



## SITE SUPPLEMENT APPLICATIONS FOR SMALL CELL WIRELESS FACILITIES IN THE RIGHTS-OF-WAY

Building Division, 410 East 5<sup>th</sup> Street | Loveland, CO 80537 | 970-962-2505  
[eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org) | [www.CITYOFLOVELAND.org/DC](http://www.CITYOFLOVELAND.org/DC)

All wireless providers must apply for a site supplement license (“license”) to install a small cell facility in the Rights-of-Way. A license is also required for any proposed changes or modifications to previously approved small cell facilities in the Rights-of-Way, unless such change qualifies as a “Minor Modification” under the [Master License Agreement](#).

For small cell wireless sites located outside of the Right-of-Way on private property, contact the Current Planning Department.

If you have questions or are new to this process, contact Kim O’Field at [kim.ofield@cityofloveland.org](mailto:kim.ofield@cityofloveland.org) before you begin your application.

**Loveland Water and Power** – (970) 962-3000 – [PowerDevelopment@cityofloveland.org](mailto:PowerDevelopment@cityofloveland.org)

- Electric Design
- Electric Metering
- Municipal Fiber

**Public Works** – (970) 962-2524 – [engineering@cityofloveland.org](mailto:engineering@cityofloveland.org)

- ROW and Encroachment Permitting
- Traffic Engineering

**Current Planning** – (970) 962-2523 – [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org)

- Small Cell Wireless facilities on private property

**Building Department** – (970) 962-2505 – [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org)

- Building Permits

### Contractor Licenses:

All contractor licenses must be current prior to the issuance of any building permits. Contractor licensing applications can be obtained from City staff or by filling out a [New Contractor License Application](#).

### STEP 1: Execution of a Master License Agreement

All wireless providers will be required to have a fully executed [Master License Agreement](#) with the City of Loveland for the use of the City’s Public Right-of-Way property in connection with the operations of a wireless network prior to submitting a license application to install individual small cell wireless facilities in the Right-of-Way.

Please contact Kim O’Field at [kim.ofield@cityofloveland.org](mailto:kim.ofield@cityofloveland.org) to begin the process for executing a Master License Agreement with the City. Please allow two weeks for the City to execute the agreement.

## STEP 2: Pre-Submission – Compilation of Information

Download and complete the [Application for Small Cell Wireless Facilities in Rights-of-Way](#). This application includes a detailed checklist of all the information required to submit with your complete application. All supplemental information must be submitted with the application using the identified naming conventions in order for the application to be considered complete.

## STEP 3: Application Submittal

Complete Small Cell Wireless Applications and supplemental information may be either submitted electronically to [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org) with the subject ***Small Cell Wireless Application from <COMPANY>, <YEAR>, <ApplicationNumber>*** or submitted on a flash drive to the Building Division counter. We will also accept emails with links from external FTP sites that do not require a login (i.e. Dropbox, OneDrive, etc.). If emailed, you will receive a return email notification that your submittal has been received.

Applications may be submitted any time by email, and during regular business hours if applying at the Building Division counter.

## STEP 4: Application Review, Check-in & Comments

The City will review applications for completeness and notify the applicant of information missing within ten (10) days of submittal. The process, referred to as Check-in, is an internal City process to verify the completeness of a submittal. The process was developed to reduce the number of review cycles and minimize delays for incomplete submittals. It also helps streamline the license process by assuring that all necessary documents are available for a complete review.

Check-in submittals received by midnight will be processed for next business day Check-in. The project will be entered into the City's system and the review period will commence.

The Permit Technician will provide Check-in comments the next business day after the project has gone through Check-in

If the application is determined to be incomplete at the check-in, you will be notified of the discrepancies that are required to complete the application. Please revise the application submittal and resubmit the entire package for check-in. The entire application is denied until the incomplete information is received to the City's satisfaction so that the application can be processed. For resubmitted applications, the "Revision" box on the Small Cell Wireless Application should be checked and the resubmitted application should be sent electronically with the subject ***Small Cell Wireless Application from <COMPANY>, <YEAR>, <ApplicationNumber>, Resubmittal***

All revisions and resubmittals are submitted directly to the Permit Technician via the [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org) email address and go through the check-in process.

The City will review and approve applications under the timelines (or “shot clocks”) required by state and federal law. Different shot clocks are applicable to different application types, as described below:

Type of Application	Shot Clock	Incomplete Initial Application Notice	Incomplete Resubmittal Notice
Eligible Facilities Request	60 days	*30 days	*10 days
Small Wireless Facilities – Collocation	60 days	**10 days	*10 days
Small Wireless Facilities – New Structures	90 days	**10 days	*10 days
Collocation – Other Than Small Wireless Facilities	90 days	*30 days	*10 days
New Site or Towers – Deployment on a New Structure	150 days	*30 days	*10 days

\*Tolls the shot clock

\*\*Shot clock restarts

Once the project has been reviewed and approved then applicable permits can be issued.

#### STEP 5: License Issuance & Make-Ready Work

Once the applications have been approved:

1. **Final drawings are printed** – After being notified that your drawings are approved, you will need to provide one final full color paper set of signed and sealed drawings. This set is to be on site at all times. The final approved stamped construction documents, as well as site plans, must be on site and available to all inspectors for all scheduled inspections. Failure to follow these requirements may result in failed inspection and/or a penalty fee per occurrence.
2. **Applicant pays license and permit issuance fees** – Issuance fees are paid at permit issuance; these include applicable license and permit fees, application fees, taxes, and construction fees.
3. **Applicant receives completed license** – The Applicants will come to the Building Division Office and sign the License Conditions. An Inspection Card will be printed and given to the Applicant. Applicant should review the card for accuracy including types of inspections required. If inspections need to be added or removed, this should be corrected before Applicant leaves the Building Division Office. The inspection card must be displayed on the job site where it is visible from the street and accessible to all inspectors. The Conditions must remain attached to the permit card for reference by the inspectors. The building permit must be picked up within 90 days of approval or it will expire. If the building permit is not picked up, the application will be closed, but the plan check fee will still be assessed. Once a building permit is closed, submission of a new application will be required.

**Once you have the building permit as part of the approved site supplement license you may begin the work** – After building permit is issued, work must begin and inspections must be scheduled within 180 days. Failure to schedule an inspection within that timeframe may result in the building permit being closed. Once the building permit is closed, no further work is permitted without first filing a new site

license application and obtaining a new building permit. Fees will be calculated based on the fee schedule in effect at the time of resubmittal.

Starting construction, including grading and excavation, without the required permits and license will result in the issuance of a stop work order and the possibility of double permit fees being imposed.

Applicants should assume that existing infrastructure will need to be upgraded to accommodate the additional equipment and loading on the poles. At the sole cost of the Applicant, the City shall perform all make-ready work to replace and upgrade all poles and any associated infrastructure as required to accommodate the applicant's small cell infrastructure. A cost estimate of the make-ready work for each pole plan will be prepared following the submittal of the [Electrical Service Worksheet \(Commercial\)](#) (ESW). With each ESW the applicant will be required to submit a deposit, Site Utility CAD file, electrical plans, and One-line. Once the estimate has been paid and the application has been approved the make-ready work will begin. Following the completion of the project the applicant will be billed for actual expenses. The applicant will be responsible for installing their equipment once make-ready work has been completed.

#### **STEP 6: Inspections**

Inspections shall be requested by calling the Building Inspection Line at (970) 962-2100. It is recommended that inspections be called 24 hours before the day the inspection is needed; however, inspection requests will be accepted until 7:00 p.m. the day prior to the inspection. Please refer to the [Inspection Line Brochure](#) if you have any questions. This brochure will provide you with all permit and inspection-type codes along with directions guiding you through the inspection line process. The City of Loveland discourages the use of cell phones when calling inspections, as cell phone reception may be erratic resulting in inspection requests not being scheduled. When calling for an inspection, it will be necessary to provide your building permit application number.

Depending on the project, numerous partial inspections may be required. During the construction process, if an inspection is scheduled and work (as well as corrective work) is not complete, a re-inspection fee will be assessed for each occurrence.

#### **STEP 7: Certificate of Completion and Building Permit Completion**

Once all site licenses are completed, all building permits approved and closed, and all required final inspections have been approved by all entities in the inspection process, the batch license will receive a Certificate of Completion. Each site license will be closed out once completed.