

## **Instruction for Land Use for Research Projects Request Form**

Land is a valuable asset, often requested or needed by competing interests within the University. It is the responsibility of the University to be cognizant of the best and highest use of available land, and land assignments.

Prior to agreeing to a land use, the following must be understood and conveyed in the Land Use for Research Projects Request Form.

1. The party (faculty member, staff member, or outside entity) making a request for land use on behalf of an internal department or private sector concern, must complete all applicable sections of the form. If necessary, provide 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 land use (project) must sign the form. The signature indicates an agreement that the site will be returned to campus use, and in the same condition received, before the site can be provided to the requested party.
3. Each submission must include design plans, detailed site drawings, maps and photo simulations of the requested location.
4. After meeting the above requirements, the request form, design plans, drawings, maps and photo simulations should be forwarded to the Real Estate Services (RES) Office. Mailing Address: 1540 30<sup>th</sup> Street, Room 101, Campus Box 444 UCB, Boulder, CO 80309-0444 / Email addresses: [Rebecca.Fell@Colorado.EDU](mailto:Rebecca.Fell@Colorado.EDU) or [Steven.Stasica@Colorado.EDU](mailto:Steven.Stasica@Colorado.EDU)
5. Pending approval by Planning, Design, & Construction (PD&C), RES will draft site use agreement. Be advised that the party requesting Land Use is responsible to pay for PD&C to review the proposed plans and site requirements.
6. Each submission will be subjected to Building Code review and permitting by appropriate the Authority Having Jurisdiction (AHJ).
7. Sites rented may be required to be demised and clearly separable from the site and activities of all other research units at the University.
8. A site visit may be required prior to submitting the land use permit.
9. All requests for use or rental of CU Boulder sites must be submitted to Real Estate Services via the 'SUBMIT' button below (compatible with Internet Explorer) or by emailing [RealEstateServices@ColoradoEDU](mailto:RealEstateServices@ColoradoEDU). If you have any questions, call 303-492-6883.

## Land Use for Research Projects / Antenna Request Form

SUBMITTED BY:

1. Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department/Organization: \_\_\_\_\_  
College or Unit: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Funding Source approval of request: (The approval indicates an agreement that the site will be returned to campus use, and in the same condition as received.)

Print Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Billing Contact (where invoices should be sent):

Print Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### DESCRIPTION OF NEED AND TIME TABLE

ITEMS	RESPONSES
1. What is the general request? <ul style="list-style-type: none"><li>General nature of use and specific activities to be conducted on land. Please include how the use of land will advance university objective as well as the connection between requestor, university and company (may include attachment).</li></ul>	
2. Land Premises – What is the purpose of this site request? <ul style="list-style-type: none"><li>Commencement Date</li><li>Specification</li><li>Designation</li><li>Term of Use</li></ul>	

<p>3. Scope and duration of Work.</p> <ul style="list-style-type: none"> <li>Describe in detail</li> <li>Expected time to completion</li> </ul>	
<p>4. Safety Impacts. List concerns to be addressed such as traffic, congestion, noise, access, light, odor, dust, etc.</p>	
<p>5. Landscape Restoration Requirement:</p> <ul style="list-style-type: none"> <li>Irrigation Section 02810 UCB Building Standards Compliance: Exhibit A: <a href="http://www.colorado.edu/res/tenant-information">http://www.colorado.edu/res/tenant-information</a></li> </ul> <p>Landscape Restoration specification compliance: Exhibit B: <a href="http://www.colorado.edu/res/tenant-information">http://www.colorado.edu/res/tenant-information</a></p> <ul style="list-style-type: none"> <li>List parties responsible for removal and restoration of above-referenced site and landscape.</li> </ul>	
<p>6. What / who is your Guaranteed Funding Source?</p>	
<p>7. Landscape restoration and footprint dimensions of site. List parties responsible for removal and restoration of mentioned site and landscape</p>	
<p>8. Estimated monthly cost to operate the equipment?</p>	

<p>9. Describe equipment to be installed, location, and type of materials.</p>	
<p>10. How will equipment be hooked up to land premises?</p>	
<p>11. What are the proposed hours of operations? For example – An experimental project: testing of navigating rovers on Mars on South Campus.</p>	
<p>12. Identify any type of maintenance impacts such as moving rocks around at the rover test site and using herbicides near the bee hives.</p>	

13. Additional Information:

For Office Use Only:

Vetting and Approvals

**Dean or Director:**

\_\_\_\_\_

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

**Real Estate Services:**

\_\_\_\_\_  
Rebecca Fell, Director of Real Property Asset Management

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

**Planning, Design and Construction:**

\_\_\_\_\_  
Richelle Reilly, Campus Landscape Architect

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

**Facilities Management Operations:**

\_\_\_\_\_  
Don Inglis, Outdoor Services Director

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

**Department Entity:**

\_\_\_\_\_

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