

MINOR DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS FOR ELIGIBLE FACILITIES REQUESTS

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Any submittal may require additional items.

1. **Application Form – must be signed by Property Owner**
2. **Application Fee – \$100**
3. **Letter of Intent** – detailing proposed work and explaining in plain and fact-specific terms why the applicant believes the application
 - (1) qualifies as an eligible facilities request and
 - (2) will not result in a substantial change.

The narrative should state the applicable standards for each issue and discuss the facts that allow the City of Thornton to find that the application qualifies for approval under Chapter 18 of the City Code.
4. **Site Plan** – showing location of proposed facilities and equipment drawn to scale, 18" x 24" minimum.
5. **Elevation Drawings** – showing location of proposed facilities and equipment drawn to scale, 18" x 24" minimum.
6. **Supplementary Questionnaire**

This is a general list of requirements. Some projects may require more or less information. The attached examples may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.

These review requirements are designed to maximize staff efficiency. Staff has up to 60 days to review an application when all submittal requirements are met. Deviation from the requirements may increase review and processing times.

SITE PLAN SHOULD INCLUDE:

- Legal description
- Vicinity map (scale: 1" = 60')
- Existing and proposed structure(s)
- Property lines
- Dimensions between structures
- Existing easements
- North arrow
- Written and graphic scale
- Legends as necessary

ELEVATION DRAWINGS SHOULD INCLUDE:

- Elevation labels (provide cardinal directions)
- Structure height and width
- Label colors and materials
- Notes should be legible and at least 12 point font

SUPPLEMENTARY QUESTIONNAIRE

DESCRIPTION OF EXISTING TOWER OR BASE STATION (ELIGIBLE SUPPORT STRUCTURE)

Describe the facility that is the subject of the application:

Describe the current site. "Site" is defined in the Code as the current boundaries of the leased or owned property surrounding a Tower or Eligible Support Structure and any access or utility easements currently related to the Site. For other Towers in the public rights-of-way, a Site is further restricted to that area comprising the base of the structure and to other transmission equipment already deployed on the ground.

Provide all information to demonstrate that the structure where the collocation, removal and/or replacement of transmission equipment will be made has received land use approval for its existing wireless facilities. Include the date(s) of land use approval and the applicable case number or permit approval number. If the current facilities or structure was approved with any requirements to conceal facilities from view or any other conditions of approval, please provide that information.

Is the structure that is the subject of this application located in the public right-of-way?

DESCRIPTION OF ELIGIBLE FACILITIES REQUEST

Is this a collocation of new transmission equipment?

Is this a removal of existing transmission equipment?

Is this a replacement of existing transmission equipment?

What is the height of the existing structure?

What will the height of the structure be after the collocation, removal, and/or replacement of transmission equipment?

How far out from the body of the structure will the facilities protrude after installation?

If the structure or Site that is the subject of this application was approved with any concealment requirements or other conditions of approval, describe how this application will comply with those conditions. Include photo simulations, where appropriate.

SUPPLEMENTARY QUESTIONNAIRE CONTINUED

Does this application involve any excavation or location of equipment outside the boundaries of the Site?

Describe the number and dimensions of any equipment cabinets that are part of this application:

Describe the number and dimensions of any equipment cabinets that are currently present at this location:

Describe the equipment type, model number and manufacturer specifications (ex., dimensions and weight):

Describe noise levels from equipment to be installed (if applicable):

APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:

Zoning (Z)

- ☐ Rezoning/Zoning Amendments \$695
☐ Planned Development Zoning \$695, plus \$15/acre
 (round up to the next whole acre)
☐ PD Zoning Amendment (Administrative) \$695

Appeal

- ☐ Staff/PC Decision \$90

Variance (V)

- ☐ Variance Request \$115

Conceptual Site Plan (CSP)

- ☐ Conceptual Site Plan \$695

Comprehensive Plan Amendment (SPCD)

- ☐ Comp Plan Amendment \$350

Development Permit (DP)

- ☐ Development Permit \$580
☐ Specific Use Permit (D.P. Required) \$115
☐ DP Amendment (PC) \$290
☐ DP Amendment (Administrative) \$250

Subdivision Plat (SUB)

- ☐ Subdivision Plat \$230, plus \$15/acre
 (round up to the next whole acre)
☐ Subdivision Plat Amendment (SUBA) \$250

Engineering

- ☐ Construction Drawings (CDs) (No Fee)
☐ Floodplain Development Permit \$600
 (Additional Application Required [here](#))
☐ Pond Certificates (No Fee)
☐ Grading and Erosion Control (No Fee)

Other

- ☐ Minor Development Permit (MDP) \$100
☐ Limited Use Permit
☐ Temporary Use Permit (TUP) \$90
☐ Vacation of Right-of-Way \$250
☐ Oil and Gas Permit \$695, plus \$15/acre

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS

Application Date: _____

Project Description/Reason for Application: _____

Property Address (provide Cross Streets if unknown): _____

Adams County Parcel #(s): _____

Gross Area (Acres): _____ **(Square Feet):** _____ **Current Zoning:** _____ **Proposed Zoning:** _____

Existing Land Use(s) & Structures: _____

Proposed Land Use(s) & Structures: _____

For residential developments: check to acknowledge that project may be subject to growth restriction measures and issuance of building permits is not guaranteed: ☐

Do prairie dogs currently exist on the property? Yes: ☐ No: ☐

Applicant: _____ **Telephone:** _____

Address of Applicant: _____ **Email:** _____

***Applicant Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

***Land Owner Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

Land Owner Signature: _____ **Print Name:** _____

NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).

***Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@ThorntonCO.gov
 - 1) Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Case processing will not begin until the fee is paid.
 - 2) You will be contacted by city staff once the documents have been received, **accepted as complete** and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
 - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
 - 2) Use the link [here](#) or copy/type the URL Below into your browser: <https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - 3) Email developmentsubmittals@ThorntonCO.gov when you have completed your upload indicating your application has been submitted.
 - 4) Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Case processing will not begin until the fee is paid.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295

Notice to All Applicants

- Applicants will be given a written summary of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.