



ZONING PERMIT for TELECOMMUNICATIONS FACILITIES - Overview

Use this guide to comply with the city’s zoning rules for telecommunications equipment siting, installation, and construction. The Step-by-Step guide below will walk you through the process.

Standards That Apply	Approvals & Permits Required	Step in guide
Landmark Ordinance, DRMC, and related rules and regulations Chapter 30	Landmark approval is required if property is located within a historic district or contains a designated landmark structure. Please provide the Section 106 Compliance Statement at the time of application.	1
Urban Design Standards and Guide	Will be required if property is located within an Urban Design Review District.	1
Denver Zoning Code (DZC) Section 11.5.2.1, or Former Chapter 59 (FC 59) Section 59-84	Zoning permit required; additional/special use review often required.	2

Step-by-Step Guide

1 Getting Started

- Understand what the zoning will allow for your property by checking the applicable zoning code section.
- If the proposed improvements are located in a Landmark District, on a Landmark Structure, or in an Urban Design Review District, the application package will be routed to the appropriate city staff for design approval. Separate review applications are not required as a part of this referral process.
- Site specific information, including landmark and urban design review applicability and information, can be found on our website at denvergov.org/maps or from the [Develop Denver](#) map page.

2 Submit Application Package and Pay Fee

- Compile all items listed on the Application Attachments checklist (see page 2 for more detail), including a completed application (page 3).
- Submit your complete application package, in person or by email, and pay the review fee. Telecommunications fees are based on valuation, plus a \$100.00 design review fee, and a review fee for a ZPIN or ZPSE use review if applicable. No zoning permit will be released until all fees have been paid.
- When your application package has been submitted, staff will review your package for completeness.
- If your package is incomplete, staff will notify you with a request for additional information. The review will not begin until a complete package is received.

3 Staff Review and Customer Re-Submittal, as required

- Staff will conduct review for zoning compliance.
- Staff may contact you for additional information.
- Staff may ask you to revise and re-submit in order to comply with the zoning code or other city regulations as applicable.

4 Approval and Next Steps

- Once approved, you may apply for necessary building permits. The building permit must be obtained within 180 days from the issuance of the zoning permit or a new zoning review is required.
- OTHER STEPS: Zoning is often just only one step in a complete project review. Building, Parks, Public Works, and Fire permits may be required.



ZONING PERMIT for TELECOMMUNICATIONS FACILITIES - Submittal Checklist

Telecommunications Permit Checklist (Step 2)

- Application for Telecommunications (page 3)**
- Federal Section 106 Compliance Statement, if applicable**
- Project Narrative**

Include a detailed narrative about the proposed project, including a completed schedule either as an attachment or on the plan set (see example). Project narratives must address how the project complies with all applicable zoning review criteria. Project narratives that do not identify the type and amount of equipment proposed will be rejected as incomplete.

EQUIPMENT SCHEDULE			
Equipment Type	Existing/Proposed	Number	Location
Antenna	Existing	A1	A1 see site plan
Antenna	Proposed	A2	A2 see site plan
Antenna	Existing	A3	A3 see site plan
Antenna	Existing	A4	A4 see site plan
Antenna	Proposed	A5	A5 see site plan
Antenna	Proposed	A6	A6 see site plan
Remote Radio Heads	Existing	R1	R1 see site plan
Remote Radio Heads	Existing	R2	R2 see site plan
Remote Radio Heads	Proposed	R3	R3 see site plan
Remote Radio Heads	Proposed	R4	R4 see site plan
Free Standing Equipment Cabinets	Proposed	EC1	EC1 see site plan
Free Standing Equipment Cabinets	Existing	EC1	EC2 see site plan
Intake Louver with rain hood	Proposed	L1	L1 see site plan

- Project Plan Set**
Submit an engineer stamped plan set including elevations and site plan locations for all tower structures, antennas, and ground level equipment as applicable. The site plan must include the entire zone lot and call out all equipment locations per the included equipment schedule (see DZC, Section 11.5.2.2.E or FC59, Sec.84.E for more information).
 - Elevations for rooftop, building mounted, or ground mounted equipment, as applicable, are required.
 - Additional information is required for alternative tower and tower structures, contact zoning permitting section.
 - Landscaping screening information, as applicable.

- Owner Affidavit assuming responsibility for all proposed work**

Staff may request additional information depending on the scope and location of the specific project.

Date Submitted

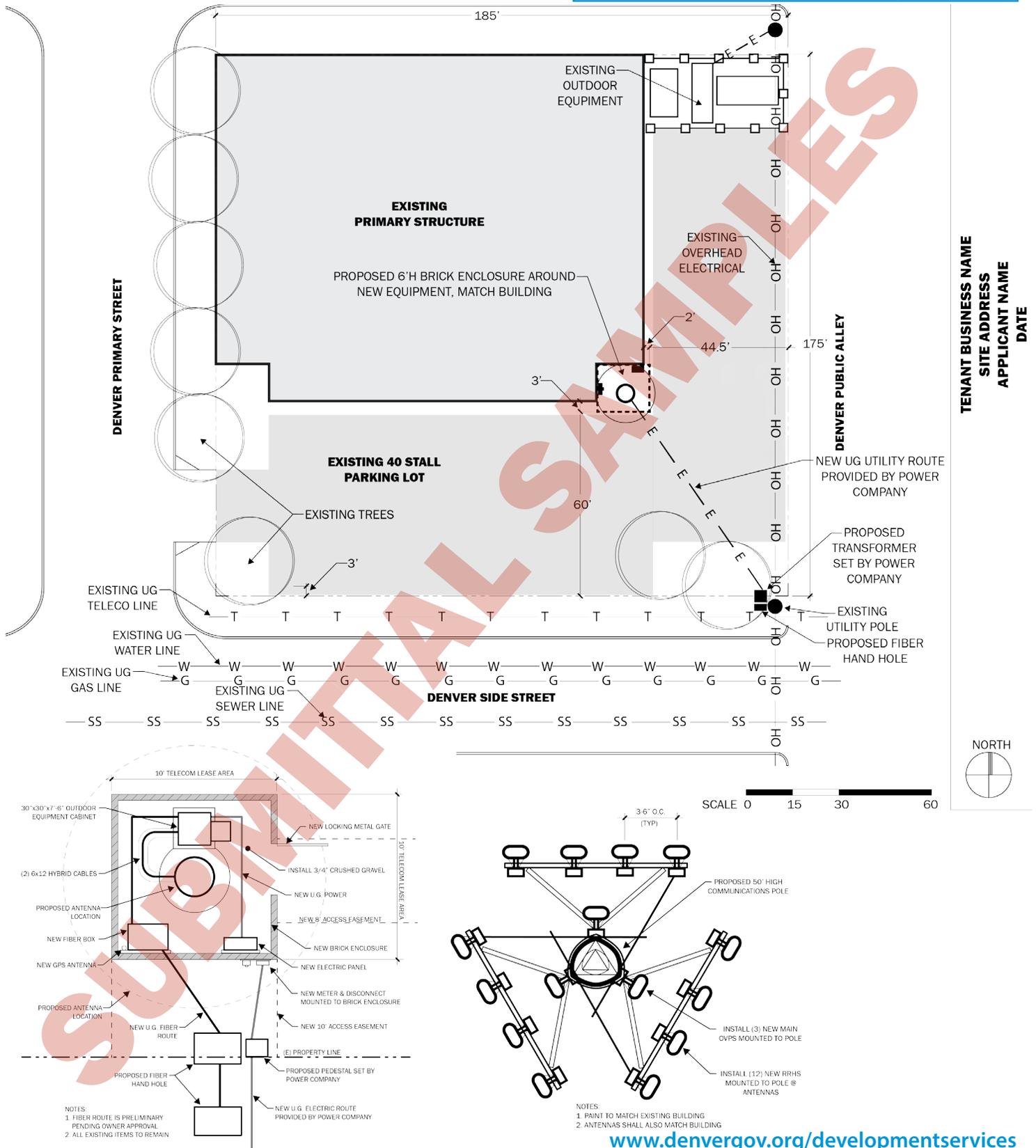
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ZONING PERMIT FOR TELECOMMUNICATIONS FACILITIES

Application

PROPERTY INFORMATION					
Property Information	Address:				
	Schedule Number:		Zone District:		<input type="checkbox"/> Denver Zoning Code (DZC) <input type="checkbox"/> Former Chapter 59 (FC59)
	Legal Description:				
	Landmark District:		Property Total Land Area:		
Project Information	Project Valuation (\$):		Facility Location (At Grade or On Building):		
	Existing Facility or Building Description (If Applicable):				
Property Owner	Name:		Phone:		
	Address:				
	City:		State:		
	Email:		ZIP:		
APPLICANT INFORMATION (IF NOT PROPERTY OWNER)					
Aplicant (if same as owner, leave blank)	Company:				
	Name:		Phone:		
	Address:				
	City:		State:		
	Email:		ZIP:		
PROJECT DESCRIPTION					
Request	<input type="checkbox"/> Equipment Replacement and/or Equipment Addition (Collocation per DZC, Section 11.5.2.4 or FC59, Sec.84.G)				
	<input type="checkbox"/> Addition of New Equipment to Existing Building				
	<input type="checkbox"/> Alternative Tower Structure				
	<input type="checkbox"/> Telecommunications Tower				
	<input type="checkbox"/> Telecommunications Facilities - All Others				
	<input type="checkbox"/> Antennas not attached to a tower				
Review Type	<input type="checkbox"/> ZP	<input type="checkbox"/> ZPIN	<input type="checkbox"/> ZPSE	<input type="checkbox"/> FC59, Sec.41(b)	<input type="checkbox"/> Unknown
Landscaping and/or Screening Description					
ATTACHMENTS					
Required to submit all of the following (Including this completed application):		<input type="checkbox"/> Narrative including the Equipment Schedule <input type="checkbox"/> Engineered Stamped Plan Set, Elevations may be required			
SIGNATURE REQUIRED					
By my signature, I attest to the best of my knowledge and belief, that the information stated in this application and in all supporting plans and documents is true and accurate.					
Signature (Owner or Representative) _____					
Full Name (Print) _____ Date _____					



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