

Wireless Telecommunications Facility (WTF) Review Checklist

[based on §14-16-3-17 ROA 1994, most recent revision effective January 21, 2008]

ROUTING & TIMEFRAMES:

The “Green Sheet” (the “One Stop Comment Form for Wireless Telecommunication Facility (WTF) Applications”) must indicate that the application has been routed to the City Engineer for technical comments. If any comment is adverse and/or if “Not Approved” is listed, this application must remain at the Counter until these issues are resolved.

⇒ Note: Pursuant to Federal law: the municipality has **30 days**, from the date of application submission, to issue the first deficiency memo. Be sure to follow up!

Does the application merit return to the Counter? _____

If so, date returned and to whom: _____

PRELIMINARY INFORMATION:

1. Case Number: _____ AA Number: _____

2. Project Name: _____

3. Project Address: _____

Is this address located in the City? _____

4. What does the proposed project consist of? _____

5. Is a letter of authorization from the property owner provided? _____ *If not, one is required!!*

OVERVIEW:

1. What is the subject site’s zoning?

2. What is the applicable Zone Atlas page? _____

3. List any applicable area and sector plans: _____

4. Is the proposed WTF designed to conceal the antennas? _____
If yes, what kind of design is the proposed WTF? _____

5. Is the proposed WTF a collocation on an existing structure or a public utility pole?

⇒ If the subject site is straight zoned and the WTF is a non-concealed collocation or a minor tenant improvement (ex. a generator addition), then Zoning Staff at the Front Counter will review the request.

⇒ Current Planning Staff needs to write a letter (see examples on the X drive) and advise the applicant, and talk to Front Counter staff.

6. How tall is the proposed WTF at its top? _____

Is the proposed height allowed by the subject site's zoning? _____

At what height (centerline) are the antennas proposed to be mounted? _____

7. Which definitions in §14-16-1-5 apply to the proposed WTF? (more than one may apply).

_____ Free-Standing WTF _____ Architecturally Integrated WTF

_____ Roof-Mounted WTF _____ Face-Mounted WTF

8. Is a new structure proposed on the ground of the subject site? Describe.

Is there an existing site development plan that would be modified as a result of the proposed WTF structure or associated equipment? _____

_____ If yes, the applicant must provide a copy (not 8.5 x 11) of the applicable site development plan.

_____ Have you checked AGIS case tracking and case history to be sure?

What case numbers apply, if any? _____

9. _____ If the site development plan was heard at the EPC, a copy of the Official Notice of Decision is needed for the file.

⇒ Does the Official Notice of Decision limit or restrict WTFs? If so, how?

BASIC REQUIREMENTS:

1. Setbacks: A free-standing WTF (includes the wall, see definition in 14-16-1-5) shall be set back a minimum of 100 feet from the property line of a residential zone.

Is there a residential zone nearby? If so, what is it? _____

Does the proposed WTF comply? _____ Setback distance: _____

A free-standing WTF shall be set back a minimum of 50 feet from the right-of-way.

Does the proposed WTF comply? _____ Setback distance: _____

What are the setback requirements of the zone where the WTF is proposed?

Zone: _____ Setbacks: front, side and rear: _____

Proposed setbacks: _____ Does the proposed WTF comply? _____

2. Leasable Area: The equipment leasable area* shall not contain more than 400 square feet of gross floor area (GFA) per user and shall not be more than 9 ft in height.

*(measure the equipment building area, not the enclosure wall area. GFA means "building" area).

Size of equipment leasable area: _____

Height of equipment leasable area: _____

Does the proposed WTF comply? _____

3. Notes: Does the proposed WTF site plan have the required notes regarding the following? The best place for these notes is the first page of the submittal.

Lighting & Signage: _____ Interference: _____

Health Issues: _____ Abandonment: _____

4. Would the proposed WTF be located near a View Corridor designated in §14-16-3-17(A)(9) _____ If so, which one? _____

How far would the proposed WTF be from the View Corridor ROW? _____

[Note: Only architecturally integrated WTFs, or WTFs with antennas located on existing vertical structures, are allowed within 1/8 mile (660 feet) of a designated View Corridor.]

5. Would the proposed WTF be located near the outer edge of the right-of-way of any flood control arroyo designated by the City or AMAFCA **and** identified as part of an existing or future trail system? (A)(9) _____

How far would the proposed WTF be from the arroyo ROW? _____

[Note: Only architecturally integrated WTFs, or WTFs with antennas located on existing vertical structures, are allowed within 1/8 mile (660 feet) of the right-of-way of the abovementioned flood control arroyo and trail system.]

6. Would the proposed WTF be located near any City-owned Major Public Open Space and/or the Petroglyph National Monument? (A)(10) _____

If so, which one? _____

How far would the proposed WTF be from the property line of either? _____

[Note: Only architecturally integrated WTFs, or WTFs with antennas located on existing vertical structures, are allowed within 1/4 mile (1320 feet) from the property line of any City-owned Major Public Open Space and the Petroglyph National Monument.]

7. Would the proposed WTF be located in a Historic Overlay Zone? (A)(11)(a) _____

If so, which one? _____

Would the proposed WTF be located in a H-1 zone? _____ If so, it is prohibited.

8. Would the proposed WTF be located in any of the following neighborhoods, including but not limited to College View, Silver Hill or Spruce Park? (A)(11)(b) _____

If so, which one? _____

[Note: Only a concealed WTF that is architecturally integrated is allowed within the neighborhoods listed in the WTF ordinance and within neighborhoods listed on the State Register of Cultural Properties or the Federal Register of Historic Places.]

APPLICATION REQUIREMENTS:

1. The first applicant shall include an inventory of all the said provider's existing wireless telecommunications facilities or approved sites for facilities that are either within the city or within 1,000 feet of the border thereof by JUNE 1, 2008 (A)(13)(a).

Has the applicant responded to the data request letter sent in April 2008 by submitting the required data? _____

*[Note: As of April 2009, the following providers have complied: All-Tell, AT&T, Cricket, Sprint, T-Mobile, Verizon, Crown Castle and American Tower. If provider is not listed, **withhold approval** until you receive the requested data. Tip: Check for mergers and provider name changes first and notify the applicant of this requirement.]*

2. Has the applicant included: a) the zone map from the City's Zone Atlas, showing zoning specific to the application area, and b) a separate land use map (A)(13)(b)?

3. Has the applicant provided evidence that demonstrates collocation possibilities relevant to the application (A)(13)(c)? [refs back to (A)(6)] _____

4. Has the applicant provided a set of site development plans (3 copies, on 11 x 17 paper)?

_____ The site development plans are required to include the following information. Note “yes” if included and “no” if not.

_____ Is each sheet (except the title page and photo page, if any) correctly scaled?

Scale needs to be corrected on Sheets: _____

Are elevation drawings of the proposed WTF included? _____

[Note: Electrical sheets are not needed for this review. Remove them but save one copy for the file and label them.]

Is the location and type of the proposed WTF identified? _____

Is the color and height of the proposed WTF identified? _____

Are on-site land uses and zoning identified? _____

Are adjacent land uses and zoning identified? _____

Are all of the following items identified?: adjacent roadways _____, proposed means of access _____, setbacks from property lines _____.

If deemed necessary by the Planning Department, are the topography _____ and parking _____ included?

Any other information deemed necessary by the Planning Department to assess compliance with this section (i.e.- Do you need any other site plan information?):

5. Has the applicant included a notarized statement (one for each-total of 2) describing and addressing the following as required? _____

_____ The number and type(s) of antenna(s) that the proposed WTF can accommodate [(A)(13)(d)(2)] .

_____ A statement of intent committing the WTF owner (and successors) to allow shared use of the WTF if an additional user agrees in writing to meet reasonable terms and conditions of shared use, and explaining if the proposed WTF would allow other users (future collocations) [(A)(13)(e)].

6. Has the applicant included an affidavit explaining what the engineering requirements are and the factual basis for them as required pursuant to Subsection (A)(13)(d)(3)? _____

7. Are the site plan sheets stamped by an engineer or an architect (must include a registration number!) as required pursuant to Subsection (A)(13)(d)(4)? _____

8. Has the applicant included information about any others WTFs in the vicinity and their distance from the proposed WTF pursuant to Subsection (A)(13)(d)(5)? _____ Have you verified this information using AGIS? _____

Should any WTFs be included but were not? If so, which ones? _____

9. Pursuant to Subsection (A)(13)(d)(6), the Planning Department may request any other information needed to evaluate this application. Do you want to request the following additional information?

_____ Height analysis demonstrating the heights of structures within the immediate area (typically within 500' of the proposed facility)

_____ Photo Simulation that shows the before condition and the after condition.

_____ Any other information? _____

10. Notification (A)(13)(f):

_____ Has the applicant provided evidence that recognized neighborhood associations, as defined in the Neighborhood Recognition Ordinance, have been notified in writing?

_____ Has the applicant provided evidence that adjacent property owners that would be entitled to notice of a zone map amendment (i.e-within 100 feet of the subject site) have been notified in writing?

11. WTF mounted on a Public Utility Structure (A)(14):

_____ Would the proposed WTF be mounted on a public utility structure owned by PNM or another party?

_____ Has the applicant included a stamped drawing from PNM to indicate PNM approval of this site? (PNM will issue a separate notice to proceed with construction later.)

*[Note: This stamped drawing must be provided and must match the submitted, proposed site plan. Planning Staff needs to make a coordination call to PNM, Donna Sanford. **However, it is the applicant's responsibility to provide the PNM stamped drawing to Staff.]***

_____ Has the applicant addressed, in writing, the requirements in (A)(14)(a-e)?

12. Landscape and Screening (A)(16):

_____ Does the proposed WTF meet the definition of a free-standing WTF pursuant to the definition in §14-16-1-5?

_____ A free-standing WTF shall include landscaping. Has a landscaping plan been included with the submittal?

_____ Does the landscaping plan include an irrigation system detail and watering schedule? (note: watering by hand is unacceptable).

_____ A free-standing WTF shall be surrounded by a solid fence or wall, at least 6 ft. high and not more than 9 ft. high, and landscaping. Chain link with slats does not constitute a solid fence or wall. Is a solid fence or wall proposed?

13. Horizontal Separation Distance (A)(17):

Are there any free-standing WTFs nearby? How many? _____
(check on AGIS, using the Zoning & Planning information)

How far away is the nearest free-standing WTF? _____

[Note: Free-standing WTFs shall be separated by at least 1,000 ft., as measured from the edge of the required landscape buffer (or the enclosure wall/fence if no landscaping buffer) of each free-standing WTF.]

14. City Engineer Comments (green form):

Are there any comments from the City Engineer (or other Staff) that the applicant needs to address? What are they? _____

Any other issues or comments?: _____

Remember:

⇒ This is an administrative approval. It **cannot** be conditioned!

⇒ Pursuant to Federal law: the municipality has **30 days**, from the date of application submission, to issue the first deficiency memo. Be organized and be careful!

⇒ Staff has 60 days to act on a **complete** application. Until all the required information is provided and the deficiencies are corrected, the application is incomplete and cannot be acted upon [Ref: §14-16-3-17(E) and restated in a LUHO opinion, Summer 2008].

⇒ If the deficiencies are not corrected within 60 days of notice of the deficiencies, the application shall be deemed **withdrawn** and no further action will be taken on it. Work with the applicant regarding timeframes and keeping the application active. After this time elapses, and there is no evidence of movement on the application, notify the applicant and send the form letter for an auto-withdrawal. [Ref: §14-16-3-17(E)]