



SMALL CELL FACILITY

Project Name/Address*:

Project Case No.*:

Submittal Date*:

Fee*: \$200 (single small cell facility) or \$ 500 (Small Cell Network)

*To be completed by City staff

Small cell facility means any of the following:

- 1. A personal wireless service facility as defined by the federal "Telecommunications Act of 1996" as amended as of August 6, 2014.
2. A wireless service facility that meets both of the following qualifications:
a. Each antenna is located inside an enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet; and
b. Primary equipment enclosures are no larger than seventeen cubic feet in volume as measured on the exterior surface of the enclosure. The following associated equipment may be located outside of the primary equipment enclosure and, if so located, is not included in the calculation of equipment volume: electric meter, concealment, telecommunications demarcation box, ground-based enclosures, back-up power systems, grounding equipment, power transfer switch and cut-off switch.

A Small cell network means a collection of interrelated small cell facilities designed to deliver wireless service. The city will allow the applicant, at the applicant's discretion, to file a consolidated application with up to twenty-five (25) small cell facilities, all of which are substantially the same type, and receive a single approval for the small cell network instead of filing separate applications for each individual small cell facility.

Form with fields for Applicant/Developer, Planner/Architect/Engineer, and Facility Owner information, including checkboxes for facility types like New Freestanding Pole and Attachment/replacement to/of Existing Facility.



General Process for Small Cell Facilities

1. Submit application for Small Cell Facility to Broomfield Planning Division
2. Send notice regarding the application to property owners of record located within 100 feet of each proposed small cell facility within one week of the application submittal to the Planning Division.
 - a. Notice shall include contact information for Community Development Department, location map for the facility, construction phasing plan for the small cell network and a description of the proposed improvement.
 - b. A copy of this notice shall be provided to the Planning Division.
3. Submit necessary requests to the facility owner (United Power, Public Service, etc.)
4. Submit request for Public/Private Permit to Engineering Division. Include a Traffic Control Plan if necessary to accommodate construction in right-of-way.
5. Submit request for General Permit for electrical work to Building Division

APPLICATION SUBMITTAL DOCUMENTS:

Applicants must submit the following information in order for the application to be deemed complete and accepted. All information must be submitted following the specifications listed in the Submittal Guidelines document.

1. \$200 Application Fee for Single Small Cell Facility or \$500 for Small Cell Network (*Check made payable to: The City and County of Broomfield*)
2. Submit disc(s) or flashdrive(s) with a pdf of all items listed on the checklist below. All files must be named and organized in accordance with the Submittal Guidelines.
2. Submit one paper copy of all application materials, as requested on the checklist.

- Application Packet**
- Site Plan**
- Vicinity Map**
- Visual Analysis**
- Dimensions of support structure prior to collocation**
- Site plan showing property boundaries, setbacks, elevations and dimensions of collocation or modification project**



Application requirements for small cell facilities:

(A) *Site plan.* The site plans for wireless communications facilities shall be submitted on one or more plats or maps, at a scale not less than 1" = 50', showing the following information:

- (1) The proposed size and location of the facilities and accessory equipment, and for towers, the boundaries of the tower site, including existing and proposed topography at two-foot intervals, referenced to USGS data, state plane coordinates, and a legal description of the proposed site;
- (2) Elevations of all equipment, indicating materials, overall exterior dimensions, and colors;
- (3) True north arrow;
- (4) Locations and size of existing improvements, existing vegetation, if any; location and size of proposed improvements, including any landscaping;
- (5) Existing utility easements and other rights-of-way of record, if any;
- (6) For towers, location of access roads;
- (7) The names of abutting subdivisions or the names of owners of abutting, unplatted property within 400 feet of the site; zoning and uses of adjacent parcels; and
- (8) Proof of ownership in a form acceptable to the city or ownership information for facilities owned by a third party.

(B) *Vicinity maps.* The vicinity maps submitted with an application under this chapter shall include one or more maps showing the location of existing and planned wireless communications facilities belonging to the applicant, within five miles of the proposed facility. Such maps will show small cell facilities within 1,000 feet of a proposed facility. Planned facilities may be identified in general terms and need not be address specific.

(C) *Visual analysis.* All applicants shall submit a visual analysis, which may include photo montage, field mock up or other techniques, which identifies the potential visual impacts of the proposed facility. Consideration shall be given to views from public areas as well as from private residences. All costs for the visual analysis, and applicable administrative costs, shall be borne by the applicant.



The following requirements apply to all small cell facilities:

1. All applications for wireless communications facilities require an engineer's certificate of structural integrity be provided at the time of building/construction permit application review.
2. All facilities must meet or exceed current standards and regulations of the Federal Aviation Administration, the Federal Communications Commission, and any other agency of the Federal Government with the authority to regulate towers and antennas.
3. A contractor's license and liability insurance must be completed and on file with the Community Development Department when working in the right-of-way and/or connecting to a public utility. Such can be provided when applying for a Public/Private Improvement Permit.
4. As a condition of approval, the wireless service provider shall agree, at its sole cost and expense, to indemnify, hold harmless and faithfully defend the city, its officials, boards, commissions, commissioners, agents and employees against any claims, suits, causes of action, proceedings and judgments for damages or equitable relief arising out of the construction, maintenance or operation of its equipment authorized by this section. This will apply whether the act or omission complained of is authorized, allowed or prohibited by applicable law or a permit requirement, except in cases where liability is solely caused by the negligence of the person or persons covered by the indemnity.
5. To ensure the structural integrity of small cell facilities, the owner of a small cell facility shall ensure that it is maintained in compliance with standards contained in applicable local building and safety codes. If upon inspection, the city concludes that a small cell facility fails to comply with such codes and constitutes a danger to persons or property, then, upon written notice being provided to the owner of the small cell facility, the owner shall have thirty (30) days from the date of notice to bring such small cell facility into compliance. Upon good cause shown by the owner, the city manager may extend such compliance period. If the owner fails to bring such small cell facility into compliance within said time, the city may remove such small cell facility at the owner's expense.
6. No small cell facility owner or lessee, or officer or employee thereof, shall act to exclude or to attempt to exclude any other competitor from using the same structure for the location of other antennas.
7. The applicant for a small cell facility shall send notice regarding their application to property owners of record located within 100 feet of each proposed small cell facility. Such notice shall occur within one week of the application submittal to the City and County of Broomfield and shall include contact information for the applicant, contact information for the City and County of Broomfield Community Development Department, a location map for the proposed facility, construction phasing plan for small cell network and a description of the proposed improvement.



Design and Placement Requirements for Small Cell Facilities

A small cell facility may be deployed in the public rights-of-way, including utilization of a traffic signal, street light pole, or similar structure within a public right of way. Such facilities shall remain subject to the following criteria below:

1. Attachment of small cell facilities on an existing or replacement traffic light pole, street light standard or other vertical infrastructure is encouraged. These facilities may be permitted provided that:
 - (1) The owner of the vertical infrastructure approves the use;
 - (2) The small cell facility does not exceed the height of the existing infrastructure on which it is mounted by more than ten feet;
 - (3) Antenna installations on traffic signal standards are placed in a manner so that the size, appearance and function of the traffic signal will not be considerably altered;
 - (4) Each antenna is located inside an enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet.
2. Where a new freestanding facility is proposed (that is not an attachment to existing infrastructure or a replacement pole), a freestanding small cell facility may be permitted, provided that:
 - (1) The maximum facility height, including both vertical infrastructure and antenna, is not more than forty feet.
 - (2) Each antenna is located inside an enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet.
3. Any new pole for a small cell facility shall be separated from any other freestanding small cell facility in the public right-of-way by a distance of at least 600 feet.

The City Manager, or his or her designee, may exempt an applicant from this requirement if: (i) the applicant demonstrates through technical network documentation that the minimum separation requirement cannot be satisfied for technical reasons, or (ii) the City Manager, or his or her designee, when considering the surrounding topography, the nature of adjacent uses and nearby properties, and the height of existing structures in the vicinity, has reasonably determined that the proposed placement of a small cell facility at a distance less than 600 feet from another freestanding small cell facility will meet the intention of this provision of reducing the visibility of and visual clutter created from small cell facilities.



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Community Development Department • Planning Division

4. When placed in a residential zone, the small cell facility shall be placed adjacent to the common side yard property line between adjoining residential properties, so that the small cell facility minimizes visual impacts equitably among adjacent properties. In the case of a corner lot, the small cell facility may be placed adjacent to the common side yard property line between adjoining residential properties or on the corner formed by two intersecting streets.
5. To the extent reasonably feasible from a construction, engineering, or design perspective, all small cell facilities shall be designed and constructed to permit any such facility to accommodate at least two wireless service providers on the same facility.
6. Small cell facilities installed adjacent to sidewalks or trails shall be placed in a manner that reasonably ensures that the safety of pedestrians, bicyclists and motorists is not impaired.
7. The small cell facility shall utilize or replace existing permitted facilities (including traffic signs, traffic signals, light poles or light standards) so that the presence of the small cell facility is not readily apparent or, if a new freestanding installation is requested, the small cell facility design will be consistent with nearby architectural features or be consistent with the general size and shape of pole-mounted equipment installed by communication companies on utility poles within 300 feet of the facility.
8. The visible exterior surfaces of small cell facilities, such as poles, antennas, vaults and equipment enclosure structures shall be constructed out of or finished with non-reflective materials and shall be painted to match as closely as possible the color and texture of the vertical infrastructure on which it is mounted.