

Planning Office
Casper City Hall
200 N. David, Room 205
Casper, WY 82601

Eligible Facilities Request - Wireless Facility Modification Application

Applications for an Eligible Facilities Request - Wireless Facility Modifications per Section 6409(a) of the Spectrum Act are subject to a 60-day “shot clock,” or review timeframe. Due to the short timeframe for these application types, the City of Casper requires that your complete application include all items necessary for permitting of the structure, including Planning Office review, Building and Inspections review, and any Franchise that may be necessary for your particular application. Application submittal will be to the Planning Office. Any application submitted without all of the necessary components will be deemed incomplete and will not be accepted for substantive review. A list of missing items will be provided.

Applicants shall demonstrate that the Wireless Communication Facility (“WCF”) is safe and aesthetically appropriate, that it complies with City zoning codes, whether RF or other interference is accounted for in this application and whether the WCF meets the requirements of Section 6409(a) (47 U.S.C. § 1455(a)) regarding size change (cumulative limits), stealth obligations, and building codes/safety/non-discretionary structural code provisions.

The City requires scheduling a meeting with City staff to ensure a smooth application process.

Should you have any questions about this process or the required application materials, please contact the Planning Office at (307) 235-8241 or Building and Inspections at (307) 235-8264.

To determine whether your modification will require a Franchise, please contact the Planning Office at (307) 235-8241.

Building and Inspections Submittal Requirements for Eligible Facilities Request - Wireless Facility Modifications

The following items are required and submittals must be complete before accepted for review.

For current codes and amendments please visit our website at: www.casperwy.gov.

- ❑ **Completed City of Casper Permit Application**
 - ❑ Permit application can be found online at www.casperwy.gov
 - ❑ Property owners email address is required
 - ❑ Sign and date the application
 - ❑ Site Plan check fee must be paid at time of submittal
- ❑ **Complete Planning submittal** is required at the time of building plan submittal. See the Submittal Checklist for Eligible Facilities Request - Wireless Facility Modifications.
- ❑ **3 Copies of Electronic (PDF) Drawings** (minimum 11 x 17, no reduced 24 x 36 sheets accepted)
 - ❑ Cover sheet with index
 - ❑ Site Plan
 - Show location of all modifications
 - ❑ Elevation of modifications
 - ❑ Foundation Plan, if required
 - Structural details for the cell tower modification-attachments
 - ❑ Electrical Plan
- ❑ **2 Copies of Structural Calculations**
 - ❑ All modifications to communication towers, poles, and collocation structures must be structurally engineered by a Wyoming registered engineer to show they meet the requirements of the Casper Municipal Code.
 - ❑ A report from a Wyoming registered engineer describing the capacity of the tower, including the number and type of antennas that it can accommodate.

The following items are required with the resubmittal and must be complete before accepted for review. All plan review comments must be addressed.

- ❑ **Planning Resubmittal**, addressing all first and subsequent review comments (if required)
- ❑ **Copy of Contractor's Licenses**
- ❑ **Completed Contractor Form**
 - ❑ Provide contractor/subcontractor's license number

Note:

- **A meeting is required with the Planning Office and Building and Inspections to discuss items specific to your project. Please contact them to schedule a meeting.**
- If the building owner does not own the property, a letter from the property owner giving permission to build is required.
- A Pre-Construction meeting may be required as the first inspection depending on the scope of the modifications.

Permit Application

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Job Address:**Valuation:****Assessor's Parcel No.:****Subdivision & Lot No.:****Description of Work (Use):****Owner:**

Owner's Email Address:

Owner's Address:

City, State, Zip Code:

Phone No. :

Fax No.:

Applicant:

Applicant's Address:

City, State, Zip Code:

Phone No.:

Fax No.:

Contractor:

Contractor's Address:

City, State, Zip Code:

Phone No.:

Fax No.:

Contractor's License No.:

Registrant (Architect / Engineer):

Registrant's Address:

City, State, Zip Code:

Registrant's License No.:

Phone No.:

Fax No.:

Application is hereby made to Building and Inspections for a permit subject to the conditions and restrictions set forth on his/her application.

I hereby certify that I have read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State, County or City laws regulating construction or the performance of construction.

Signature of Authorized Applicant**Date**

Contact Person: _____ **Phone:** _____ **E-Mail:** _____
(Please Print)

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Submittal Checklist for Eligible Facilities Request - Wireless Facility Modifications

Case No. _____

I certify that the Eligible Facilities Request - Wireless Facility Modification packet submitted is complete and accurate, and that all required supporting information as specified in the submittal checklist is provided. Further, I understand that this application is being accepted provisionally and that if the submittal is inaccurate or determined to be incomplete, the application will be rejected by the City. Further processing of the packet will not continue until the submittal is determined complete by the City.

Applicant or Agent Signature

Date

DELIVERABLES – To be submitted to Building and Inspections	
<input type="checkbox"/>	Complete Building and Inspections application packet, including application, plans, and fees (see Submittal Checklist for complete list)
<input type="checkbox"/>	Completed Eligible Wireless Facility Modification zoning checklist (this form)
<input type="checkbox"/>	Completed Eligible Wireless Facility Modification zoning application
<input type="checkbox"/>	Zoning review fees
<input type="checkbox"/>	Letter of Authorization from the Wireless Carrier allowing the applicant to submit on their behalf
<input type="checkbox"/>	Letter of Authorization from the Property Owner and Support Structure Owner approving the modifications on their property/structure
<input type="checkbox"/>	An attestation that the proposed facility modification is subject to review under Section 6409(a) of the Spectrum Act
<input type="checkbox"/>	A signed statement from a qualified person, together with his/her qualifications, that provides expected Radio Frequency emissions levels from the antenna array(s), and certifies that these emissions comply with FCC standards not only at ground level below the Wireless Communication Facility, but also wherever terrain or placement of buildings would cause exposure. The statement shall also certify that both individually and cumulatively, and with any other existing facilities located on or immediately adjacent to the proposed facility, that the proposal complies with FCC standards.

<input type="checkbox"/>	Electronic copies of the site plan, elevations, antenna details, and equipment layout (3 copies)
<input type="checkbox"/>	Set of plans and conditions of approval from the original permit and any entitlements (including Conditional Use Permit, variance exception or other zoning approval) applicable to the property or support structure
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will result in a height increase: Dimensioned plans or drawings showing the height of the support structure as originally approved and constructed, or as of the most recently approved modification prior to February 22, 2012, whichever height is greater
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification is on a concealed or camouflaged facility: A statement describing the existing concealment or camouflage elements and demonstrating that the proposed modification will not defeat the concealment or camouflage
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will alter exterior dimensions or appearance of the support structure: Color photo simulations with a minimum size of 8.5"x11". The photo simulations shall include "before" and "after" renderings of the site, its surroundings, and the proposed facility and antennas at maximum height, and any structures, vegetation, or topography that will screen the proposed facility from multiple public viewpoints. Public viewpoints selected for the simulations should be located approximately a half-mile, 1 mile, and 3 miles from the proposed facility, with an accompanying map showing where each photo was taken. If the modification is on a building, all elements of the proposed project must additionally be shown in one or more close-in photo simulations.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will protrude from the edge of a non-tower structure: Dimensioned plans or drawings showing the edge of the eligible support structure.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will include excavation or deployment beyond the current site or would result in a protrusion beyond existing equipment or a non-tower support structure: A legal description and a scaled drawing showing the site boundaries, the existing tower or base station, and the proposed location, elevation, and dimensions of the new or replacement equipment.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If structural hardening is proposed: A technical report by a Wyoming registered engineer demonstrating that the hardening conforms to code requirements.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification is to a macrocell tower: A wet stamped report by a Wyoming registered engineer demonstrating that the tower with the modifications will comply with applicable structural, electrical, and safety codes, including wind speed, and describing the general structural capacity of the tower with the modifications.
<input type="checkbox"/>	If the modification is to a base station: A wet stamped report by a Wyoming registered engineer demonstrating that the base station with the modifications will

<input type="checkbox"/> OR <input type="checkbox"/> N/A	comply with applicable structural, electrical, and safety codes.
<input type="checkbox"/> <input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification requires alteration to the support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings are also required, showing the items listed in Site Plan Requirements below.
<input type="checkbox"/>	All plans, including elevations, on CD in pdf, jpeg, or tiff format, labeled and dated
<input type="checkbox"/>	All plans, including color elevations or renderings (1 copy) 11" x 17"

SITE PLAN REQUIREMENTS	
<input type="checkbox"/>	Title block at bottom right corner, including: <ul style="list-style-type: none"> • Label the plan as "Site Plan" • Name and address of development • A brief legal description of the property, including lot numbers, subdivision name and recording information, section, township and range reference • The new project number, in bold print larger than the cross-reference numbers
<input type="checkbox"/>	Sheet numbers in bottom right corner (example: "Sheet 1 of 5")
<input type="checkbox"/>	Name, address, and phone number of provider and owner
<input type="checkbox"/>	Name, address, phone number, and professional seal of architect/engineer or firm preparing the plans; also wet stamped building plans and certification.
<input type="checkbox"/>	Related case numbers for the site such as conditional use permit or variance exception, etc.
<input type="checkbox"/>	Date of drawing and/or last revision
<input type="checkbox"/>	Scaled (1" = 600') vicinity map showing: <ul style="list-style-type: none"> • The subject property identified and centered within a one square mile area • Identify major streets and City limits within the square mile area
<input type="checkbox"/>	Legal description and lot numbers
<input type="checkbox"/>	Gross and net area of the site

<input type="checkbox"/>	Scale: 1.0 acre or less 1" = 10' 1.01 - 5.0 acres 1" = 20'
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Legend, describing all symbols
<input type="checkbox"/>	Zoning district(s) for project area and adjacent parcels
<input type="checkbox"/>	All surface planes labeled, i.e., asphalt, concrete, etc.
<input type="checkbox"/>	Any proposed modifications to the eligible support structure
<i>Provide location, identification, and dimensions of the following site elements:</i>	
<input type="checkbox"/>	Existing eligible support structure, transmission equipment, and equipment cabinets
<input type="checkbox"/>	Proposed transmission equipment to be collocated or to replace existing transmission equipment
<input type="checkbox"/>	Any new equipment cabinets and their intended uses.
<input type="checkbox"/>	Landscape and parking areas
<input type="checkbox"/>	Fences, walls, and screening, indicating height, length, color, and materials, and any other existing structures on the site
<input type="checkbox"/>	Any areas where excavation is proposed, showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the excavated area.
<input type="checkbox"/>	Landscape areas, including proposed plantings and irrigation systems (<i>these items may need to be shown on a separate sheet for legibility</i>)
<input type="checkbox"/>	Existing and proposed ingress/egress points and intersections, including width

ELEVATION REQUIREMENTS

<input type="checkbox"/>	Scale – As approved by staff
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	Detailed elevations for the transmission equipment and eligible support structure impacted by the modification, with directions labeled
<input type="checkbox"/>	Dimensions of the eligible support structure, including overall height and width
<input type="checkbox"/>	Location, dimensions, materials, and colors (including reflectivity) of principal support structure or building elements – antennas, camouflage elements, walls, windows, doors, etc.
<input type="checkbox"/>	Color renderings or similar illustrations, with directions (North, South, East and West) labeled

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Wireless Facility Modification Application

This application is for wireless facility modifications eligible under Section 6409(a) of the Spectrum Act. All other wireless applications require the Wireless Communication Facility Application. Staff review of this application may result in a determination that the proposal is not an Eligible Wireless Facility Modification, and, in that event, the application will be denied and a standard Wireless Communication Facility Application must be submitted.

PART I: APPLICATION SUMMARY

Name of project site, if any:	
Site Address:	
Located in Right-of-Way: Yes ___ No ___	Site Acreage:
Zoning:	Assessor's Parcel #:
Property Owner:	
Mailing Address:	
Phone #:	Email:
Wireless Carrier:	
Contact Person:	
Mailing Address:	
Phone #:	Email:
Agent:	
Mailing Address:	
Phone #:	Email:

PART II: MODIFICATION DETAILS

Your responses to the following questions will help to ensure that the correct process is used in reviewing your modification.

<p>Proposed Action: Check the applicable option(s).</p> <p><input type="checkbox"/> Replace transmission equipment <input type="checkbox"/> Remove transmission equipment <input type="checkbox"/> Collocate transmission equipment Other: _____</p>	<p>Project Description: Be as specific as possible. Describe how you will use stealth design or techniques to camouflage or conceal your facilities or equipment. Attach extra sheets if necessary.</p>
<p>Does this request include the modification of an existing wireless tower or base station? Yes___ No___</p>	<p>Will you be switching out the support structure? Yes___ No___</p>
<p>Will this facility require structural hardening? Yes___ No___</p>	<p>Does this modification require deployment or excavation beyond the established site boundaries? Yes___ No___</p>
<p>Has the facility (including the support structure, base station or associated equipment) been modified since February 22, 2012? Yes___ No___ If yes, provide a brief description of the modifications (attach extra sheets if necessary):</p>	
<p>Does the request increase the height of the tower or support structure from the original zoning approval, or from any modification approved prior to February 22, 2012? Yes, by _____ ft. and _____% No___</p>	<p>Does the request add an appurtenance to the tower or support structure which will protrude from the edge of the originally approved tower or structure or from any modification approved prior to February 22, 2012? Yes, by _____ ft. No___</p>
<p>Does your request include the installation of new equipment cabinets? Yes If yes, how many? _____ No___ Will any of the existing cabinets increase more than 10% in height or volume? Yes___ No___</p>	

<p>Is the facility considered a concealed or camouflaged facility? Yes__ No__</p> <p>If yes, please describe how the current proposal avoids defeating the facility's concealment or camouflage elements:</p>	
<p>Will the modification comply with the conditions of approval of the Conditional Use Permit, variance exception or zoning clearance for the facility? Yes__ No__</p>	<p>Will there be any modifications to a back-up generator, battery back-up system, fire suppression equipment, or fuel storage tank associated with the project? Yes__ No__</p>
<p>Existing structure and antenna colors:</p> <p>Will new antennas be painted to match the existing structure? Yes__ No__ If no, please explain:</p>	<p>Will the antennas be screened? Yes__ No__</p> <p>If yes, please describe the screening to be provided:</p>
<p>Will the antennas be flush-mounted to the structure on which they are located? Yes__No__ If no, please explain:</p>	
<p>Application is hereby made to the Planning Office with the conditions and restrictions set forth on this application. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other Federal, State, County, or City laws.</p>	<p>Zoning Fee:</p>
<p>Applicant's signature:</p>	<p>Date:</p>

PART III: REVIEW PROCESS

Below are the steps you are required to take for review of your Section 6409(a) Eligible Facilities Request - Wireless Facility Modification Application. Note that steps taken by staff, such as routing of your application to other departments, are not shown here.

The following steps are required of you. The applicant shall:

- Ensure that your modification complies with Section 6409(a) requirements prior to submitting your application.
- Submit a complete application (see checklist) and fees
- Provide revised documents as required by staff

The applicable review timeframe is 60 calendar days. The timeframe may be paused by mutual agreement or when the City determines that an application is incomplete. To pause the timeframe for incompleteness, the City must notify the applicant in writing within 30 days, delineating all missing documents or information. The timeframe begins running again when the applicant makes a supplemental submission. Following the supplemental submission, the City will notify the applicant within 10 days if the supplemental submission did not provide the information identified in the original notice of incompleteness. The timeframe may be paused in the same manner for subsequent submittals.

The City of Casper will provide you with clarification of its interpretation of statutes, ordinances, codes, or authorized substantive policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact the Planning Office at (307) 235-8241.