

## Antenna Site & Rooftop Space Use Request/Modification Form

Rooftop space is utilized for a variety of reasons. It is the responsibility of the University to be cognizant of the best and highest use of available sites, and site assignments.

Prior to allowing installation or utilization of an antenna site on University property, please ensure the following:

1. The party (faculty member, staff member, or outside entity) making a request for antenna installation or utilization on behalf of an internal department or private sector concern, must complete all applicable sections of form. If necessary, provide an additional detailed explanation as to the nature of the request
2. \*Internal sites only - Any Dean or Director with direct control of the funding for the equipment to be installed must sign the form. Signature indicates agreement that the site will be returned to campus use, and in the same condition received, before similar site is requested or can be provided to the Dean/Director's unit.
3. Each submission must include design plans, detailed site drawings, and photo simulations of the requested location. All design plans are subject to approval from the Design Review Board (DRB).
4. After meeting the above requirements, the request form, design plans, drawings, & photo simulations should be forwarded to the Real Estate Services (RES) Office.
5. Pending approval by Planning, Design, & Construction (PD&C) and the Office of Information Technology (OIT) the request will be routed to the Director of Real Estate Services for site use agreement preparation. Be advised the party requesting Antenna Site and/or Roof Top space is responsible for Planning, Design, & Construction (PD&C) and the Office of Information Technology (OIT) charges to review the proposed plans and site requirements.
6. Each submission subject to Building Code review and permitting by the Authority Having Jurisdiction (AHJ).
7. Any lease/memorandum of understanding will be subject to the terms of the Director of Real Estate Services at rates established by Real Estate Services. Sites rented may be required to be demised and clearly separable from the site and activities of all other research units.
8. Please make any checks payable to "University of Colorado, Boulder" please also include the site ID in the memo. The checks can be sent to:

University of Colorado Boulder  
Real Estate Services  
1540 30th Street, RL#2, Room 101  
444 UCB  
Boulder, Colorado 80309-0444
9. All requests for use or rental of CU sites must be submitted to Real Estate Services via email to [Nick.Feathers@Colorado.EDU](mailto:Nick.Feathers@Colorado.EDU) or [Steven.Stasica@Colorado.EDU](mailto:Steven.Stasica@Colorado.EDU).

## Antenna Site & Rooftop Space Use Request/Modification Form

SUBMITTED BY:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

College or Unit: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Funding Source approval of request: (Approval indicates agreement that the site will be returned to campus use in the same condition as received before similar site is requested or can be provided to the Dean/Director's unit)

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

☐ New Site Request

☐ Existing Site Upgrade/Modification

<b><u>General Information</u></b>	
If existing site provide site ID and/or location:	
CU Department or outside entity?	
What is the purpose of this rooftop site request?	
Which building/property are you requesting installation on or at?	
Provide the start/end dates equipment will be installed and removed:	
Estimated monthly cost to operate equipment?	

Project Coordination alone could be costly. What/who is your Guaranteed Funding Source?	
Provide name & contact information for 24/7/365 notices:	
<b><u>Site Details</u></b> (Attach Plans)	
Footprint dimensions of site:	
Describe equipment to be installed, location, and type of materials:	
How will equipment be hooked up to building utility lines? If not, how will it be powered?	
<b><u>STRUCTURAL CALCULATIONS</u></b> Provide design parameters: (wind speed, exposure factor, etc.)	
Provide Formulas Used:	
Selection of materials: (anchor bolts, etc.)	
Weight of Equipment: (provide itemized breakdown)	
<b><u>Interference / Federal Communications Commission (FCC)</u></b>	
Which frequency will be utilized?	
Will signal Interfere with CU signals? Is there potential that the signal will interfere with existing antenna signals?	

FCC Licensing Required?	
Describe the level of RF Exposure in relation to FCC's Maximum Permissible Exposure (MPE) limits	
<b><u>Additional Details</u></b>	

## Vetting and Approvals

### **FACILITIES PLANNING**

\_\_\_\_\_  
d'Andre Willis, Campus Architect

Date: \_\_\_\_\_

### **CAMPUS CIVIL ENGINEER**

\_\_\_\_\_  
Jonathan Akins

Date: \_\_\_\_\_

### **OFFICE OF INFORMATION TECHNOLOGY**

\_\_\_\_\_  
Orrie Gartner, Associate Vice Chancellor/ Deputy CIO, OIT

Date: \_\_\_\_\_

### **REAL ESTATE SERVICES**

\_\_\_\_\_  
Steven Stasica, Director of Real Estate Services

Date: \_\_\_\_\_