

FORM P(6): WIRELESS TELECOM FACILITY (WTF)- FREE-STANDING, COLLOCATION or OTHER TYPE (AA04)

(EXCEPT FOR COLLOCATION OF A NON-CONCEALED WTF ON A STRAIGHT-ZONED SITE, WHICH GOES TO THE ZONING FRONT COUNTER AT THE BUILDING SERVICES CENTER - EAST SIDE)

- 1. Letter describing the request and discussion of its how it relates to the WTF Regulations [Zoning Code §14-16-3-17]
- 2. Letter of authorization from the property owner if the application is submitted by an agent
- 3. Fee (see fee schedule)
- 4. Any relevant file numbers (case history of previous development applications) must be listed on cover application
- 5. Copy of EPC Official Notice of Decision, if the subject site went through the EPC process
- 6. Copy of approved Site Development Plan being amended by adding the proposed WTF, if applicable
- 7. Proposed Site Development Plan set – 1 copy - 11” x 17” (No electrical sheets needed)
Site Development Plan sheets must be stamped by a registered engineer or architect.
 - a. Introduction sheet with standard notes regarding Abandonment, Health Issues, FCC and Lighting
 - b. Over all site development plan with land use and zoning shown
 - c. Detailed site development plan with land use and zoning shown
 - d. Elevations for all four sides of the project and antenna detail
 - e. Landscape plan if the project is a freestanding facility
 - f. Survey sheet(s)
- 8. Photo simulations- before and after the proposed WTF (3 views minimum). Include a map to show from where photos were taken
- 9. City Zone Atlas map page, with location of the subject site clearly indicated
- 10. 1 map showing Zoning of the subject site and adjacent properties
- 11. 1 map showing Land Use (ex. residential, commercial, etc.) of the subject site and adjacent properties
- 12. For free-standing WTFs: Evidence demonstrating that collocation possibilities were considered, consisting of a written response to §14-16-3-17(A)(6)(a through e) and any supporting materials such as engineering maps
- 13. Notarized statement re: WTF capacity, number and types of proposed antennas and if another user can be accommodated on the proposed WTF [see §14-16-3-17(A)(13)(d)(2)]
- 14. Affidavit (notarized statement) re: explanation of factual basis for the proposed WTF’s engineering requirements [see §14-16-3-17(A)(13)(d)(3)] Note: Notarized statement and affidavit must be on separate pages.
- 15. Letter of intent re: shared use of proposed WTF if reasonable conditions are met [§14-16-3-17(A)(13)(e)]
- 16. For free-standing WTFs: Distance to the nearest existing free-standing WTF and the WTF owner’s name [§14-16-3-17(A)(13)(d)(5) and (A)(17)]
- 17. Office of Neighborhood Coordination (ONC) inquiry forms, response based on ¼ mile radius from subject site [§14-16-3-17(A)(13)(f)]
- 18. Copy of letter and site plan sheet(s) to both contacts for each neighborhood association, with certified return receipts
- 19. List of property owners within 100 feet of the subject site and copy of letter and site plan sheet(s) sent to property owners, with certified return receipts [§14-16-3-17(A)(13)(f)]
- 20. Supplemental Application Form for Wireless Projects – filled out completely, with the required attachments provided and labeled.
- 21. For collocation on a public utility pole: written response to items a through e in §14-16-3-17(A)(14)
- 22. For collocation on a public utility pole: the PNM approved site plan set for the proposed WTF (1 copy)

NOTE: For WTFs proposed to be located on City of Albuquerque property, a lease agreement with the City will be needed. Please contact Catalina Lehner at (505) 924-3935 for more information.



I, the applicant, acknowledge that any information required but not submitted with this application will likely result in rejection of this application and/or deferral of actions.

Applicant’s Name (please print!)

Applicant’s Signature/Date

- Checklists Complete
- Fees Collected Case Number _____
- Case # Assigned Staff Signature & Date _____
- Related #s Listed Project Number _____