

**Form W1: WIRELESS TELECOMMUNICATIONS FACILITY (WTF)**


A single PDF file of the complete application and materials, including all required items on this checklist and/or in the IDO, must be emailed to [PLNDRS@cabq.gov](mailto:PLNDRS@cabq.gov). Large files that cannot be delivered via email must be provided via an FTP link or site.

**WIRELESS TELECOMMUNICATIONS FACILITY (WTF)**

- Letter describing the request and discussion of its how it complies with the WTF regulations in IDO §14-16-4-3(E)(13) and the procedures in IDO §14-16-6-5(H)
- Current (within 30 days) letter of authorization from the property owner of record
- Copy of Official Notice of Decision, if the subject site previously went through a Site Plan approval process
- Copy of approved Site Plan being amended by adding the proposed WTF, if applicable
- Proposed Site Plan set – 1 copy - 11" x 17" (*No electrical sheets needed*)
  - Title sheet with standard notes regarding Abandonment, Health Issues, FCC and Lighting
  - Photo sheet showing photos of the site and where the proposed WTF and equipment would be
  - Overall site plan with land use and zoning shown (scaled)
  - Detailed site plan with land use, zoning, setbacks from property lines, Comprehensive Plan Designation, adjacent roadways, proposed means of access shown (scaled)
  - Elevations for all four sides of the project, with color and material schedule (scaled)
  - Antenna detail sheet
  - Landscape plan if the project is a freestanding facility (scaled)
  - Survey sheet(s)
- Photo simulations, before and after the proposed WTF (3 views minimum) with a map showing where photos were taken from
- City Zone Atlas map page, with the entire site clearly outlined and labeled
- Map showing zoning of the subject site and zoning of adjacent properties
- Map showing land use (i.e. residential, commercial, etc.) of the subject site and land use of adjacent properties
- For free-standing WTFs: Evidence demonstrating that collocation possibilities were considered, consisting of a written response to IDO §14-16-4-3(E)(13)(a)(4)(a-d) and any supporting materials.
- Describe the facility's capacity, including:
  - a notarized statement from the applicant that 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.
  - an affidavit explaining what the engineering requirements are and the factual basis for those requirements
- Letter of intent stating the applicant will agree to shared use of proposed WTF if reasonable conditions are met
- For free-standing WTFs: a map of existing WTFs within a ½ mile radius of the subject site
- Required notices with content pursuant to IDO Section 14-16-6-4(J)
  - Office of Neighborhood Coordination inquiry response, notifying letter and site plan sheet(s) sent to neighborhood organization representatives, and proof of first-class mailing
  - Buffer map and list of property owners within 100 feet (excluding public rights-of-way), notifying letter and site plan sheet(s) sent to property owners, and proof of first-class mailing
- Supplemental Application Form for Wireless Projects – filled out completely, with the required attachments provided and labeled.
- For collocation on a public utility pole: the PNM approved site plan set for the proposed WTF (1 copy).
- For sites in View Protection Overlay (VPO) Zones, Historic Protection Overlay (HPO) Zones, located near View Corridors or Major Public Open Space, or in another mapped area with specific regulation for WTFs: explanation of how the proposed facility would meet those regulations

**For Wireless Telecommunications Facility Waiver Requests, use Form W2: WTF Waiver**

**NOTE:** For WTFs proposed on City of Albuquerque property, a lease agreement with the City is required. Please contact Catalina Lehner at (505) 764-1074 for more information.

<i>I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be scheduled for a public meeting or hearing, if required, or otherwise processed until it is complete.</i>	
<b>Signature:</b>	<b>Date:</b>
<b>Printed Name:</b>	<input type="checkbox"/> Applicant or <input type="checkbox"/> Agent
<b>FOR OFFICIAL USE ONLY</b>	
Project Number:	
Case Number	
Staff Signature:	
Date:	