

**ZONING COMPLIANCE REVIEW FOR CO-LOCATION ON, MODIFICATION TO AND/OR INSTALLATION OF ADDITIONAL EQUIPMENT FOR EXISTING TELECOMMUNICATION TOWER(S) (ZCRT)**

**PLEASE READ NOTE AND SIGN BELOW:**

**THE SUBMITTED APPLICATION PACKAGE REQUIRES SPECIFIC REPORTS/ INFORMATION WHICH MAY NOT BE ADEQUATE AS DETERMINED THROUGH THE REVIEW PROCESS. ADDITIONAL INFORMATION MAY BE REQUIRED. ALSO, THE ACCEPTANCE OF THE APPLICATION PACKAGE DOES NOT MEAN THE SPECIFIC INFORMATION HAS BEEN APPROVED AND IN FINAL FORM. REVISIONS TO THE DOCUMENTS AND/OR REPORTS MAY BE REQUIRED. YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THESE CONDITIONS.**

Date: \_\_\_\_\_ Type of Application:

**Zoning Compliance Review  
Telecommunication Tower No.**

\_\_\_\_\_  
**Applicant's/Representative's/Owner's Signature**

**NOTICE:** All information, including emails, submitted to Pueblo County Department of Planning and Development is considered public record and is therefore available for public review.

**Assessor's Tax Parcel No.:** \_\_\_\_\_

**Address and Common Name of Tower Site:** \_\_\_\_\_  
\_\_\_\_\_

**1. Please list the name, address, and telephone number of the following (some may not be applicable):**

Applicant(s): \_\_\_\_\_  
Address/Zip: \_\_\_\_\_  
Telephone Numbers: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Tower Owner(s): \_\_\_\_\_  
Address/Zip: \_\_\_\_\_  
Telephone Numbers: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_  
Address/Zip: \_\_\_\_\_  
Telephone Numbers: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**2. Zone District and Special Use Permit No.:** \_\_\_\_\_

**3. Latitude and Longitude of Tower:** \_\_\_\_\_

**ZONING COMPLIANCE REVIEW CHECKLIST FOR CO-LOCATION ON,  
MODIFICATION TO AND/OR INSTALLATION OF ADDITIONAL EQUIPMENT  
FOR EXISTING TELECOMMUNICATION TOWER(S)**

**THE FOLLOWING ITEMS MUST BE SUBMITTED IN .PDF FORMAT ALONG WITH THE APPLICATION:**

Applications for the installation/modification of additional antennas, dish receivers and/or remote radio heads (RRH), etc. upon an existing tower as well as the installation/modification of related accessory buildings, equipment and support facilities within a previously approved/designated leased area shall include, but are not limited to, the following:

- \_\_\_\_\_ 1. **Project Summary** that includes:
  - \_\_\_\_\_ Representative contact information (name, address, phone number and email address)
  - \_\_\_\_\_ A summary of the proposal, including number of antenna/dish receivers/RRH to be installed/replaced, the installation of new equipment shelters/ cabinets, etc.
  
- \_\_\_\_\_ 2. **Title Sheet** with a SITE INFORMATION section that contains:
  - \_\_\_\_\_ Tower Owner, Site Name, Site Number
  - \_\_\_\_\_ Latitude and Longitude of the Existing Tower
  - \_\_\_\_\_ Zone District
  - \_\_\_\_\_ Special Use Permit Number
  - \_\_\_\_\_ Assessor's Parcel Number
  
- \_\_\_\_\_ 3. **Overall Site Plan** (drawn to scale) of the subject property that contains:
  - \_\_\_\_\_ Parcel dimensions and acreage
  - \_\_\_\_\_ Location of Leased Parcel with setbacks dimensions from said boundary to the property boundary
  - \_\_\_\_\_ North Arrow and Scale
  - \_\_\_\_\_ Name of access road to site (s)
  - \_\_\_\_\_ Access and/or Utility Easement(s) (Existing and Proposed)

**Enlarged Site Plan of the Leased Parcel** (drawn to scale) that contains:

  - \_\_\_\_\_ Leased Parcel dimensions and acreage
  - \_\_\_\_\_ Existing tower with the four (4) setback dimensions from the leading edge of the tower to the boundary of the leased parcel
  - \_\_\_\_\_ The specific carrier's leased area with dimensions which surround the existing related accessory buildings and support facilities with setback dimensions from the boundary of the leased area to the boundary of the leased parcel
  - \_\_\_\_\_ The separation distance between the leading edge of the existing tower and the specific carrier's leased area
  - \_\_\_\_\_ All existing leased areas with dimensions
  - \_\_\_\_\_ Overall height of the proposed related accessory buildings and support facilities
  - \_\_\_\_\_ Overall height and type of security fencing encompassing the leased parcel
  - \_\_\_\_\_ North Arrow and Scale
  - \_\_\_\_\_ Name of access road to site(s)
  - \_\_\_\_\_ Access and/or Utility Easement(s) (Proposed)

**Tower Diagrams and/or Elevations** (does not have to be drawn to scale, but needs to be legible) that contains:

  - \_\_\_\_\_ Overall tower height **including** any attached lightning rod or lighting fixtures
  - \_\_\_\_\_ Overall height of all existing AND proposed antenna and/or dish receivers mounted on the tower
  - \_\_\_\_\_ Scale (if applicable)

- \_\_\_\_\_ 3. Copy of Structural Evaluation/Analysis for current project
- \_\_\_\_\_ 4. A nonrefundable application fee of \$ \_\_\_\_\_
- \_\_\_\_\_ 5. Applicable Checklist / Staff Initials

**NOTE:** None of the drawings required above shall be larger than 11" x 17" and shall be provided in .pdf format.

ALL items as listed above must be submitted in order for the Application to be considered complete).

A **complete** application will be assigned, reviewed by staff, and returned (for modification/correction, if applicable) to the applicant within 10 to 14 working days of the date of submittal with any necessary/additional review and request for modifications/corrections being processed within 5-7 working days from the date of receipt.