

**WIRELESS FACILITY SITE IMPROVEMENT PLAN (SIP)
LOCATED OUTSIDE OF COUNTY RIGHT-OF-WAY
Submittal Checklist**

Personal wireless communication facilities proposed outside of County rights-of-way are processed in accordance with SECTION 27 (Site Improvement Plan) and SECTION 27A (Personal Wireless Communication Facility Design Standards) of the Douglas County Zoning Resolution. Presubmittal meetings are not required for this type of SIP. Staff is available to discuss pending requests and answer questions regarding submittal requirements. The following items are required for the application to be deemed complete. Check off each item included, put documents in the order set out below, place this form in front of all items, and submit to Planning Services.

- Completed Checklist and Land Use Application (2705.01 & 02)
- Planning Services application fee, payable to Douglas County - **\$1550.00**. (Section 2705.06)
- Written narrative describing the request (*content described in Section 2705.08*). Discuss how the proposed facility meets the design standards provided in Section 27A.
- Copy of a title policy or commitment with an effective date no more than 30 days prior to the submittal date or other acceptable form of ownership verification. (Section 2705.03)
- A boundary survey of the site certified by a professional land surveyor, if the land is unplatted. (2705.05)
- Notarized letter of authorization from the landowner, tower owner, and cell provider (all as applicable) (2705.04)
- Courtesy notice of an application in process will be provided to adjacent property owners. Please provide letter-sized stamped, addressed envelopes to all abutting property owners. Include the map and list of those property owners from which you prepared the envelopes. Include the date on which the address information was compiled from the Douglas County Assessor web site. (2705.07)
- One (1) paper and one (1) electronic copy of the SIP plan set to include the following sheets:
 - Site plan (Section 2706 & 07), depicting location and extent of improvements including site access
 - Elevations of the tower, monopole, antennas, and other appurtenances and structural elements. Label colors, materials, and dimension all components. Include elevations and details for any equipment shelter or other ground-mounted component, including fencing if proposed (Section 2710)
 - If lighting is proposed, include a cut-sheet of all fixtures and indicate mounting location and height (Section 2711)
 - Landscaping plan, if landscaping is required to screen components of the wireless facility (Section 2708)
 - Grading and drainage plan, if applicable. In most cases, this will not be required for a wireless facility (Section 2709)
- Photosimulations (Section 2705.12)
- Engineering reports and plans unless waived by Engineering Services (per Section 2705.10). For most cell site applications, these are not required. Specific engineering notes will be required to be provided on the SIP.
- Complete applications for required Right-of-way Use and Construction Permit and Temporary Access Permit, or signed permit election form to defer this requirement (see attached)
- Complete applications for required Building and Electrical Permits, or signed permit election form to defer this requirement (see attached)
- A non-ionizing radiation electromagnetic radiation report (NIER) for the wireless facility equipment type and model endorsed by a radiofrequency engineer licensed in the state of Colorado, including a certification that the wireless facility complies with all federal radiation and electromagnetic emissions standards. The report shall specify minimum approach distances to the general public. (Section 2705.12)
- Proof of legal parcel for metes and bounds (unplatted) parcels of less than 35 acres (*Douglas County Subdivision Resolution*)