



**CITY OF ALBUQUERQUE
PLANNING DEPARTMENT
ZONING CODE ENFORCEMENT DIVISION**

Collocation for Wireless Telecommunication Facility (WTF) Application

APPLICATION INFORMATION:

LOCATION OR CROSS STREETS: On or near _____

Between: _____ and _____

TYPE OF COLLOCATION:

Concealed: _____ Roof Mounted: _____ Non- Concealed (Monopole) _____ Public Utility Structure _____

SITE INFORMATION: Lot or Track No. _____ Block _____ Unit _____

Subdivision / Addition _____

Zoning: _____ Zone Atlas Page : _____

Uniform Property Code: _____

Case History: _____

DESCRIPTION OF REQUEST: _____

Professional /Agent (if any): _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-Mail _____

Applicant: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-Mail _____

SIGNATURE: _____ DATE: _____

*ATTACH REQUIRED DOCUMENT S (see reverse side of page)

=====OFFICE USE ONLY=====

Application received by _____ Date: _____

Application #: _____ Project #: _____ Application Fee: \$ _____

Approved _____ Disapproved _____ Transferred to Current Planning (date) _____

Collocation Application Required Documents:

1. A letter describing the request.
2. A current (within 30 days) letter of Authorization from the property owner(s) if application is submitted by an agent.
3. A letter of intent committing the wireless telecommunications facility owner and his/her/its successors to allowing shared use of the facility if an additional user agrees in writing to meet reasonable terms and conditions of shared use.
4. Any relevant file numbers (case history of previous development)
5. The zone map(s) specific to the application, from the city's Zone Atlas, drawn to scale, showing land uses and zoning designations, including those outside the city limits.
6. Evidence that demonstrates collocation possibilities as described in § [14-16-3-17\(A\)\(5\)](#).
7. **Proposed 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. **Scaled** site development plans clearly indicating the location, type, color and height of any proposed wireless telecommunications facility,
 - c. On-site land uses and zoning, adjacent land uses and zoning (including when adjacent to other jurisdictions),
 - d. Comprehensive Plan classification of the site, adjacent roadways, proposed means of access,
 - e. Setbacks from property lines,
 - f. Elevation drawings of all sides of the wireless telecommunications facility, topography,
 - g. Parking and other information deemed necessary by the Planning Department to assess compliance with this section;
 - h. Antenna details including enlarged site spread details.
 - i. Landscape and screening details.
8. Photo Simulation Sheets demonstrating layout on the lot, from all four directions.
9. Describe the facility's capacity,
 - a. Include a notarized statement from the applicant which declares the number and type(s) of antenna(s) that it can accommodate, or an explanation why the facility cannot be designed to accommodate other users.
 - b. Include an affidavit explaining what the engineering requirements are and the factual basis for those requirements;
 - c. Include an engineer's or architect's stamp and registration number;
10. Include any other information as requested by the Planning Department needed to evaluate the request;
11. Attach Developers Inquiry sheet and evidence that recognized neighborhood associations, as defined in the Neighborhood Recognition Ordinance, have been notified in writing by certified mail. The applicant shall provide mailed notice of a proposed wireless telecommunications facility to adjacent property owners that would be entitled to notice of a zone map amendment and to recognized neighborhood associations within a 1/4 mile radius.
12. Wireless Telecommunications Facility Mounted on Public Utility Structures Including Transmission and Sub-Transmission Line Structures:
 - a. Antennas shall not protrude more than 2 feet horizontally from the public utility structure including a transmission or sub-transmission line structure.
 - b. When mounted on a transmission or sub-transmission line structure, the equipment cabinet(s) shall be not more than 3 feet x 4 feet x 18 inches deep, at a minimum height of 12 feet, and a maximum height of 16 feet.
 - c. The installer shall provide documentation to the Zoning Enforcement Officer establishing that the installer has permission from the structure owner to install the antenna(s) on the public utility structure (including the transmission and sub- transmission structure.)
 - d. The Planning Director shall review and approve the installation of the antenna(s). The Director's decision shall be subject to appeal pursuant to the appeal provisions of the Zoning Code.

NOTE: For all Wireless Telecommunication Facilities proposed to be located on City of Albuquerque property, a lease agreement with the City is required.

I, the applicant acknowledge that if any of the required information is not submitted with this application, it will result in the rejection and or deferral of this application.

Applicant Name (print) Title

Applicant Signature

Date