



WIRELESS TELECOMMUNICATIONS FACILITIES

City of San Mateo Planning Division
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The following information regarding wireless telecommunications facilities provides siting criteria and guidelines for new facilities and additions and/or modifications to existing facilities.

Federal Regulations

Telecommunications Act of 1996 - Section 704 of the Telecommunications Act of 1996 provides a framework for review of wireless telecommunications facilities. The City's review and approval or denial of wireless telecommunications facilities "shall not unreasonably discriminate among providers of functionally equivalent services," and "shall not prohibit or have the effect of prohibiting the provision of personal wireless services." The Act requires that the City act on a permit application request in a reasonable period of time and that any decision to deny a request to, "place, construct, or modify [a wireless telecommunications facility] shall be in writing and supported by substantial evidence contained in the written record."

Middle Class Tax Relief Act – Section 6409 (a) of the Middle Class Tax Relief and Job Creation Act of 2012 outlines qualifying eligible facilities based on a set of criteria.

Siting Guidelines (New Facilities)

Wireless telecommunications facilities (both freestanding and building mounted) are discouraged from all residential designations, areas of historic sensitivity, scenic corridors, and along trails and pathways as defined in the City of San

Mateo General Plan. Facilities are permitted in commercial and industrial land use designations as long as they conform to the following criteria:

- Conceal facilities in existing structures when possible, otherwise use camouflage and screening techniques to integrate the site into the building architecture. Facilities should be aesthetically pleasing and respectful to the surrounding neighborhood context.
- Coaxial cables should be routed within the building if possible; however, if exposed cable trays are located on the building exterior, they must not be visible from the public right-of-way, integrated into the building as much as possible, and painted to match the existing building.
- Facilities should not reduce the number of existing parking spaces unless the required number of parking spaces can still be met.

Process

Wireless telecommunications facilities which are **NOT** eligible facilities per Section 6409 (a) of the Middle Class Tax Relief and Job Creation Act of 2012 require approval of a **Site Plan and Architectural Review (SPAR)** Planning Application by the Zoning Administrator prior to submittal of a building permit.

SPAR Submittal Requirements

In addition to the Site Plan and Architectural Review Planning Application submittal requirements, the following must be provided:

- An alternative sites analysis, including collocating on existing facilities, to determine other sites that were considered and explain how the sites did not meet the needs of the carrier;
- A map showing other facilities within a half-mile radius of the proposed location;
- A radius map indicating the coverage area and the deficiency of coverage within the project area;
- Photo simulations of existing and proposed building elevations from multiple vantage points to clearly depict the facility; and
- A report, prepared by a qualified RF engineer demonstrating that the facility will comply with the FCC requirements.

Modifications to Existing Facilities, Collocations, and additions

- Do you have an eligible facility?
 - NO – See guidelines for **Siting Guidelines (New Facilities)**
 - YES – See guidelines below.

Process

Wireless telecommunications facilities that **DO meet** Section 6409 (a) of the Middle Class Tax Relief and Job Creation Act of 2012 require approval of a **building permit** from the Building Division.

Submittal Requirements

Please contact the Building Division at (650) 522-7212 or visit the building counter during business hours to determine the submittal materials required for a building permit.

In addition to the building permit requirements, provide following:

- A written eligible facilities request outlining the project and specifically explaining how the project meets each criterion identified in Section 6409 (a), and
- An updated cumulative report of all existing facilities on site, prepared by a qualified RF engineer demonstrating that the facility will comply with the FCC requirements.
- Photo simulations may be required if the modification has substantial visual impacts.

Wireless Facilities Located within the City's Public Right-of-Way

Wireless telecommunications facilities which are located within the City's Public Right-of-Way are processed through the Public Works Department. The City of San Mateo Public Works Department can be reached at 650-522-7300.