

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

## Wireless Communication Facility Application

*This application is for a collocation that does not qualify under Section 6409(a) because it is a substantial modification to an existing tower or base station or it is for a new site or tower. If you wish to apply under Section 6409(a), please use the Wireless Facility Modification Application.*

### PART I: APPLICATION SUMMARY

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



| <i>Provide location, identification, and dimensions of the following site elements:</i> |  |
|---|--|
| <input type="checkbox"/>  | Existing support structure, transmission equipment, and equipment cabinets   |
| <input type="checkbox"/>  | Proposed transmission equipment to be collocated   |
| <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   |
| <b>ELEVATION REQUIREMENTS</b>   |  |
| <input type="checkbox"/>  | Scale – As approved by staff   |
| <input type="checkbox"/>  | Bar scale  |
| <input type="checkbox"/>  | Detailed elevations for the transmission equipment and support structure impacted by the modification, with directions labeled   |
| <input type="checkbox"/>  | Dimensions of the support structure, including overall height and width  |
| <input type="checkbox"/>  | Location, 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   |

## PART III: FACILITY DETAILS

### Proposed Action

Check the applicable option(s):

- New support structure and transmission equipment
- Hardening of existing support structure to accommodate new transmission equipment
- New transmission equipment on existing non-wireless support structure
- Collocation on existing wireless facility that is a substantial modification
- Other: \_\_\_\_\_

### 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.

Height of proposed facility: \_\_\_\_\_

Is the facility considered a concealed or camouflaged facility?

- Yes
- No

If so, please describe the facility's concealment or camouflage elements:

Does your request include the installation of equipment cabinets or other ground-mounted equipment?

- Yes Please describe: \_\_\_\_\_
- No

Will your facility generate noise audible beyond the boundaries of the site (for example, a generator)?

- Yes
- No

Describe the surrounding area and how your facility will be integrated to blend with the existing characteristics of the site and community:

Describe the existing vegetation on the site and how you will preserve or improve the landscaping:

Will you be requesting waivers of any standards?

Yes (*List below and provide a separate letter detailing and justifying each request.*)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

No \_\_\_\_

**A separate variance exception or Conditional Use Permit application form and fees may be necessary.**

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.

**Zoning Fee:**

**Applicant's signature:**

**Date:**

## **PART IV: REVIEW PROCESS**

Below are the steps you are required to take for review of your Wireless Communication Facility 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:

- Meet with staff at the outset to determine whether your review process will be administrative or whether a variance exception or Conditional Use Permit (CUP) will be required.
  - Variance exceptions or Conditional Use Permits require public hearings. The applicant will be responsible for posting 4'x8' public notice on the site. Staff will provide additional details regarding the variance exceptions or CUP process and the public notice sign requirements.
- Submit a complete and correct application (see checklist) and fees.
  - If a variance exception or Conditional Use Permit is required, you must also submit a variance exception or CUP application form and applicable variance exception or CUP fees.
- Provide revised documents as required by staff.

The applicable review timeframe is 90 calendar days for collocations and 150 calendar days for all other applications in accordance with FCC rules. 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.

Applicants shall demonstrate that the WCF is necessary, safe and aesthetically appropriate, that it complies with City zoning codes, whether RF or other interference is accounted for and whether there is a legitimate need for a substantial modification of the WCF.

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 or by fax at (307) 235-8362.

## **PART V: SUPPORTING MATERIALS AND INFORMATION**

*Include the following materials and information as applicable. **Applications that do not include all required materials will not be accepted.***

- Completed Wireless Communication Facility Application form
- Applicable review fees, including but not limited to:
  - Wireless Communication Tower review fee
  - Variance exception or Conditional Use Permit fees (if applicable)
  - Site Plan fees (if applicable)
  - Fees for outside professional review
- Letter of Authorization from the Wireless Carrier for agent
- Letter of Authorization from the Property Owner approving the facility on their property, or if the facility is in the right-of-way, an attestation that the applicant has authorization to install, maintain, and operate transmission equipment in the right-of-way. Further permitting through the Community Development Department may be required.
- Site plan requirements, including drainage and traffic statements, wet stamped by a registered civil engineer.
- Photo simulations showing before and after renderings of the site and any structures, vegetation, or topography that will screen the proposed facility from multiple viewpoints. Selected viewpoints should be located approximately a half-mile, 1 mile, and 3 miles from the site with an accompanying map showing where each photo was taken.
- Elevation drawings
- The following additional materials are required:
  - List of existing vertical elements within a 1-mile radius
  - Narrative explaining why the applicant cannot collocate
  - Policy statement on mitigation of tower proliferation
  - Collocation policy
  - Signal coverage maps
  - Engineer's capacity report
  - FAA and FCC compliance statement from an engineer
- Applications requiring a variance exception or Conditional Use Permit procedure shall also include the following:
  - Completed variance exception or CUP application and fees
  - Map showing WCFs within a 3-mile radius
  - Narrative description of camouflage possibilities explored
  - Alternative site comparison including photo simulations
- If noise will be audible beyond the property lines, a noise report is also required.
- Three hard copies and a CD or USB drive containing pdf images of all documents.
- Application appointments.
  - Applicants are required to schedule appointments with the Planning Office
  - No applicant may submit a request for approval for more than 10 sites at any one time