



Zoning Permit Telecommunications Antenna Tower (ZPTT)

Department of Planning Services
1402 N. 17TH Avenue, P.O. Box 758, Greeley, CO 80632
www.weld.gov | 970-400-6100 | Fax 970-304-6498

Note: A Zoning Permit for a Telecommunications Antenna Tower between 35 and 70 feet in height may be allowed in the Agricultural (A), Commercial (C), and Industrial (I) zone districts.

Application Submittal Requirements

- _____ Application form. (See attached).
- _____ Authorization form, if applicable. (See attached).
- _____ Deed identifying the surface estate ownership interest in the property and relevant lease documents.
- _____ Articles of organization or incorporation documents if the applicant or owner is a corporate entity and a statement/delegation of authority for the person authorized to sign on the corporation's behalf or trustee documents if the owner is a trust.
- _____ Improvement Location Certificate identifying the location of the disturbed area, lease area, and coordinates of the proposed facility in longitude and latitude.
- _____ Elevation drawings of the proposed facility showing all towers, structures, fencing, equipment, and other improvements related to the facility, showing specific materials, placement, and colors. The County may require photo-realistic renderings of the site post-construction, demonstrating the true impact of the facility on the surrounding visual environment, and/or photo-realistic renderings of the site from specific vantage points.
- _____ A vicinity map showing properties, general land uses, zoning and streets/roads within one mile of the site.
- _____ A sketch plan. A scaled drawing of the property (1"=50') showing:
 - _____ The proposed location of the telecommunication antenna tower, other support structures (guy wires), and all related improvements, buildings, and equipment. Include distances from the property lot lines, above-ground power lines and other structures on the property
 - _____ Location and measurements of any easements or rights-of-way on the property.
 - _____ Access to the property indicating whether it is existing or proposed. An access permit may be required.
 - _____ Nearby streets, roads, and highways.
 - _____ Existing and proposed structures, uses, parking areas, vegetation, and landscaping on the property.
 - _____ A site detail of the facility and encumbrances/support structures.
- _____ A statement describing the proposed facility and the technical need and other reasons for its design and location, and addressing compatibility and the preferred order listed in Section 23-4-810; the general need for the telecommunication facility and its role in the network; and the capacity of the structure, including the number and type of antennas it can accommodate. Section 23-4-810: Attached telecommunication antennas or co-location on existing towers is required, if feasible. If an applicant provides substantial evidence that attached telecommunication antennas or co-location on existing towers is not feasible to serve the applicant's desired geographic area, new telecommunication antenna towers may be permitted. In order to mitigate visual impacts and ensure compatibility with the surrounding area, a concealed telecommunication antenna tower may be required unless the applicant can demonstrate that concealment is not feasible or necessary.

- _____ FAA response to the Notice of Proposed Construction or Alteration (FAA Form 7460-1 or equivalent), if the facility is located in the A-P (Airport) Overlay District or within one mile of an airport
- _____ A letter of intent to allow co-location on the tower.
- _____ A Decommissioning Plan and letter of intent or lease agreement statement which addresses removal of the facility at the expense of the telecommunication facility owner and/or property owner if it is deemed abandoned.
- _____ A map indicating the service area/radius of the proposed telecommunication antenna tower in addition to the service area/radius of other existing telecommunication antenna towers within 10 miles of the proposed location.
- _____ Surrounding Property Owner Buffer Report, signed, of the names, addresses and parcel numbers of the surrounding property owners within 500 feet of the subject property. Once signed, the buffer report expires within 30 days (See attached affidavit form.)
- _____ The names and addresses of any owner, operator, or user of any irrigation ditch, lateral, or pipeline that traverses the property.
- _____ Application fee. (\$550). A 2.8% service fee will be included with credit card payments. Note: Fees are non-refundable and due when the application is determined to be complete. Fees are set by the Board of County Commissioners. County Staff is not authorized to negotiate fees and cannot, under any circumstance, waive, reduce, or amend the fees set forth in the Weld County Planning Fee Schedule.
- _____ Investigation fee, due only if this is a violation case. (50% of the application fee.)

Zoning Permit Telecommunications Antenna Tower (ZPTT) Procedural Guide

It is the applicant's responsibility to meet the application requirements outlined in Section 23-4-840 and 23-4-870 of the Weld County Code. No application shall be assigned a case number to be reviewed until all required items on the submittal checklist have been completed and submitted to the Department of Planning Services.

The Department of Planning Services is responsible for reviewing and processing the application in accordance with Section 23-2-890 of the Weld County Code. Planning staff will mail notice to owners of property within 500 feet of the subject property and to municipalities within one-half mile of the property. Comments will also be solicited from referral agencies.

If objections are received from less than 30% of those notified, no objections are received from the municipalities notified, and the application complies with all applicable criteria, staff will approve the zoning permit within approximately 60 days of receiving the complete application. Building permits may be obtained from Building Inspection. (The building permit application may be submitted for review prior to approval of the zoning permit.)

If 30% or more of those notified object, a municipality objects, or if the application does not meet all applicable criteria, staff will refer the application to the Board of County Commissioners for its decision.

It is recommended that the applicant contact owners of property within at least 500 feet of the subject property about the proposed use prior to applying. Do not attempt to contact County Commissioners about your project.

Staff are available to assist the applicants through this process. For questions, please visit the Department of Planning Services at 1402 N. 17th Avenue, Greeley, Colorado or call us at (970) 400-6100.

Definitions (See Section 23-1-90 of County Code):

Co-Location: Locating Telecommunication Antennas or other wireless communications equipment for more than one (1) provider on a single structure.

Telecommunication Antenna: An exterior transmitting or receiving device used in telecommunications that radiates or captures telecommunication signals.

Telecommunication Antenna, Attached: An antenna mounted on an existing building, silo, smokestack, water tower, utility or power pole or a support structure other than a Telecommunication Antenna Tower.

Telecommunication Antenna Tower, Concealed: An antenna with a support structure that screens or camouflages the presence of the antenna and tower from public view in a manner appropriate to the site's context and surrounding environment. Examples of concealed antenna towers include grain silos, clock towers, and similar structures.

Telecommunication Antenna Tower: Any structure that is designed and constructed primarily for the purpose of supporting one (1) or more antennas, including camouflaged, lattice, guy or monopole Telecommunication Antenna Towers. This includes radio and television transmission, microwave, and common-carrier, personal communications service (PCS), cellular telephone, and/or alternative Telecommunication Antenna Towers, and the like. This definition does not include any structure erected solely for a residential, noncommercial individual use, such as television antennas, satellite dishes or noncommercial towers.

Telecommunication Antenna Tower Height: The distance from the finished grade at the telecommunication antenna tower base to the highest point of the telecommunication antenna tower. Overall telecommunication antenna tower height includes the base pad, mounting structures and panel antennas but excludes lightning rods and whip antennas.

Telecommunication Facilities: Include telecommunication antennas; telecommunication antennas, attached, telecommunication antenna towers, concealed; and telecommunication antenna towers.

Review Criteria (Per Section 23-4-830 of the Weld County Code):

The telecommunication antenna tower shall not constitute a hazard to aircraft.

The proposed tower shall be designed and provide for co-location. Failure to provide space for other carriers at a fair market rate when it would not impair the structural integrity of the tower or cause interference, or modification of any structure to make co-location impractical or impossible, shall be grounds for revocation or suspension of approval by the Board of County Commissioners in accordance with Subsection 23 4 830.G.

The telecommunication antenna tower shall have the least practicable adverse visual impact on the environment.

The proposed telecommunication antenna tower shall not emit radiation that will adversely affect human health.

The proposed telecommunication antenna tower shall be the minimum height needed to accommodate the telecommunication antenna.

The proposed telecommunication antenna tower shall comply with all applicable federal and state regulations.

The design of the proposed telecommunication antenna tower shall ensure structural integrity.

The proposed telecommunication antenna tower shall have adequate measures to discourage unauthorized climbing and to ensure the security thereof.

All reasonably possible sites for the telecommunication antenna tower have been considered, and the proposed site is the most appropriate, available site from a land use perspective.

The proposed telecommunication antenna tower shall not adversely impact wildlife.

The applicant shall maintain the site and any required or proposed screening. Maintenance shall include, but not be limited to, removal or trash and weeds.

Telecommunication antenna tower and equipment setbacks and offsets:

1. Minimum setbacks and offsets for concealed telecommunication antennas towers are the same as the minimum building setbacks and offsets in the underlying zoning district.
2. Minimum setbacks and offsets for other telecommunication antenna towers are as follows:
 - a. Towers shall be set back from all right-of-way lines and future right-of-way lines a distance equal to the tower height.
 - b. Towers shall be set back from all property lines other than right-of-way lines and future right-of-way lines a distance equal to the tower height. Reduced offsets may be approved in the following circumstances:
 1. The applicant provides a document signed and stamped by an engineer licensed to do business in the state stating that the tower is designed to fall entirely within the boundaries of the property in the event of collapse, or
 2. The applicant provides evidence of a recorded permanent tower fall zone easement extending to a distance equal to the height of the tower.
3. No part of the telecommunication antenna tower system, including any guy wire anchors, shall extend closer to the property boundary than minimum building setbacks and offsets in the underlying zoning district.

Equipment Design:

1. A telecommunication antenna, attached on a roof may extend up to fifteen (15) feet over the height of the building or structure and may exceed the underlying zoning district height limitation.
2. Telecommunication antennas, attached mounted on a building or structure wall shall be as flush to the wall as technically possible, shall not project above the top of the wall, and shall be located, painted and/or screened to be architecturally and visually compatible with the wall to which it is attached.
3. Telecommunication antenna towers shall not be artificially lighted unless required by the FAA or other State or federal agency. Security lighting on the site may be mounted up to 20 feet high and shall be directed toward the ground to reduce light pollution, prevent offsite light spillage and avoid illuminating the telecommunication antenna tower.
4. Equipment buildings shall be compatible with the architectural style of the surrounding building environment with consideration given to exterior materials, roof form, scale, mass, color, texture and character. Equipment buildings shall be constructed with materials that are equal to or better than the materials of the principal building. Equipment cabinets shall be located, painted and/or screened to be architecturally and visually compatible with the surrounding building and natural environment.

Continued on the next page.

Base or Accessory Site Design:

1. If determined to be required, screening appropriate to the context of the site and in harmony with the character of the surrounding environment shall be installed if any part of the facility is visible from public rights-of-way or adjacent properties.
2. Existing vegetation and grades on the site should be improved or preserved to the extent possible.
3. Signage at the site shall be limited to nonilluminated warning and equipment identification signs.

Revocation or Suspension of Approval:

Any approval may be revoked or suspended by the Board of County Commissioners following a Probable Cause Hearing as outlined in Section 2-4-40 of County Code for any of the following circumstances:

1. Violation of any of the terms of Chapter 23, Article IV, Division 10 of the County Code or any conditions of approval.
2. The use has not commenced within 3 years from the date of recording.
3. The use has been discontinued for a period of 3 consecutive years.

The submittal requirements and review procedures are stated in Chapter 23, Article IV, Division 10 of the County Code. The Weld County Code is available online at www.weld.gov (Useful Links > Weld County Code).

Contact Information and Office Locations

Weld County Planning, Building and Development Review

1402 N 17th Avenue

PO Box 758

Greeley, CO 80632

(970) 400-6100

www.weld.gov/Government/Departments/Planning-and-Zoning

www.weld.gov/Government/Departments/Building

Weld County Department of Public Health and Environment

Weld County Septic Permits

On Site Waste Water Systems (OWTS)

1555 N 17th Avenue

Greeley, CO 80631

(970) 304-6415

www.weld.gov/Government/Departments/Health-and-Environment

Colorado Department of Transportation (CDOT)

10601 W. 10th Street

Greeley, CO 80634

(970) 353-1232

www.codot.gov/

Division of Water Resources

Water Wells

1313 Sherman St. Ste. 821

Denver, CO 80203

(303) 866-3581 ext. 0

1809 56th Avenue

Greeley, CO 80634

(970) 352-8712

<https://dwr.colorado.gov/>

Well Permitting Information:

<https://dwr.colorado.gov/services/well-permitting>

Soil Conservation Districts

Boulder Valley and Longmont – (303) 776-4034

Brighton & Southeast Weld – (303) 659-0525

Centennial – (970) 522-7440 ext. 3

Greeley – (970) 356-6506

Larimer (Big Thompson & Ft. Collins) – (970) 295-5658

Morgan – (970) 867-9659 ext. 4

Platte Valley – (303) 857-6721

Southeast Weld – (303) 659-7004 ext. 101

West Adams – (303) 659-2080

www.coloradoacd.org

Colorado Geological Survey

Division of Minerals and Geology

1313 Sherman Street

Room 715

Denver, CO 80203

(303) 384-2643

www.coloradogeologicalsurvey.org

Zoning Permit for a Telecommunications Antenna Tower application (ZPTT)

Planning Department Use: _____	Date Received: _____
Amount \$ _____	Case # Assigned: _____
Application Received By: _____	Planner Assigned: _____

Property Information *(Attach additional sheets if necessary.)*

Is the property currently in violation? ☐ No / ☐ Yes Violation Case Number: _____

Site Address: _____

Parcel Number: _____ - _____ - _____ - _____

Zoning District: _____ Acreage: _____ Within subdivision? ☐ No / ☐ Yes Townsite? ☐ No / ☐ Yes

If yes, subdivision or townsite name: _____

Height of tower: _____ Lat (Y): _____ Long (X): _____

Floodplain ☐ No / ☐ Yes Geological Hazard ☐ No / ☐ Yes Airport Overlay ☐ No / ☐ Yes

Property Owner(s) *(Attach additional sheets if necessary.)*

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

Applicant/Authorized Agent *(Authorization must be included if there is an Authorized Agent.)*

Name: _____

Company: _____

Phone #: _____ Email: _____

Street Address: _____

City/State/Zip Code: _____

I (We) hereby depose and state under penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my (our) knowledge. All fee owners of the property must sign this application, or if an Authorized Agent signs, an Authorization Form signed by all fee owners must be included with the application. If the fee owner is a corporation, evidence must be included indicating the signatory has the legal authority to sign for the corporation.

Signature	Date	Signature	Date
Signature	Date	Signature	Date



Departments of Planning
Building, Development Review
and Environmental Health
1402 North 17TH Avenue
P.O. Box 758
Greeley, CO 80632

Authorization Form

I, (We), _____, give permission to _____
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access, Grading or OWTS** permits on our behalf, for the property located
at (address or parcel number) below:

Legal Description: _____ of Section _____, Township _____ N, Range _____ W

Subdivision Name: _____ Lot _____ Block _____

Property Owners Information:

Address: _____

Phone: _____ E-mail: _____

Authorized Agent/Applicant Contact Information:

Address: _____

Phone: _____ E-Mail: _____

Correspondence to be sent to: Owner _____ Authorized Agent/Applicant _____ by: Mail _____ Email _____

Additional Info: _____

I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this document, that the information stated above is true and correct to the best of my (our) knowledge.

_____ Date _____ _____ Date _____

Owner Signature

Owner Signature

Subscribed and sworn to before me this _____ day of _____, 20 _____ by
_____.

My commission expires _____

Notary Public

**Weld County Dept. of Planning Services**

1402 N. 17th Ave.
Greeley, CO 80631
Phone: (970)400-6100
Fax: (970)304-6498

**ACCESS PERMIT
APPLICATION FORM****Property Owner**

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____
E-mail _____

Information

The access is on CR _____
Nearest intersection: CR _____ & CR _____
Distance from intersection: _____ ft.
Parcel number: _____
Section/Township/Range: _____
Total number of existing accesses to parcel: _____
Total number of proposed accesses: _____
Latitude _____ Longitude _____
Planning/building case number _____

Description of Work:

Authorized Agent/Applicant (if different from Owner)

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____
E-mail _____

Proposed Access Information

Culvert size & type (15" CMP/RCP min.) _____
Materials used to construct access _____
Access construction schedule _____
Approx. width of access _____

Proposed Access Count**Existing Access Count**

Residential _____	Residential _____
Commercial _____	Commercial _____
Oil and Gas _____	Oil and Gas _____
Agricultural _____	Agricultural _____
Temporary _____	

Required Attached Documents

Property map or sketch (template available on pg. 2) indicating all proposed and existing accesses
Access Pictures (N, S, E, & W at the location where the access meets a county maintained road)
Access Authorization Form (Not required if the application is signed by the property owner)
Additional application materials may be required by the Department of Planning Services.

Fee schedule

\$150 – Temporary

\$200 - Residential

\$400 - Industrial & Commercial

Submit application to accesspermits@weld.gov

By accepting this permit, the undersigned Property Owner/Authorized Agent, under penalty of perjury, verifies they have received all pages of the permit application; they have read and understand all the permit requirements and provisions set forth on all pages. By virtue of their signature the Property Owner/Authorized Agent is bound by and agrees to comply with all said permit requirements and provisions, all Weld County ordinances, and state laws regarding access construction.

Signature _____ Printed Name _____ Date _____

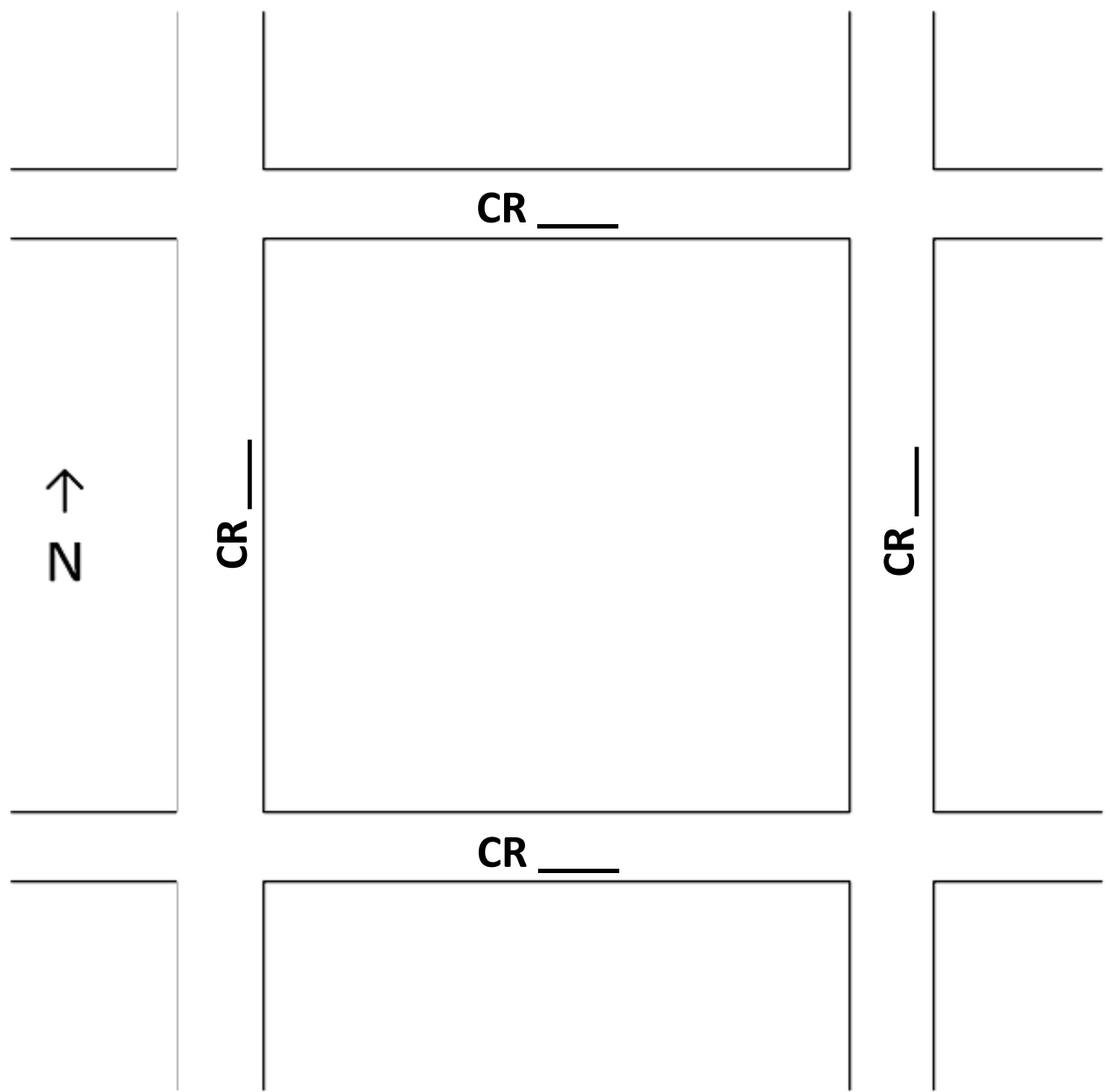
Signature _____ Printed Name _____ Date _____

(In case of multiple Property Owners/Authorized Agents)

Accesses must be constructed within 1 year of issuance. An extension can be requested from the Weld County Department of Planning Services. Accesses must be in accordance to Chapter 8, Article XIV and Appendix 8-B of County Code

Parcel Sketch

▲ = Existing Access Δ = Proposed Access



Subject Property(ies): _____

Date _____