



# PWSF APPLICATION CHECKLIST

*This document is intended to be an exhaustive list of required documentation for submittal of a PWSF Application. Depending on the type of application, not all of the documentation listed herein will be necessary. The person providing this documentation is encouraged to contact Senior Zoning Planner Andrew Salloum in the City's Planning and Inspections Department to seek guidance on what documentation will be required for his or her application. Mr. Salloum can be reached at [salloumam@elpasotexas.gov](mailto:salloumam@elpasotexas.gov). You may also contact Lead Zoning Planner Raul Garcia at (915) 212-1643 or [garcia1@elpasotexas.gov](mailto:garcia1@elpasotexas.gov).*

*Within 30 days of receipt of the completed application along with the required documentation, City staff will review the application for completeness and notify the applicant if any information is missing. Notice of an incomplete application will stop the applicable timeline for the City to review and act on the application, until such time as the City receives all of the missing information. The remaining time for the City to review and act on the application does not start again until all the missing information has been provided to the City.*

## PWSF CHECKLIST

### REQUIRED DOCUMENTATION FOR PERSONAL WIRELESS SERVICE FACILITY (PWSF) REVIEW FOR BUILDING PERMIT REVIEW (FOR ALL PWSF APPLICATIONS)

*Note: Please ensure that the Certificate of Compliance for the wireless facility affected by the project is up to date.*

	60 DAY	90 DAY	150 DAY
<b>APPLICATION FOR PWSF REVIEW-</b> One (1) copy of completed form. Applications should be submitted electronically using the PWSF application form provided. The application shall include the names and contact information of the property owner(s), proposed tenant(s), lessee(s). If there are multiple owners, or electronic signatures are not provided on the application form, provide the owners' information and signatures on a separate sheet and include it with the application submittal. For more information, see Instructions Section 1.00.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>LETTER OF AGENCY-</b> Letter stating that the applicant's representative is authorized to submit the PWSF application. The letter must be signed by all owners of the subject property and notarized. See Instructions Sections 1.00 and "Owner of Record..." for required language in the Letter of Agency.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>LOCATION MAP SHEET-</b> One (1) copy of a current map accurately outlining the location of the proposed project, per El Paso City Code Section 20.04.380.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CONSTRUCTION DOCUMENTS-</b> As required by El Paso City Code Sections 18.02.105.6-8, an electronic copy of a set of complete construction drawings, with the stamp or seal of the professional engineer or architect preparing said drawings, containing the following must be submitted:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a. Structural analysis documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. Structural plans and details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. Landscaping plan if required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d. Electrical plans and details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
e. Civil plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
f. Locations and dimensions of existing PWSF on the project site, with dimensions as of 2-22-2012, or most recent measurements if structures are more recent than that date (not required for collocations where no increase in height or increases in the size or number of cabinets is proposed).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>RADIO FREQUENCY CERTIFICATION-</b> As required by El Paso City Code Section 20.10.455	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PROJECT DESCRIPTION STATEMENT-</b> A detailed statement about the proposed project as described in Instructions Section 2.00. This statement shall describe the physical improvements proposed for the PWSF project to determine its review timeline.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PROJECT PURPOSE STATEMENT-</b> A detailed statement about the purpose of the proposed project as described in Instructions Section 5.00.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>IF SPECIAL CONTRACTS OR CONDITIONS ON THE SUBJECT PROPERTY –</b> One copy each of any previous permits, approvals, special permits and/or conditions. If project will not meet its conditions, it may be necessary to apply for a Condition Removal or modify the project. See Instructions Section 4.3 for more details on this requirement.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>COPY OF LEASE (optional and at the applicant's discretion) -</b> A copy of the current lease for the subject property to verify that its terms do not prohibit PWSF.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CASHIER'S VALIDATION-</b> Upon review and acceptance of the application by the Planning & Inspections Department, the required fees for zoning review shall be paid to the Cashier, One Stop Shop, City 4, located at 811 Texas Ave. Application fees are nonrefundable. Fees for the Building Permit are calculated separately. Those will be due once the building permit is ready to issue.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CHECKLIST CONTINUES ON REVERSE.

## FOR PROJECTS THAT REQUIRE A PUBLIC HEARING –

This section applies to projects that require a Special Permit, Detailed Site Development Plan Approval, or other Public Hearing. Per El Paso City Code Section 20.10.455, this will include:

- **ALL** new towers, or other PWSF that exceed the dimensional requirements of 20.10.455
- Modifications or collocations subject to the requirements of 20.10.455.D, 20.10.455.E.1.d, 20.10.455.E.2.c.ii, 20.10.455.F.1.c, 20.10.455.F.1.f, 20.10.455.F.2.c.ii, 20.10.455.G.1.c, 20.10.455.G.1.f, or 20.10.455.G.2.c.ii.
- Properties where a condition or special contract provision requires approval of a Detailed Site Plan by the City Plan Commission or City Council.

A public hearing may also be required for projects where proposed improvements will not meet height or setback requirements of the zoning district of the subject property, provided the specific type of relief sought can legally be provided by the City Plan Commission, or City Council.

	60 DAY	90 DAY	150 DAY
<b>STATEMENT OF COMPLIANCE</b> – Statement that proposed PWSF improvements meet the requirements of 20.10.455.E.1.d, 20.10.455.E.2.c.ii, 20.10.455.c, 20.10.455.F.1.f, 20.10.455.F.2.c.ii, 20.10.455.G.1.c, 20.10.455.G.1.f, or 20.10.455.G.2.c.ii, if applicable. Statement shall include any reports or correspondence from real estate brokers/agents who searched for sites as well as the collocation request on behalf of a tower owner, as well as the response from that tower owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>SIGNIFICANT GAP STATEMENT</b> - A statement from an RF engineer that a significant gap exists in the area of the proposed project, as described in Instructions Section 6.00.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>COLOCATION IMPOSSIBLE STATEMENT</b> - If collocation is not possible for the proposed project. A letter from the project engineer stating and explaining why collocation is not possible for the proposed PWSF project.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>FEDERAL AVIATION ADMINISTRATION (FAA) LETTER</b> -For projects involving towers over 100 feet in height. A signed letter from the FAA that states that the proposed project will not negatively impact the air space or flight paths over El Paso.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>SITE DEVELOPMENT PLANS</b> - Per El Paso City Code Section 20.04.380, the following information is required in a site development plan. If submitted in paper form, eight (8) copies are required. The site development plan must be drawn to scale and with dimensions shown for all items other than the legal description and professional seal, set to print no smaller than 8.5" x 11." For information on PWSF standards with which the project must comply, see El Paso City Code Section 20.10.455.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Boundaries of tract proposed for PWSF improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Adjacent lots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Site plan showing location of proposed structures and associated improvements within or outside of the site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Elevations or perspectives of proposed structures, modifications, or new antennae on existing structures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Photo simulation of the proposed improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Building footprints of any existing structures on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Use of existing structures, to include the number of dwelling units in any multifamily structures on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Required Yards and Setbacks (with number of feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Legal Description of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k. Sidewalks and curb cuts, with dimensions shown	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
l. Driveways and access lanes on the site, dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
m. Stormwater drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
n. On-site parking spaces to include loading and unloading berths, ADA, and bicycle parking as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o. Open spaces, with dimensions shown	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
p. Landscape planted areas, with square footage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
q. Screening walls, fences, and retaining walls, with heights shown	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
r. Screening of on-site parking facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
s. Stamp or seal of professional engineer or architect preparing plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>METES AND BOUNDS DESCRIPTION</b> - For proposed new towers occupying a portion of a lot that is five (5) acres or greater in size, or for any application affecting a portion of a lot or an unplatted lot: a metes and bounds description reflecting the portion of the subject property that will be occupied by the proposed improvements. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date. Per El Paso City Code 20.04.160 (A).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PROOF OF OWNERSHIP</b> - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation is owner of the property where the proposed PWSF would be located. Per El Paso City Code 20.04.160 (D).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CERTIFIED TAX CERTIFICATE</b> - Per El Paso City Code 20.04.160 (E), One (1) copy is required for each parcel of property described in the application for PWSF. Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, 3 <sup>rd</sup> Floor, Ste. 300. For any PWSF application, delinquent taxes must be paid in full prior to acceptance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PROOF OF NOTICES SENT TO NEIGHBORHOOD ASSOCIATIONS</b> - Section 2.102 of the El Paso City Code requires that notices be sent to recognized neighborhood associations registered with the City of El Paso. Proof of notices sent is required and may be demonstrated by providing a copy of an email, a certified mail receipt, or an affidavit attesting hand delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ON SITE POSTING</b> - A double-sided, light green sign with a minimum width of 8' and a minimum height of 4' shall be required on the subject property in a location clearly visible from the right-of-way, and perpendicular to the street frontage. It shall be displayed for 15 continuous days prior to the date of the first public hearing. Its caption should read, in 4" letters, "Location of Proposed Rezoning (or other type of application). Please call (telephone number is provided by the planning official)." The caption shall also be provided in Spanish. It shall be constructed of durable material and anchored to the ground with at least 2 posts, or on a building, a fence or a wall. The top of the text shall be a minimum of 5' off the ground. Full public notice requirements for which the applicant will be responsible can be found in El Paso City Code Section 20.04.520.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## FOR PROJECTS WITHIN MUNICIPALLY, STATE, OR FEDERALLY REGISTERED HISTORIC DISTRICTS-

Per El Paso City Code Section 20.20.080, the following information is required for the administrative review of proposed alterations to historic landmarks. Please contact Historic Preservation Officer Priscilla Velazquez ([velazquezpx@elpasotexas.gov](mailto:velazquezpx@elpasotexas.gov)) or Historic Preservation Planner Adam Train ([trainas@elpasotexas.gov](mailto:trainas@elpasotexas.gov)) for more information.

	60 DAY	90 DAY	150 DAY
Location, type, and arrangement of windows, doors, and other openings where applicable for all buildings more than 45 years old on the subject property (include sample of each type of window or door from brochure, catalog, or manufacturer)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sample of proposed color(s) and texture (e.g., color swatch with name, manufacturer, and number)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed building materials to be used for PWSF improvements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A plan showing restoration or rehabilitation of the interior and the exterior unless the applicant provides an inspection report that shows that the interior fully complies with all applicable code requirements and is not in need of restoration or rehabilitation, in which case the plans need only address the exterior of the site.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Material and product samples from brochure, catalog, or manufacturer.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>