Wireless telecommunication services facilities are permitted only in the industrial zoning districts (I-1 or I-2).

Submit documents above with a copy of this form and a completed Land Use Application.

Date Submitted to Town: ______________

Application Certification of Completion

Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If rejected, Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. *All documents requiring a signature must be signed in BLUE INK.*

Address Staff Comments (Submit to Town Clerk)

- Letter explaining how all of the comments have been addressed
- Revised maps and other documents
# WIRELESS TELECOMM. FACILITY

## TOWN CERTIFICATION OF COMPLETED APPLICATION

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<tr>
<th>Signed: ___________________________</th>
<th>Date: __________________________</th>
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### Final Staff Review and Report to Planning and Zoning Commission

Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the review criteria (§ 16-3-12.D).

### Planning Commission Review of the Application

The Commission will hold a meeting to review the application, determine if the application complies with the review criteria, and recommend to the Board approval, approval with conditions or denial.

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<th>Decision: __________________________</th>
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### Set Public Hearing Date and Public Notification

Town Clerk will send notice of public hearing to the Applicant and all parties in the Surrounding and Interested Property Ownership Report no less than 45 days before the hearing. Referral information will include time and place of the public hearing, nature of the hearing, location of the subject property, and Applicant’s name. Town Clerk will also publish notice in a newspaper of general circulation and prepare a public hearing notification sign to be posted on the property by the Applicant. The hearing may be held no less than 30 days from the date of property posting and newspaper publication.

#### Date of Public Hearing: _______________________

### Town Board Public Hearing and Action

Following the public hearing, the Board may approve, conditionally approve or deny the application based on the review criteria. The permit may be revocable, may be granted for a limited time period, or may be granted subject to conditions as the Board may prescribe.

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<th>Date: __________________________</th>
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### Post-approval process

The Town will record 1 original mylar of the map in the office of the Larimer County Clerk and Recorder. The recording fee must be paid by the Applicant.

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*File Location: L:\OFFICE INFORMATION\TEMPLATES\APPLICATIONS\WORD DOCUMENT\WIRELESS SERVICES TECH FORM.DOC*