td> <td style="border: none;">State</td> <td style="border: none;">Zip</td> </tr> </table>	City	State	Zip
City	State	Zip		
PROPERTY OWNER INFORMATION <input type="checkbox"/> Same as Applicant				
Name of Owner:	Phone No.:			
Address of Owner:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none;">City</td> <td style="border: none;">State</td> <td style="border: none;">Zip</td> </tr> </table>	City	State	Zip
City	State	Zip		
This Eligible Facilities Request¹ is for an alteration to an existing:				
<input type="checkbox"/> Tower	<input type="checkbox"/> Base Station			
This application involves:				
<input type="checkbox"/> Collocation of New Transmission Equipment				
<input type="checkbox"/> Removal of Transmission Equipment				
<input type="checkbox"/> Replacement of Transmission Equipment				
Applicant/Owner Signature Signature: _____ _____	Date _____			

¹ An Eligible Facilities Request means any request for modification of an Existing Tower or Base Station that does not Substantially Change the physical dimensions of such Tower or Base Station involving: (1) Collocation of new Transmission Equipment; (2) Removal of Transmission Equipment; or (3) Replacement of Transmission Equipment.