



COMMUNICATION FACILITY ENCROACHMENT PERMIT & APPLICATION SUBMISSION GUIDELINES FOR COMMUNICATION FACILITY ENCROACHMENT PERMIT

CITY RECOMMENDATIONS

Completion of the Application for Small Cell Encroachment on Public Property in a Public Highway/City Right-Of-Way does not substitute for or replace any additional permits or approvals that may be required from the City. Any applicable permits or approvals from affected City departments listed below must be submitted with your complete application.

- The applicant must first obtain the necessary permits and approvals from the entity which owns or has jurisdiction over public, or private easements, railroad right-of-way, irrigation ditch, unincorporated land, and/or State of Colorado right-of-way. Submission of the executed permits and approvals must be submitted with the application.
 - ☐ Applicant seeking collocation^[1] must contact City Electric Utility (L&P) Department and/or City Traffic [Operations](#) Department **PRIOR** to application submission to coordinate structural assessment and determine if structural strengths of subject City structures are sufficient for the proposed attachment(s).
 - ☐ If the small cell communications facility project will require work within the roadway a City Traffic Control Permit shall be required and must be applied for through the Traffic Department prior to construction. More information can be found by visiting, fcgov.com/traffic/watc.php
 - ☐ If a small cell communications facility project anticipates the use of a public street in connection with the maintenance, erection, construction, or for any reason not listed, a City Parking Obstruction Permit will be required and must be applied for through the Parking Services Department. More information can be found by visiting, fcgov.com/parking/obstructionpermits.php

^[1] Collocation means mounting or installing an antenna facility on a pre-existing structure, and/or modifying a structure for the purpose of mounting or installing an antenna facility on that structure.

GENERAL APPLICATION PROCESS

- Each licensee under a wireless network master license agreement from the City may apply for up to 5 pole or attachment locations, per week, including all applications filed by contractors or agents of such license. This condition will allow City staff to provide its customers adequate review of their applications to ensure they are complete and meet City requirements.
- An application is required for each individual location requested.
- Applications are to be submitted on Mondays (including holidays) by 12 p.m. MST to smallcell@fcgov.com for initial routing and review; applications submitted to other emails will not be considered and the shot clock will not start to run. Notice of complete or incomplete applications will be sent through email by end of business on Wednesday of the following week.
- 60 working days for approval of communications facility (CF) attachment(s) on existing pole(s), or on new

CF pole location(s) 'the shot clock'.

- Application must include all submittal requirements as outlined in Chapter 23, Article VII of the Fort Collins Municipal Code, § 23-177, and demonstrate compliance with Divisions 3.8.13 and 3.9.9 of the Fort Collins Code, the requirements of all are incorporated by this reference. The shot clock begins at the time of submittal (Monday at 12 p.m. each week).
- Application must include all submittal requirements as outlined in the city Small Cell Design Guidelines.
- All work in a Public Highway/City ROW must be performed by licensed, bonded, and insured contractors through the Engineering Department and any other applicable departments. Any work performed by unlicensed contractors or without a valid Permit will be removed at the expense of the Permittee/Applicant/Owner and may incur penalties under the Fort Collins Municipal Code.
- Permits will be valid for a period of one year from approval. A one year extension will be granted upon request. If an extension expires, applicants will be required to submit a new application and have the site reviewed again.
- Pre-conversations, permitting or informational meetings prior to submitting the application will not initiate the start of the shot clock.
- **All fees are to be submitted at the time of application submission. See Payments section below for more information.**

APPLICATION SUBMITTAL FEES, RESUBMISSION FEES, & ANNUAL FEES

- New pole construction or existing pole replacement: \$2,120.00 per pole.
- Replacement of existing pole attachments: \$500.00 up to five CF attachments, \$100.00 for each additional attachment after five.
- Encroachment Permit Amendment Fee: \$100 per attachment change.
- Encroachment Permit Yearly Renewal Fee: \$270 per attachment or new pole installation, unless MLA specifies otherwise.
- If an application is deemed incomplete twice (two times) or resubmitted after the initial 60-day review period, the applicant will be required to reapply with a new application and fee on the third submittal. If an application is denied at the end of a review period (60 days) and the applicant resubmits at the same location a new application fee will be required.

Application Continued on Next Page

CF ENCROACHMENT SUBMITTAL CHECKLIST & FILE NAMING:

Missing information or mislabeling of files will render the application incomplete and resubmission will be required. If an item listed below requires more than one file, attach multiple files into one PDF document.

File Naming Example: 01-App-Verizon-2022-FTCSC01/ES429

Item	Requirements:
1. <input type="checkbox"/>	Completed Application form (complete and signed) File Name – “01-App-CompanyName-YEAR-ProjectName/ES#”
2. <input type="checkbox"/>	Executed Master License Agreement (MLA) or letter of authorization (attach only signed sheet). File Name – “02-MLA-CompanyName-YEAR-ProjectName/ES#”
3. <input type="checkbox"/>	Radio Frequency Emission Statement(s) & Report(s) made under penalty of perjury by a RF engineer, representing that all CFs that are the subject of the application shall comply with federal standards for radio frequency emissions. File Name – “03-RFE-CompanyName-YEAR-ProjectName/ES#”
4. <input type="checkbox"/>	Signal Interference Certification(s) signed under penalty of perjury by a RF engineer, representing that all CFs covered by the application shall be designed, sited and operated in accordance with applicable federal signal interference requirements, and as otherwise described in § 23-175(c) of the Fort Collins Municipal Code. File Name – “04-SIC-CompanyName-YEAR-ProjectName/ES#”
5. <input type="checkbox"/>	Submittal Fees , reference page 1 of application.
6. <input type="checkbox"/>	Complete Construction Plans for proposed infrastructure bundled into a single PDF file <ol style="list-style-type: none"> 1) All sheets must be formatted to the same size, 17"x11" preferred 2) Site plans must be scaled showing scale bar. Max scale of 1' = 10'-0" 3) Empty address block on all pages for City Provided Address, redlined by applicant when provided. 4) Empty city approval block on each page located in the same location 5) Scaled elevation view and supporting drawings, calculations, showing the location and dimension of all improvements and existing conditions 6) Including information and dimensions concerning topography, tower height, setbacks, drives, parking, trees, adjacent uses, drainage, sight distance triangle. 7) Labeled and scaled site plan and elevation plan for each pole location, including not limited to the following: <ol style="list-style-type: none"> a) Key symbols, right-of-way lines, property lines, easements, etc. b) Street information including names, curb lines, sidewalk, street amenities, trees, vegetation, existing and proposed utilities c) Professional land survey stamped by a Colorado licensed professional land surveyor which includes identification of immediately adjacent property owner(s); refer to item 14. d) Labeled construction materials, color, finish, etc. e) Pole dimensions and total max height from adjacent grade f) Size and dimension of any projection(s) from pole g) Detail of proposed communication conduit and electrical connection location (if known) h) Typical conduit/duct bank installation section detail i) Typical trench details from LCUASS & utility development standards j) All utilities (size of the utility shown on the plans and linework colored per Colorado 811) <ol style="list-style-type: none"> i) Storm and Sanitary Sewer pipes and appurtenances ii) Water infrastructure including valves, fire hydrants, etc. iii) Gas lines (indicate size, services, etc.) iv) Electric lines (primary, secondary, service, vaults, boxes, etc) v) Communication, broadband, fiber, etc. vi) Adjacent private service lines locations where known vii) Any utilities 24" and greater depicted as double-lines k) All other required information required for the construction and utilization of the facility 8) Reference Small Cell Design Guidelines & Chapter 3 of Larimer County Urban Area Street Standards for more details File Name – “06-ConstructionPlans-CompanyName-YEAR-ProjectName/ES#”
7. <input type="checkbox"/>	Residential Narrative for each new installation proposed in a residential zone district or within one hundred fifty (150) feet of an existing residential lot.

	File Name – “07-RN-CompanyName-YEAR-ProjectName/ES#”
8. <input type="checkbox"/>	<p>Proof of Bonding & Insurance satisfying the requirements of § 23-19 of the Fort Collins Municipal Code for any CF installation that entails excavation of a public highway.</p> <p>File Name – “08-B&I-CompanyName-YEAR-ProjectName/ES#”</p>
9. <input type="checkbox"/>	<p>Other Information reasonably deemed by the Engineer to be necessary to assess compliance with permit requirements . Documents requiring signatures and seals by appropriate qualified professionals shall be provided by applicant prior to issuance of a permit.</p> <p>File Name – “09-OtherInfo-CompanyName-YEAR-ProjectName/ES#”</p>
10. <input type="checkbox"/>	<p>Structural Assessment provided prior to issuance of a CF permit for any CF proposing a new pole or attachment to a non-city-owned structure, the applicant shall submit an engineer-stamped and signed structural assessment for each new proposed CF host support structure conducted by a professional engineer, licensed in the State of Colorado.</p> <ul style="list-style-type: none"> a) When the structural assessment indicates a need for a stronger structure to address issues such as wind load factor, applicant shall provide a substantially similar replacement structure at applicant's cost satisfactory to the Engineer in consultation with Fort Collins Utilities, as applicable. b) All costs for conducting a site assessment, and associated engineering and installation of any new structure in the ROW to support a CF shall be performed by the utility at the applicant's sole cost; a deposit toward such costs shall be paid by the applicant prior to issuance of a permit, and all such costs shall be paid in full prior to applicant begin to operate the CF. <p>File Name – “10-StructuralAssess-CompanyName-YEAR-ProjectName/ES#”</p>
11. <input type="checkbox"/>	<p>New Structures. All applications for new vertical structures associated with a CF in a public highway shall demonstrate that other alternative siting options, including collocations, are not reasonably feasible. Notwithstanding anything in this application to the contrary, all structures located in a public highway shall satisfy the location and design criteria set forth in §§ 23-174 and § 23-176 of the Fort Collins Municipal Code.</p> <p>File Name – “11-NewStructure-CompanyName-YEAR-ProjectName/ES#”</p>
12. <input type="checkbox"/>	<p>Historic Verification. Verified that the project site is not adjacent to a known Historic Resource (designated as historic or eligible for Landmark designation based on valid historic survey). Shown by providing a map depicting the proposed site and distances to Historic Resources within 200 feet thereof using the Historic Resources Planning Map (fcgov.com/historicresourcesmap).</p> <p><i>For Freestanding Poles Only:</i> Contact City of Fort Collins Historic Preservation Services at preservation@fcgov.com prior to application to determine if a historic survey for abutting property/properties is required to be ordered at the applicant's expense. Surveys are typically completed in 4-6 weeks. If required, Historic Preservation Services staff will update the Historic Resources Planning Map to reflect these survey results, and this map should be used to produce Attachment 12.</p> <p>File Name – “12-Historic-CompanyName-YEAR-ProjectName/ES#”</p>
13. <input type="checkbox"/>	<p>Site Assessment. Utility locates (Colorado 811) must occur prior to application submission and within 90 days prior to submittal to reduce conflicts in the field.</p> <ul style="list-style-type: none"> a) Pole location must meet utility clearances as defined by the utility owners (City Utility Specifications can be found at https://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations or in the Small Cell Specifications). b) When calling in utility locates for a site assessment, identify the location of the pole (ES Pole Number or Defining Location) and request locates provided within a 30” radius. c) Photo verification of location (in PDF format) must be provided. d) Provide locate tickets and sketches. Must include the positive responses provided by Colorado 811. e) All information in one PDF document <p>File Name – “13-SiteAssessment-CompanyName-YEAR-ProjectName/ES#”</p>

Survey Plan, Assessment, & Statement. Licensed Surveyor has certified/verified that proposed location(s) are in public right-of-way and not encumbered by any other restricted/private easements. Provide all existing public record documents (Maps, Book/Page Information, Reception #, Subdivision Plats, prior Land Survey Plats, Etc.) utilized to create this survey plan. Survey plan must be verified in the field with a boundary survey conducted. Certification will need to include the "Surveyor's Statement" shown below and stamped. Certification/verification document(s) included in #6 – Complete Construction Plans.

14. ☐

SURVEYOR'S STATEMENT:

I, _____, a Colorado Registered Professional Land Surveyor, do hereby state that this document was prepared from an actual survey made by me or under my responsible charge, that the monumentation as indicated hereon was found or set as shown, and that the forgoing document is an accurate representation thereof, all this to the best of my knowledge, information and belief.

Name _____

Colorado Registered Professional Land Surveyor # _____



Engineering Department
281 N. College Ave. - PO Box 580
Fort Collins, CO 80522-0580
970-221-6605

COMMUNICATION FACILITY ENCROACHMENT PERMIT

APPLICANT

Name: _____
Company: _____
Phone: _____ Email: _____
Address: _____
City/State/Zip: _____

OWNER OF ENCROACHMENT(S) (ATTACHMENT OR INSTALLATION)

Company/Name: _____
Owner Contact: _____
Phone: _____ Email: _____
Address: _____
City/State/Zip: _____

*If contact for the encroachment ownership changes, please contact the Fort Collins Engineering Department immediately at smallcell@fcgov.com.

** If ownership of the encroachment changes, the permit will be void and a new application will need to be applied for through the Engineering Department, unless stated otherwise in the Master License Agreement.

ANNUAL FEE BILLING INFORMATION

Company/Name: _____
Billing Contact: _____
Phone: _____ Email: _____
Billing Address: _____
City/State/Zip: _____

*If contact for the payment changes, please contact the Engineering Department immediately at smallcell@fcgov.com.

COMMUNICATION FACILITY ENCROACHMENT PERMIT

DESCRIPTION OF PROPOSED ENCROACHMENT (SUBMIT THIS SHEET FOR EACH SITE)

Project Name/ID # (e.g., CRAN_RUTH_FTCOL_001): _____

Fort Collins Pole ID (Can be found, [Here: Small Cell Map](#) e.g., ES1000): _____ Latitude

& Longitude (NAD 83, to the nearest hundredth): _____ Nearest Street

Intersection Or City Block (Physical Address Will Be Assigned By City Staff): _____

CF Placement Option(s): (Sorted from Most preferable to Least preferable)

- ☐ Existing light poles lawfully owned and operated by Licensor (City of Fort Collins), a public utility company (e.g., Fort Collins Light & Power), or a third-party property owner (e.g., Century Link) – 60 Day Review
- ☐ Existing facilities lawfully owned and operated by a public utility company or third-party property owner; and then Municipal Facilities other than street lighting poles, including traffic poles – 60 Day Review
- ☐ Poles owned and installed by Licensee at its own expense at locations in the Public Highway (and if ever abandoned by Licensee, Licensee shall assign such Poles to Licensor – 60-Day Review

ENCROACHMENT ACKNOWLEDGEMENT(S) & EXPLANATION(S)

Provide separate response sheet for each location requested, provide the following (add additional pages after this page if necessary):

1. Project Name/ID # (e.g., SC_281NCollege / ES1986)
2. Why is the public highway needed for this private improvement?
3. How did you select the location for the proposed CF? Please describe how you address the following issues as part of this application: preference for facilities on higher street classifications, proximity to residential structures and districts, equipment selection, impact mitigation (aesthetics, lighting, noise, overhead hazards, sidewalk encroachment, driving surface encroachment, tree and landscaping protection, etc.), and potential alternative locations including locating on private property, co-locating on existing poles, or building a co-located pole. If you are seeking to install a proprietary pole, you need this justification as well as why existing City structures in the subject area are not adequate.
4. How adjacent property owner(s) will be provided notice of the proposed pole and an opportunity to comment.
5. A plan describing how each pole will be adequately identified and maintained, including graffiti/sticker removal, paint repair, vandalism repair, replacement if downed/damaged, contact information etc.
6. Written acknowledgement that additional device(s) are not allowed to be mounted to any poles (sensors, third party antennas/equipment/cameras, etc.) without submitting for an amendment or new Encroachment Permit.

ENCROACHMENT ACKNOWLEDGEMENT(S) & EXPLANATION(S)

COMMUNICATION FACILITY ENCROACHMENT PERMIT

ENCROACHMENT INSURANCE SUBMISSION & INDEMNITY AGREEMENT

The submission of this encroachment permit application is deemed assent by the permittee, applicant, and/or owner to the following:

1. The Permittee/Applicant/Owner hereby covenants that it will indemnify and hold the City harmless from all claims, demands, judgments, costs and expenses, including attorney's fees arising out of any accident or occurrence causing injury to any person or property whosoever or whatsoever due directly or indirectly to the issuance of the permit and the placement and use of the permitted location by the Permittee and its agents and employees, unless such accident or occurrence results from any tortious misconduct or negligent act or omission on the part of the City, its agents and employees.
2. All insurance policies ensuring such obligation shall be specifically endorsed to include all liability assumed by the Permittee/Applicant/Owner hereunder. A \$1,000,000 certificate of Commercial General Liability insurance is required from an insurance company with a minimum of a "B++" rating. The City of Fort Collins must be listed as both a Certificate Holder and an Additional Interest on such policies. The insurance policy will be submitted to the City of Fort Collins Engineering Department on a yearly basis for verification.
3. Application submittal includes all submittal requirements shown in Submission Guidelines above and as outlined in Chapter 23, Article VII of the Fort Collins Municipal Code, § 23-177, and demonstrate compliance with Divisions 3.8.13 and 3.9.9 of the Fort Collins Code, the requirements of all are incorporated by this reference. Missing information will render the application incomplete.

The information presented is Understood and Agreed to:

Name (Printed)

Signature

Date

The Applicant as authorized to submit this application and commit the owner of the encroachment to all fee, ongoing annual charges, indemnity and insurance requirements, and all other obligations of the encroachment requirements, resolution and/or permit:

Name (Printed)

Signature

Date

CITY USE ONLY

Application Received Date: _____

Application is: ☐ Approved ☐ Revise & Resubmit* ☐ Denied* (*Provide Reason(s)): _____

Permit #: _____ Permit Issuance Date: _____

Permit Fee: _____ Annual Renewal Fee: _____

Permit Approved By: _____ Department: _____