

FORMATTED LETTER SHOULD BE SUBMITTED TO THE CITY FOR APPROVAL AS PART OF THE INITIAL APPLICATION, AND PRIOR TO MAILING TO ADJACENT PROPERTY OWNER(S)
(LETTER TO BE PRINTED ON LETTERHEAD OF THE APPLICANT/PROJECT MANAGER)

DATE

ADJACENT PROPERTY OWNER
PROPERTY OWNER ADDRESS
PROPERTY OWNER CITY, STATE, ZIP

RE: Proposed Wireless Communication Facility Installation: **CARRIER LOCATION ID NUMBER**

Dear **PROPERTY OWNER NAME:**

I am writing to you on behalf of **WIRELESS COMPANY** regarding a proposed Wireless Communications Facility (WCF) to be located near your property at the address listed above. The new facility is proposed as (select one):

- New freestanding facility on Public Property**
- New freestanding facility on Private Property**
- New building-mounted facility on Public Property**
- New building-mounted facility on Private Property**
- New or replacement pole in the Public Right of Way (ROW)**

You are being sent this notification at the direction of the City of Westminster that all property owners adjacent to a newly proposed WCF be notified during the application process.

WIRELESS COMPANY is proposing to install this WCF to meet the growing demand for better wireless coverage in your region. The design and appearance of the WCF shall be approved by the City of Westminster. The proposed location near your property was carefully selected to meet **WIRELESS COMPANY** coverage needs, while also meeting City requirements found in Westminster Municipal Code §11-16.

WIRELESS COMPANY is not proposing any work or locating any part of its proposed facility on your property – all work will be performed only on the subject property listed above, or in the public right of way. **WIRELESS COMPANY** will obtain all necessary permits required by the City of Westminster, and will contact Colorado 811 to ensure that all subsurface lines are properly marked and accounted for prior to the commencement of any work.

If any work in the public right-of-way is needed in conjunction with this project, it is possible that roads and/or sidewalks may be temporarily closed, and parking may be

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restricted, while the new facility is being installed. Notices will be posted as needed in advance of any closure. **WIRELESS COMPANY** will work to ensure that disruptions to you and to the public right-of-way are minimized.

Please feel free to contact me by phone at **WIRELESS COMPANY PROJECT MANAGER PHONE NUMBER** or via email at **WIRELESS COMPANY PROJECT MANAGER EMAIL ADDRESS** if you have any questions or concerns about this WCF proposal. If you still have questions remaining after conversing with me, please reach out to the City of Westminster Planning Division at 303-658-2092, and reference permit number **CITY PERMIT NUMBER**.

Sincerely,

PROJECT MANAGER / APPLICANT NAME
PROJECT MANAGER / APPLICANT TITLE
PROJECT MANAGER / APPLICANT COMPANY NAME, ADDRESS, E-MAIL ADDRESS, AND PHONE NUMBER

On behalf of:

WIRELESS COMPANY NAME
WIRELESS COMPANY ADDRESS

CC: City of Westminster Planning Division

Attachments:

- Site Plan Showing Proposed WCF Location on subject property / in public ROW
- Drawing of Proposed WCF Elevation