



Special Use Permit (SUP) Checklist Special Use Permit Amendment (SUPA) Checklist Telecommunication Towers

All submittal materials listed below must be submitted electronically in .pdf format. Application for the construction of any new telecommunication towers shall be included, but are not limited to the following:

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- ___ Letter of Request should contain, at a minimum, the following:
 - ___ Date of Application.
 - ___ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses
 - ___ Site location, dimensions, and size of property in feet and acres, and present zoning..
 - ___ Project description or project narrative
 - ___ Action requested and the reason and purpose for the request.
 - ___ Existing and proposed facilities, structures, roads, etc.
 - ___ Signature of owner or representative
 - ___ Proposed source of water. **ONE** of the following should the tower facility be manned.
 - ___ Letter from Water District
 - ___ Copy of well permit
 - ___ Applicant's statement that cistern is used with information on where water is obtained/purchased. A letter from water supplier shall be submitted.
 - ___ Download and fill out the [Water Supply Information Summary Form](#) (
 - ___ Upload the Division of Water Resources’ Reply.
 - ___ Proposed method of wastewater disposal. **ONE** of the following should the tower facility be manned.
 - ___ Letter from Sanitation District
 - ___ Pueblo Department of Public Health and Environment [Preliminary Investigation Form](#) for OWTS Application
 - ___ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative, and the project property is not owned by the applicant or business.
 - ___ Proof of ownership by recorded deed
 - ___ If owner is other than Individual, please provide the following:
 - ___ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority as applicable to LLC property ownership.
 - ___ Articles of Incorporation and By Laws as applicable for Corporation Property ownership.

_____ Trust Documents as applicable for Trust Property ownership.

_____ **Overall Site Plan or Plot Plan**

The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to Engineer's scale.

- _____ Parcel dimensions and acreage
- _____ Location of existing and proposed structures, towers, related accessory equipment with setbacks dimensions from all of the improvements to the property boundary.
- _____ North arrow and scale.
- _____ Name of access road to sites.
- _____ Access and utility easements; Existing and Proposed.

_____ **Enlarged Site Plan of the Leased Parcel; Drawn to Engineer's Scale.**

- _____ Leased Parcel dimensions and acreage
- _____ Legal Description of Leased Parcel
- _____ Proposed tower, size of leased area surrounding the proposed related accessory buildings and support facilities with the four (4) setback dimensions from the leading edge of the proposed tower, the boundary of the leased area all to the boundary of the leased parcel and between improvements.
- _____ Overall height of the proposed related accessory buildings and support facilities.
- _____ Overall height and type of security fencing encompassing the leased parcel.
- _____ North Arrow and Scale
- _____ Name of access road to sites
- _____ Access and Utility Easements -- Proposed

_____ **Tower Diagrams and Elevations.** Does not have to be drawn to scale, but needs to be legible.

- _____ Overall tower height **including** any attached lightning rod or lighting fixtures
- _____ Overall height of the proposed antenna/dish receivers
- _____ Areas available for co-location of additional service providers
- _____ North Arrow and Scale (if applicable)
- _____ Overall height of the proposed related accessory buildings and support facilities

NOTE: None of the drawings required above shall be larger than 11"x17" and ALL items must be submitted in .pdf format.

- _____ Written documentation that ALL possibilities of co-location on existing facilities within a 3-mile radius have been addressed and exhausted.
- _____ Documentation of access approval and copy of draft access easement which includes a legal description and supplemental map of the access to the leased parcel.
- _____ A copy of the Federal Aviation Administration Form 7460-1 Notice of Proposed Construction or Alteration AND Type and Description of any proposed lighting when height of proposed tower is 150 feet or greater.