



## WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION CHECKLIST

The following information is required for a complete application. Please contact the Planning Division to schedule a meeting to review this checklist and confirm specific requirements.

- 1. **APPLICATION FORM.** Provide the name and contact information for the property owner, the applicant, and each consultant involved with this application. The signature of the property owner or a letter authorizing submittal of this application by the property owner is required.
- 2. **FILING FEE.** (See Fees and Charges Resolution for current year).
- 3. **ENVIRONMENTAL FACT SHEET.** Include supplemental studies as required.
- 4. **TITLE REPORT.** Prepared within the past three months of the submittal date (two copies).
- 5. **WRITTEN STATEMENT.** Describe the characteristics of the property where the wireless facility is proposed and adjacent properties including the details of all existing building(s) and current use(s). Describe where the facility will be located on the property in relation to existing buildings and indicate how it will or will not impact the property or surrounding uses. Provide details related to the maintenance of the facility and include a daily and/or weekly maintenance schedule. The schedule shall include the day of the week and the hours maintenance will occur. Provide the contact information for the responsible party, should the facility be abandoned, sold or transferred to another service provider or other third party.

**NOTE:** Unless otherwise approved by the City, the responsibility of maintenance, operations, and removal of the facility, shall transfer to the owner of the underlying property.

- 6. **COVERAGE MAPS.** Street maps showing the location of all the proposed, existing and planned wireless telecommunication facilities for this carrier within the City limits and within one mile of the City limit line, and the existing and proposed coverage area for each facility. A list shall be provided that is keyed to the maps shall be provided and shall include the address and parcel number of each location.
- 7. **ALTERNATE SITE ANALYSIS.** A list of all other potential sites that were evaluated as alternatives to the proposed facility keyed to an aerial photograph or street map. The list shall include the street address and assessor's parcel number for each property, the type of facility considered and a detailed explanation of why the facility was not chosen.

All applications shall include documentation which sufficiently demonstrates the need for the facility.

- 8. **RADIO FREQUENCY DOCUMENTATION.** Documentation that demonstrates that the proposed facility will not result in levels of radio frequency (RF) emissions which exceed the standards allowed by the Federal Communication Commission (FCC). A third party review of the RF study may be required at the applicant's expense, by a consultant chosen by the City, to verify that FCC requirements will be met.

**PLEASE CALL THE PLANNING DIVISION AT (925) 671-3152 FOR AN APPLICATION APPOINTMENT.**

## WIRELESS TELECOMMUNICATION FACILITY SUBMITTAL REQUIREMENTS

9. **NOISE GENERATING EQUIPMENT.** A description of all audible noise-generating equipment and noise generated as a result of wind moving through the proposed facility. The description shall include the specific time of day and the decibel level of the noise produced. If a back-up generator is proposed, a complete noise analysis shall be provided.
10. **PHOTO SIMULATIONS.** The number of locations and the photo location of all photo simulations shall be approved by the Project Planner, prior to submittal. A minimum of four photo simulations showing the location of the proposed facility (antennas and all related equipment) before and after construction. The photos shall be taken from vantage points showing the appearance of the facility from surrounding neighborhoods and roadways and where applicable distant views. The photo-simulations shall be an accurate representation of the proposed facility showing the antenna structure, antenna panels, equipment enclosure, landscaping and areas surrounding the facility. Each photo shall be numbered and a key map shall be provided showing the location where it was taken on an aerial photo.
11. **MATERIALS BOARD.** An 11" x 17" sized board with actual samples of materials used to camouflage and stealth the proposed facility.
12. **CO-LOCATIONS.** Provide in writing any specific design requirements or conditions of approval stipulated in the original approval.
13. **ADDITIONAL INFORMATION.** Additional information deemed pertinent to process the application may be required

### **PLAN SUBMITTAL REQUIREMENTS. All plans shall be submitted as follows:**

**Drawn on same size sheets and collated into sets.  
Fully dimensioned and drawn with a consistent scale throughout all plans.  
Prepared, signed, and stamped by licensed professionals.  
Folded to approximately 8½" x 11"**

#### **The following quantities of plans shall be submitted:**

- 3 sets full size - 24" x 36"**
- 10 sets reduced - 11" x 17"**
- 1 set reduced - 8 ½" x 11"**
- 1 cd of project plans**

The following plans comprise a development plan set:

14. **TITLE SHEET.** Providing the following information:
- a. Property address and Assessor's Parcel Number
  - b. Contact Information for Applicant, Service Provider, Consultants, and Property Owner
  - c. Project Description
  - d. Vicinity Map and North Arrow
  - e. Current Land Use(s)
  - f. General Plan Designation and Zoning Classification
  - g. Sheet Index with Page Numbers and Descriptions
  - h. Date Prepared

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- 15. SITE PLAN.** Prepared by a licensed Civil Engineer, completely dimensioned and drawn at 1"= 20' or larger scale, with a graphic bar scale. Enlarged views shall be drawn at 1"=10'. The plan shall include the following:
- a. The entire property with property lines identified and dimensioned. Adjacent street names, existing and proposed utility and access easements.
  - b. The location and use of all existing and proposed structures and site improvements, and existing improvements and uses extending 50 feet beyond the property lines or to the nearest structure. Show setback measurements from property lines to the nearest structure and distances between structures. Improvements include but are not limited to buildings, structures, parking lots, walkways, landscaping, fences and walls.
  - c. The location, species, height and diameter (measured 4½ feet above natural or established grade) of all existing trees within 50 feet of the facility. Trees shall be accurately plotted showing the trunk location, drip line and base elevation for all existing trees with a trunk diameter of 6 inches or greater.
  - d. Existing topography and proposed grading at two-foot contour intervals for slopes up to 5% and less than five feet in height; and contour intervals of 5 feet for slopes over 5% or more than five feet in height. Include pad elevations, spot elevations, percent slope and retaining walls with TOW/BOW elevations. Contours shall extend beyond the property line onto adjacent properties 50 feet or to nearest off-site structures.
- 16. ELEVATIONS.** Plans shall be fully dimensioned and drawn at 1/8" = 1' minimum scale and include the following:
- a. Dimensions of existing and proposed buildings and structures showing all four sides of the existing and proposed facility including all buildings, structures, equipment enclosures, monopoles, walls and fences. Vertical dimensions shall be from adjacent grade. For co-located facilities all existing antennas and equipment areas shall be identified. The elevations shall include surrounding structures to provide a clear understanding of the facility size and location.
  - b. For roof mounted facilities. The location, height and design of roof or parapet mounted equipment or antennas, and existing or proposed screening.
- 17. ROOF PLAN (For roof mounted facilities).** A roof plan showing all existing and proposed roof top equipment and the location of building parapets and other proposed screening.
- 18. LANDSCAPE PLAN.**
- 19. ARBORIST REPORT and TREE SURVEY.** Prepared by an ISA Certified Arborist, showing all existing trees, including size, dripline, species, and condition. Heritage trees shall be noted. The report shall evaluate the proposal including all utility lines and other easements and improvements. The report shall include measures required to protect the trees. If trees are proposed for removal, the report shall identify suitable replacement trees.

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- 20. PHOTOS.** In addition to the required photo-simulations, provide additional site photos showing the area where the facility is proposed and adjacent development. Each photo shall be numbered and keyed to the location it was taken on a street map or aerial photo.

**STAFF USE ONLY**

**APPLICATION ACCEPTABILITY MEETING INFORMATION**

DATE OF INITIAL MEETING: \_\_\_\_\_ STAFF ATTENDING: \_\_\_\_\_

DATE OF APPLICATION ACCEPTABILITY: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

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