

**TELECOMMUNICATIONS REVIEW CHECKLIST**

These checklist shall be completed and returned as part of the submittal as applicable. Any item checked “No” or “N/A” (not applicable) must be explained in a narrative attached to the checklist. Incomplete submittals will be returned to the applicant.

**SUBMITTAL MATERIALS FOR ALL TELECOMMUNICATIONS FACILITIES**

**The following information shall be submitted for review of wireless facilities as applicable:**

	Yes	No	N/A
1. A detailed written description of how the applicant has complied with, or will comply with, the applicable standards of this title, especially those of this chapter.			
2. An accurate photo simulation of the site with the proposed facility in place. The simulation shall be to scale, and depict all planned and expected antennae, including collocation of other carriers, on the facility. Landscaping which is not existing or proposed on the accompanying site plan shall not be included in the simulation unless it exists on adjoining properties.			
3. A statement of whether the proposed facility is exempt or non-exempt from environmental review under the Rules of the FCC. <ul style="list-style-type: none"> <li>a. If the facility is claimed to be exempt, a detailed and specific citation to the Rules of the FCC indicating the section which details the relevant exemption provisions shall be included. If the facility is not exempt from environmental review, a copy of the environmental review shall be provided with the application, and the approval from the FCC for the site shall be provided to the City of Bozeman prior to the final site plan approval.</li> <li>b. If the facility is claimed to be exempt from environmental review, a statement shall be provided, under oath and notarized, that the proposed or existing facility does or will comply with FCC radio frequency emission guidelines for both general population/ uncontrolled exposures and occupational/controlled exposures as defined in the FCC rules. The provision of false information shall result in the immediate revocation of permits or approvals granted upon the basis of the false information and the cessation of operation of the offending facilities.</li> </ul>			
4. When the applicant is a wireless service provider, proof that the applicant is licensed by the FCC to provide the wireless communication services that the proposed facility is designed to support, or that licensing by the FCC is not required.			
5. A report providing a description of the large scale wireless facility with technical reasons and justification for its design and placement.			
6. A description of the maximum capacity of the large scale wireless facility as proposed and how the facility can be retrofitted or modified to accommodate changing user needs.			
7. Documentation establishing the structural integrity for the large scale wireless facility’s proposed use including documented loading calculations for wind, snow and seismic forces under circumstances of maximum capacity loading prepared by a professional structural engineer licensed to practice in the State of Montana. Loading criteria shall be those set forth in the edition of the International Building Code most recently adopted by the City.			
8. A statement of how the collocation requirements of Section 18.54.040.B, BMC, shall be met.			

# TELECOMMUNICATIONS REVIEW CHECKLIST

## SUBMITTAL MATERIALS FOR LARGE SCALE WIRELESS FACILITIES

In addition to the materials required above, the following information shall be provided for all large scale wireless facilities 50 feet or greater in height:

	Yes	No	N/A
1. Propagation studies for the users of the proposed facility, including existing service coverage maps and whether the placement of the new site will require relocations of existing facilities, or a description of how and why the proposed site and facility size is required to provide service that is otherwise unavailable or substantially inadequate or is required for the introduction of a new service.			
2. A statement of intent of how co-location on the facility will be addressed.			
3. A statement of willingness to allow co-location at reasonable and customary rates by all technically feasible providers up to the structural capacity of the tower.			
4. An inventory of all surrounding buildings or other structures greater than 50 feet in height within a radius of one mile of the proposed location with a listing of height and suitability for hosting the proposed users of the large scale wireless facility.			
5. An applicant shall demonstrate in writing that there are no available openings on existing facilities which are feasible and that a new structure is necessary. Such demonstration shall address the criteria in Section 18.54.040.B, BMC.			
6. A detailed explanation of how the large scale wireless facility will be maintained and how the maintenance and operations of the large scale wireless facility will be transferred to a third party should the applicant no longer retain ownership. Unless otherwise approved by the City, the responsibility of maintenance and operations shall transfer to the owner of the underlying property.			
7. An explanation of how the applicant will provide a financial security for the removal of the large scale wireless facility in the event that it no longer serves telecommunications carriers. The financial guarantee shall be 150 percent of the estimated cost of facility removal and must be acceptable to the City.			
8. A large scale wireless facility may be reviewed as a multiple phase project and be constructed over time as provided for in Section 18.54.040.B, BMC. An applicant intending to construct a new large scale wireless facility shall provide letters of intent adequate to meet the requirements for leases set forth in Section 18.54.040.B, BMC.			

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