



WIRELESS TELECOMMUNICATIONS FACILITY (WTF) APPLICATION REQUIREMENTS

City of Albuquerque Planning Department

The complete application and materials, including all required items on this checklist and/or in the Integrated Development Ordinance (IDO), must be submitted through ABQ-PLAN.

** Please be prepared to submit all documents prior to starting the application. You may save your progress in the system, but the system will not save any attachments until you submit.*

- ___ 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
 - 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
- ___ 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 freestanding WTFs: a map of existing freestanding WTFs within a ½ mile radius of the subject site
- ___ Proof of Required Public Notice pursuant to IDO §14-16-6-4(J)
 - Office of Neighborhood Coordination inquiry response
 - Notifying letter and site plan sheet(s) sent to Neighborhood Association representatives
 - Proof of email and/or first-class mailing to Neighborhood Association representatives
 - 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
 - Proof of first-class mailing to property owners
- ___ 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

NOTE: For WTFs proposed on City of Albuquerque property, a lease agreement with the City is required.