



SMALL WIRELESS FACILITY ADMINISTRATIVE PERMIT APPLICATION INSTRUCTIONS AND CHECKLIST

Please see the City of Concord [Wireless Communication Facilities Design and Guidelines & Standards](#) for design information and the City's [Policy and Procedure Number 183 on Small Wireless Facility Installations](#) for additional information regarding the submittal and review process.

SMALL WIRELESS FACILITY. A “small wireless facility” means wireless communication facilities that meet the following conditions:

- (1) the facilities are mounted on structures 50 feet or less in height including their antennas, or are mounted on structures no more than 10 percent taller than adjacent structures, or do not extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater
- (2) with an antenna no more than three cubic feet and total wireless equipment no more than 28 cubic feet, or as defined by the Federal Communications Commission in 47 C.F.R §1.6002(l), as may be amended or superseded.

SUBMITTAL REQUIREMENTS. 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. The City strongly encourages, but does not require, applicants to schedule and attend a presubmittal conference with City staff. This voluntary presubmittal conference does not cause the FCC Shot Clock to begin and is intended to streamline the review process through collaborative, informal discussion. All applications must be submitted in person to the City at a pre-scheduled appointment with the Community Development Department, on the specified days authorized by the Department for submittal appointments which are **Mondays and Tuesdays only**.

Up to five individual applications for a small wireless facility administrative permit can be submitted as a “batched” application and will be reviewed together at the same time¹.

- 1. APPLICATION FORM.** Provide the name and contact information for the property owner, the applicant, the owner of the facility (if not the applicant or property owner), the person responsible for facility operation and maintenance, 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.

¹ Subject to the criteria identified in the [Policy and Procedure Number 183 on Small Wireless Facility Installations](#).

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- 2. FILING FEES.** Provide the applicable Small Wireless Facility administrative permit application fee and Public Notifications “Minor” fee. Batched applications must include the applicable Small Wireless Facility administrative permit fee and Public Notifications “Minor” fee for each small wireless facility in the batch (See Fees and Charges Resolution for current year).
- 3. TITLE REPORT.** For small cell facilities proposed to be located on private property, a title report, prepared within the past three months of the submittal date, shall be submitted (two copies).
- 4. SMALL WIRELESS FACILITY SELF CERTIFICATION FORM.** A completed and signed self-certification form outlining how the proposed facility’s physical dimensions comply with the FCC’s definition of a small wireless facility as adopted in the *Declaratory Ruling and Third Party Report and Order* (FCC 18-133) and the City Council Policy and Procedure on Small Wireless Facility Installations (Policy and Procedure Number 183).
- 5. CONSTRUCTION DRAWINGS.** True and correct construction drawings, prepared, signed and stamped by a licensed or registered engineer, that depict all the existing and proposed improvements, equipment and conditions related to the proposed project, which includes without limitation any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features. The construction drawings must:
 - a. Contain cut sheets that contain the technical specifications for all existing and proposed, which includes without limitation the manufacturer, model number and physical dimensions;
 - b. Identify all potential support structures within 250 feet from the proposed project site and call out such structures’ overall height above ground level;
 - c. Depict the applicant’s preliminary plan for electric and data backhaul utilities, which shall include the anticipated locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches, and points of connection; and
 - d. Demonstrate that proposed project will be in full compliance with all applicable health and safety laws, regulations or other rules, which includes without limitation all building codes, electric codes, local street standards and specifications, and public utility regulations and orders.
- 6. PHOTO SIMULATIONS.** Site photographs and photo simulations that show the existing location and proposed small wireless facility in context from at least two vantage points within the public streets or other publicly accessible spaces, together with a vicinity map that shows the proposed site location and the photo location for each vantage point. At least one simulation must depict the small wireless facility from a vantage point approximately 50 feet from the proposed support structure or location. The photo simulations and vicinity map shall be incorporated into the construction plans submitted with the application.

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7. PROJECT NARRATIVE AND JUSTIFICATION. A written statement that explains in plain factual detail whether and why the proposed facility qualifies as a “small wireless facility” as defined by the FCC in 47 C.F.R §1.6002(l). The analysis will state the applicable standard and all the facts that allow the City to conclude the standard has been met. Bare conclusions not factually supported do not constitute a complete written analysis. As part of the written statement the applicant must also include (i) whether and why the proposed support is a “structure” as defined by the FCC in 47 C.F.R. § 1.6002(m); and (ii) whether and why the proposed wireless facility meets each required finding for a small wireless facility administrative permit as provided in Section 7.2. The narrative shall include a written statement explaining how the proposed small cell facility meets the following findings required for approval:

- The proposed project complies with all applicable design standards in Policy and Procedure Number 183 and any published City Design Guidelines;
- The proposed project would be in the most-preferred location within 250 feet from the proposed site in any direction or the applicant has demonstrated with clear and convincing evidence in the written record that any more-preferred location(s) within 250 feet would be technically infeasible;
- The proposed project would not be located on a prohibited support structure identified in Policy and Procedure Number 183;
- The proposed project would be on the City’s most-preferred support structure within 250 feet from the proposed site in any direction or the applicant has demonstrated with clear and convincing evidence in the written record that any more-preferred support structure(s) within 250 feet would be technically infeasible;
- If the proposed project involves a wireless facility, the proposed project fits within the definition for a “small wireless facility” as defined by the FCC; and
- If the proposed project involves a wireless facility, the applicant has demonstrated that the proposed project will be in planned compliance with all applicable FCC regulations and guidelines for human exposure to RF emissions.

8. RADIO FREQUENCY COMPLIANCE REPORT. Submit an RF exposure compliance report, prepared and certified by an RF engineer acceptable to the City, that certifies that the proposed small wireless facility, both individually and cumulatively with all other emitters that contribute more than 5% to the cumulative emissions in the vicinity (if any), will comply with applicable federal RF exposure standards and exposure limits. RF report must be prepared and certified by an RF engineer acceptable to the Director. The RF report must include the actual frequency and power levels (in watts effective radiated power) for all existing and proposed antennas at the site and exhibits that show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC) and also the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC). Each such boundary shall be clearly marked and identified for every transmitting antenna at the project site. If the applicant submits a batched application, a separate RF report shall be prepared for each facility associated with the batch. 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.

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- 9. REGULATORY AUTHORIZATION.** Submit evidence of the applicant’s regulatory status under federal and California law to provide the services and construct the proposed small wireless facility.
- 10. POLE LICENSE AGREEMENT.** For any small wireless facilities proposed to be installed on any structure owned or controlled by the City and located within the public rights-of-way, an executed Pole License Agreement on a form prepared by the City is required.
- 11. PROPERTY OWNER’S AUTHORIZATION.** Written authorization from the support structure owner(s) that authorizes the applicant to submit and accept a small wireless facility administrative permit in connection with the subject support structure.
- 12. ACOUSTIC ANALYSIS.** An acoustic analysis prepared and certified by a licensed engineer for the proposed small wireless facility and all associated equipment including all environmental control units, sump pumps, temporary backup power generators and permanent backup power generators demonstrating compliance with the City’s noise regulations. The acoustic analysis must also include an analysis of the manufacturers’ specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines. In lieu of an acoustic analysis, the applicant may submit evidence from the equipment manufacturer(s) that the ambient noise emitted from all proposed equipment will not, both individually and cumulatively, exceed the applicable noise standards.
- 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 the same sized sheets, collated into sets, and folded to approximately 8½" x 11".
- ___ Numbered in proper sequence with the date of preparation and dates of each revision.
- ___ Fully dimensioned and drawn with a consistent scale throughout all plans.
- ___ Prepared, signed, and stamped by licensed professionals.

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 PDF format of project plans

The following plans comprise a development plan set:

- 14. CONSTRUCTION PLANS.** The following plans shall comprise the development plan set:
 - a. TITLE SHEET.** Include project name, address and location, assessor’s parcel numbers, contact information for applicant, service provider, consultants, and property owner, location map with north arrow, size of property, General Plan designation, Zoning

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district, listing of prior development approvals, and sheet index with title, page number, and date of preparation.

- b. SITE SURVEY.** A survey prepared, signed and stamped by a licensed or registered engineer. The survey must identify and depict all existing boundaries, encroachments and other structures within 75 feet from the proposed project site and any new improvements, which includes without limitation all:

- i. Traffic lanes;
- ii. All private properties and property lines;
- iii. Above and below-grade utilities and related structures and encroachments;
- iv. Fire hydrants, roadside call boxes and other public safety infrastructure;
- v. Streetlights, decorative poles, traffic signals and permanent signage;
- vi. Sidewalks, driveways, parkways, curbs, gutters and storm drains;
- vii. Benches, trash cans, mailboxes, kiosks and other street furniture; and
- viii. Existing trees, planters and other landscaping features.

- c. SITE PLAN.** Prepared by a licensed Civil Engineer, completely dimensioned and drawn at 1" = 20' scale, with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:

- i. Property lines identified and dimensioned, adjacent street names, existing and proposed utility and access easements.
- ii. The location and use of all existing and proposed structures and improvements, equipment, and conditions related to the proposed project. Includes without limitation any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees, and other landscape features.
- iii. Identify all potential support structures within 250 feet from the proposed project site and call out such structures' overall height above ground level.
- iv. 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.

- 15. WIRELESS SUPPORT STRUCTURE DETAILS AND SMALL CELL FACILITIES DETAILS AND ELEVATIONS.** Plans shall be fully dimensioned and drawn at 1/8" = 1' minimum scale and include the following:

- a. Dimensions (height, width, depth, and volume) of existing and proposed structures showing all four sides of the existing and proposed facility including all buildings, structures, equipment enclosures (electrical meters, concealment elements,

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telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services), monopoles, antennas, antenna shrouds, 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. All proposed equipment should specify method of installation/connection to pole or ground, as applicable.
- c. Color specifications for all small cell facilities and wireless support structures and associated exposed equipment, cabinets, and concealment elements.

STAFF USE ONLY

APPLICATION ACCEPTABILITY MEETING INFORMATION

DATE OF INITIAL MEETING: _____ STAFF ATTENDING: _____

DATE OF APPLICATION ACCEPTABILITY: _____

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

PERMIT NUMBER: _____