



**Community Development Department
Planning Division**

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**SMALL WIRELESS FACILITIES
APPLICATION CHECKLIST**

Applicant: _____ Project Location: _____

INSTRUCTIONS: Applicants must submit the Application for Development Review, this Application Checklist, and the Small Wireless Facility Required Supplemental Information Form together with all information and materials required in the Section 2.2 of the Small Wireless Facilities City Council Policy. City staff may deem the application incomplete if the applicant fails to include any required information or materials. All starred (*) items are not required for a Section 6409 approval. Applicants must submit applications in person and by appointment only. Please contact the Community Development Department at 925-931-5600, or pod@cityofpleasantonca.gov for an appointment.

Please note that, while not required, a Pre-application Meeting with the Community Development Department to review proposed projects and/or draft application materials is strongly encouraged. Such pre-application meetings may be scheduled at the contact listed above.

APPLICATION CHECKLIST – REQUIRED MATERIALS

1. APPLICATION FORM AND FEE
2. SUPPLEMENTAL INFORMATION FORM
3. PROJECT PLANS
4. POLE LICENSE AGREEMENT
5. SITE PHOTOS AND PHOTO SIMULATIONS
6. REGULATORY AUTHORIZATIONS AND APPROVALS
7. PROPERTY OWNER'S AUTHORIZATION / TITLE REPORT (if on private property)
8. RF COMPLIANCE REPORT
9. ACOUSTIC ANALYSIS
10. STRUCTURAL ANALYSIS
11. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION*
12. ALTERNATIVES ANALYSIS*
13. SECTION 6409 EVALUATION (if applicable)

STAFF USE ONLY:

Application No. _____ Date: _____

Pole Number (if applicable): _____

Small Wireless Facility - Batched Application: Yes No
6409 Application: Yes No

Proposals to construct, install, modify and/or operate small wireless facilities require additional information and materials in order to evaluate compliance with Pleasanton Municipal Code subject to certain federal and state laws. This checklist specifies the requirements that any applicant must submit for a complete permit application for a small wireless facility (“SWF”), pursuant to the rules and regulations in the City’s Small Wireless Facilities City Council Policy (“Policy”), or section 6409 approval, pursuant to 47 U.S.C. § 1455(a), as may be amended or superseded.

For the City to deem complete any permit application for a SWF, the applicant must submit all of the applicable application materials listed in this checklist, in accordance with the following instructions.

Please check the box if the item/information is included in the application submittal.

1. APPLICATION FORM AND DEPOSIT

Complete the Application for Development Review available on the City’s website at <http://www.cityofpleasantonca.gov/gov/depts/cd/permit/applications.asp> or at the City Community Development Department.

The permit application fee will be based on a “time and material” calculation. A deposit in the amount of \$3,779 (for projects located in the public right of way or City-owned property); or \$3,552 (for projects located on private property) shall be submitted at the time of application. Additional fees may be required to be paid should the costs to process the application exceed the amount of the initial deposit.

2. SUPPLEMENTAL INFORMATION FORM

The applicant must complete and submit the attached “Small Wireless Facility Required Supplemental Information Form” and information required therein, to support evaluation of whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(f).

3. PROJECT PLANS

Provide three full-sized and seven 11”x17” project plans with digital files in portable document format (PDF) that contain all the following. Dimensions must be shown in decimal feet and volumes must be shown in decimal cubic feet.

A. Cover Sheet

A complete cover sheet must include at a minimum:

- 1) a detailed project description that specifies the proposed installation and/or modifications;
- 2) site information that includes the site address, assessor’s parcel number, site latitude and longitude, project team contact information, location map, and pole number (if applicable).

B. Site Survey

Only a California Registered Civil Engineer or licensed surveyor may prepare the site survey. A complete site survey must include:

- 1) a north arrow, date, scale and legend;
- 2) Identification and depiction of the following located within 300 feet of the proposed project site: (Project site is defined as the outermost extent of the area containing all facilities, structures, equipment and any grading or trenching associated with (or subject to modification due to) the proposed SWF)
 - a. all traffic lanes;
 - b. (private and public property boundaries and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out;
 - c. above and below-grade utilities and related structures and encroachments;
 - d. fire hydrants, roadside call boxes and other similar public safety infrastructure;
 - e. streetlights, decorative poles, traffic signals and permanent signage;
 - f. sidewalks, driveways, parkways, curbs, gutters and storm drains;
 - g. benches, trash cans, mailboxes, kiosks, transit shelters, and other similar street furniture;
 - h. existing trees including trunk and canopy location, with species and diameter of trunk at breast height indicated
 - i. landscape areas, planters and other landscaping features
 - j. topographical contours with elevations called out
 - k. All easements and/or dedications with all dimensions clearly shown and called-out;
- 3) All areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
- 4) wet stamp and wet signature from preparer.

□ C. Site Development Plans

Only a California Registered Civil Engineer or licensed surveyor may prepare the site development plans. Complete site development plans, signed and stamped by a California Registered Civil Engineer or licensed surveyor, must include:

- 1) a north arrow, date, scale and legend;
- 2) a location/context map showing the location of the project site within the city and within the general vicinity;
- 3) plan-view drawings for the entire project site, which shall include:
 - a) detailed before-and-after views of 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; detailed before-and-after views for each antenna sector;
 - b) detailed before-and-after views for any equipment pads, shelters, enclosures, rooms, vaults and/or platforms;
 - c) all existing and proposed equipment (including the point of origin and point of connection for all power and telco utilities) with all dimensions, labels and ownership identifications clearly called out;

- d) boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
 - e) boundaries for all easements, encroachments and/or other rights-of-way for access and utilities in connection with the wireless site with all dimensions clearly shown and called out;
 - f) all existing and proposed primary and backup utilities, including without limitation all cables, connectors, risers, conduits, cable shrouds, trays, bridges and/or doghouses, transformers, disconnect switches, panels, meters, pedestals, cabinets, vaults, handholes, generators and/or generator sockets;
- 4) detailed before-and-after elevation drawings from all four cardinal directions, depicting:
- a) all existing and proposed improvements, structures, equipment, fixtures, concealment elements, and/or facilities, without limitation, that are part of the SWF facility, with all dimensions, labels and ownership identifications clearly called out
 - b) for projects in the public right-of-way, all existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out;
- 5) callouts and notes for any proposed new or extended concealment elements;
- 6) depictions of the applicant's plan for electric and data backhaul utilities, which includes the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches and points of connection;
- 7) a statement 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.
- 8) wet stamp and wet signature

□ D. Equipment Inventory

All equipment must be inventoried with the following information for each component in a separate cut sheet:

- 1) manufacturer and model number;
- 2) actual dimensions (height, width, length and weight).

□ E. Traffic Control Plans

For facilities in the public right-of-way, provide engineered traffic control plans that show the traffic control for the project. The plans must be drawn in accordance with the latest version of the California Manual on Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

□ F. Fiber Network Plan

For facilities in the public right-of-way, and to the extent that the project requires running new fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the deployment, all fiber optic cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors or other items on the map. The fiber plans should clearly identify existing infrastructure, proposed infrastructure to accommodate the location, and all meet-me points and points of connection. The fiber plans should also state what phase of the process for the new fiber installation is currently in. Even if the fiber deployment will be performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

□ **4. POLE LICENSE AGREEMENT (if applicable)**

If the applicant proposes to install a SWF on any structure owned or controlled by the City and located within the public right-of-way, the applicant must submit an executed pole license agreement on a City-prepared form, stating the terms and conditions of the applicant's use. The applicant is not permitted to change the pole license agreement except as may be indicated on the form.

The current pole license agreement form is available at:

<http://www.cityofpleasantonca.gov/civicax/filebank/blobdload.aspx?BlobID=33593>

□ **5. SITE PHOTOS AND PHOTO SIMULATIONS**

Provide site photos and photo simulations that would allow the City to visualize the applicant's proposed project as constructed. The photo simulations must be in a high resolution format and show the proposed facility from reasonable line-of-sight locations that would accurately and reliably reflect the appearance of the proposed facility and/or modifications as-built. Label these photo simulations "**Attachment 5 – Photo Simulations**" and attach them to this application. Except as otherwise provided, photo simulations must contain all the following:

A. Current Site Photos

Current site photos must include:

- 1) photographs of the existing site from at least three different reasonable line-of-sight locations from public streets or other publicly available areas;
- 2) a map detail showing each location where a photograph was taken, the

proposed site and the direction to the site from each photo location.

B. Photo Simulations

Photo simulations must include:

- 1) an accurate and reliable visual representation of the proposed facility from the same reasonable line-of-sight locations used in the current site photographs and must include without limitation all interconnecting cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment;
- 2) at least one photo simulation depicting the SWF from a vantage point approximately 50 feet from the proposed support structure or location;
- 3) a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

C. Section 6409 Concealment Verification

For section 6409 approval applications, the applicant must provide at least one photo simulation that demonstrates the impact of the proposed modification on all the concealment elements, if any, of the support structure. Concealment elements include but are not limited to screen walls, architectural elements, radomes, landscape features, equipment enclosures and designs and/or techniques intended to mimic the natural or built environment.

□ 6. REGULATORY AUTHORIZATIONS AND APPROVALS

Provide true and correct copies of all the following:

A. Prior Local Regulatory Approvals for Section 6409 Applications

For section 6409 approval applications, provide copies of all permits and/or other regulatory approvals issued by the City (or other local public agency with jurisdiction over the subject wireless tower or base station) in connection with the initial construction or installation and any subsequent collocations, modifications or renewals of the subject wireless tower or base station. Alternatively, the applicant may submit a written justification that sets forth reasons why prior permits or other regulatory approvals were not required for the wireless tower or base station at the time it was constructed or modified. Label this documentation “**Attachment 6A – Prior Local Regulatory Approvals**” and attach it to this application.

B. FCC Licenses

If the applicant proposes to operate in FCC-licensed spectrum, please provide proof of licenses for all planned operating bands in the applicable geographic market(s). Alternatively, the applicant may provide a URL address or written instructions on where to find such licenses in publicly available FCC resources. Label this documentation “**Attachment 6B – FCC Licenses**” and attach it to this application.

□ **7. PROPERTY OWNER’S AUTHORIZATION / TITLE REPORT**

Provide evidence of the property owner’s authorization to file this application. No City signature is required for City owned poles.

A. Private Property Owner’s Authorization

If the applicant does not own the subject property or support structure, please provide a written authorization executed by the property owner(s) that empowers the applicant to file the application and perform all wireless communication facility construction, installation, operation and maintenance to the extent described in the application. The property owner’s signature must be an original. For facilities on joint utility poles, the applicant may submit the standard authorization form issued in the regular course of business by the applicable owner/operator of the utility pole to demonstrate that the applicant has the authority to perform the installation or modification. Label this authorization “**Attachment 7A – Property Owner’s Authorization**” and attach it to this application.

B. Title Report (Private Property Only)

Provide a duly certified title report prepared within 30 days prior to the application filing date that clearly describes the subject property and identifies the current owner(s) of the property. City staff will use the title report to verify the property owner’s identity. Label this documentation “**Attachment 7B – Title Report**” and attach it to this application. A title report is not required for a project proposed in the public right-of-way.

□ **8. RADIO FREQUENCY (“RF”) COMPLIANCE REPORT**

Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the proposed facility, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits. Label this report “**Attachment 8 – RF Compliance Report**” and attach it to this application.

The RF compliance report must include:

- A. the actual frequency and power levels (in watts effective radiated power (ERP)) for all existing and proposed antennas at the site;
- B. exhibits that show:
 - 1) the location and orientation of all transmitting antennas;
 - 2) the boundaries of areas with RF exposures in excess of the uncontrolled/ general population limit (as that term is defined by the FCC);
 - 3) the boundaries of areas with RF exposures in excess of the controlled /occupational limit (as that term is defined by the FCC).

Note: Each such boundary must be clearly marked and identified for every transmitting antenna at the project site.

□ **9. ACOUSTIC ANALYSIS**

Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment related to the wireless facility and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must 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 a certified report, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed equipment will not, both individually and cumulatively, exceed the applicable ambient noise limits. In addition, describe whether the equipment will be passively or actively cooled if any equipment will be enclosed in a shroud, cabinet, pedestal or other enclosure. If the equipment will be actively cooled, the applicant must include the manufacturer's specifications for all active cooling mechanisms. Label this analysis "**Attachment 9 – Acoustic Analysis**" and attach it to the application.

□ **10. STRUCTURAL ANALYSIS**

For facilities whether new or existing in the public right-of-way, provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, and any safety and construction standards required by the utility. For joint utility poles, the applicant may submit a letter signed by the pole owner that certifies (1) a structural analysis has been performed by a qualified engineer; (2) the pole has adequate structural capacity to support both the existing and proposed attachments; and (3) the pole owner assumes responsibility for any errors and omissions in the analysis and any liability that may arise in connection therewith. Label this analysis "**Attachment 10 – Structural Analysis**" and attach it to this application.

□ **11. PROJECT PURPOSE AND TECHNICAL OBJECTIVES FOR SWF**

Provide the following information to demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant's network in the area that would be served by the proposed facility or enhanced by the proposed modification. This information may be used by the City to evaluate the technical feasibility of potentially more preferred alternative sites consistent with the City's Policy. In accordance with FCC regulations, this information will not be used to evaluate whether the project should be denied on the basis of need (e.g., "significant gap"). Label this analysis "**Attachment 11 – Project Purpose and Technical Objectives**" and attach it to the application. This attachment is not required for a project submitted for a section 6409 approval.

A. Dominant Project Purpose

Please identify and describe the *dominant* project purpose. Possible responses analyze whether the proposed facility or modification will:

- 1) add new personal wireless *service coverage* to an area in which the licensee does not currently provide any personal wireless service coverage;
- 2) add new personal wireless *service capacity* to an area in which the licensee currently provides personal wireless service coverage. If the project has a different dominant purpose from the options described above, please provide such purpose in full detail.

B. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed wireless facility to achieve and the factual reasons why the proposed location, centerline height and equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- 1) a street-level map that shows the general geographic area of the service area(s) to be improved through the proposed wireless facility (the “Service Area”);
- 2) a written narrative that describes the uses (commercial, residential, primary thoroughfare, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed;
- 3) any data (graphical or otherwise) to illustrate the particular technical problem to be solved;
- 4) a statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).

□ **12. ALTERNATIVES ANALYSIS FOR SWF**

Provide a detailed written analysis that describes how the proposed wireless facility complies with all the applicable requirements in the Policy, which includes without limitation the Policy location requirements, and all the alternative locations and designs considered before the applicant submitted this application. Label this analysis “**Attachment 12 – Alternatives Analysis**” and attach it to the application. This attachment is not required for a project submitted for a section 6409 approval.

The analysis must include all the following required information and/or materials:

- A. an aerial map that shows the general geographic area of the proposed location

annotated to show:

- 1) the search ring used for this particular project;
 - 2) all locations for each alternative considered for this particular project;
- B. for each alternative site considered less-preferred than the proposed location under the Policy, a physical description (or photograph) and location information;
- C. for each alternative site considered more-preferred than the proposed location under the Policy, a detailed written description that includes, without limitation all the following:
- 1) the physical address;
 - 2) general plan designation;
 - 3) the property owner's name, contact information used in attempts to inquire about interest in a lease or other agreement to use the property for a wireless facility, when such attempts were made and the response, if any, received from the property owner;
 - 4) support structure type considered;
 - 5) general design concept and concealment elements/techniques considered;
 - 6) overall height and achievable antenna centerline height;
 - 7) the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable or not in accordance with the standards in the Policy.

Note: This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable or not as consistent with the standards in the Policy. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the standards in the Policy will be deemed incomplete;

Note: if a less-preferred SWF location is proposed, the applicant must present fact-based, reliable evidence to support its selection of the less preferred SWF location.

□ 13. SECTION 6409 EVALUATION

If the applicant requests approval pursuant to Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 (codified as 47 U.S.C. § 1455(a)), the applicant must complete and submit the City's Section 6409 worksheet or prepare a separate justification that evaluates whether the proposed modification is an eligible facilities request that complies with the applicable FCC substantial change thresholds. Label this evaluation as "**Attachment 13 – Section 6409 Evaluation**" and attach it to the application.

Note: The FCC defines a “**tower**” as any structure built for the ***sole or primary purpose*** of supporting any FCC-licensed or authorized antennas and their associated facilities. The FCC defines a “**base station**” as a non-tower structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. A base station does not include any structure that, at the time this application is filed with the City, does not support or house transmission equipment, as that term is defined by the FCC.