



Public Works Department
 www.cityofsanmateo.org
 pweng@cityofsanmateo.org
 (650) 522-7300

Engineering Division
 330 West 20th Avenue
 San Mateo, CA 94403

Revised: March 2021

Wireless Communications Facilities Permit Application

INSTRUCTIONS:

Prior to submittal of this Application, the Application Checklist and all other required materials, a meeting with staff is strongly encouraged. This voluntary informational meeting with City staff does not cause the FCC Shot Clock to begin.

City staff may deem the application incomplete if the applicant fails to include any required information or materials. Applications shall comply with SMMC 17.10 and the Design Standards and Application Requirements.

Applicants may submit applications by appointment only. Please contact the Public Works Department for an appointment.

Applicant:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

Authorized Representative:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

Pole Owner:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

Pole Owner's Signature:

Printed Name: _____ Date: _____

Applicant's Signature: (if different from Property Owner)

Printed Name: _____ Date: _____

Proposed Site Location and Description:

Proposed Project Address: _____ Pole Number ^a: _____

Zoning District (for ROW, provide nearest zoning district): _____ ^a If in the ROW, provide the pole number for the streetlight or pole.

Latitude/Longitude of Location: _____

Construction Value (\$)/Project Description: _____

Applicant's Request:

WIRELESS PERMIT SECTION 6409 APPROVAL OTHER _____

STAFF USE ONLY

Applicable Shot Clock Period (for informational purposes only): 60 days 90 days OTHER: _____

Pre-App Submittal Meeting _____

Application Deemed Complete _____

Neighborhood Meeting _____

Shot Clock Expiration _____

Application Submittal _____

Conditionally Approved _____

Appeal _____



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Wireless Communications Facilities Permit Application Checklist

INSTRUCTIONS:

Prior to submittal of this Application Checklist, Application and all other required materials, a meeting with City staff is strongly encouraged. The City also recommends applicant holds a voluntary neighborhood meeting. These voluntary meetings shall not cause the FCC Shot Clock to begin.

City staff may deem the application incomplete if the applicant fails to include any required information or materials. Applications shall comply with SMMC 17.10 and Design Standards and Application Requirements.

All starred (*) items in the checklist below are not required for a Section 6409 Approval.

Applicants may submit applications by appointment only. Please contact the Public Works Department for an appointment.

Applicant:

Name: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Proposed Site Location and Description:

Proposed Project Address: _____

Project Description: _____

Pole Number ^a: _____

^a If in the ROW, provide the pole number for the streetlight or pole.

Applicant's Request:

WIRELESS PERMIT SECTION 6409 APPROVAL

OTHER(describe request) _____

APPLICATION CHECKLIST – REQUIRED MATERIALS

- APPLICATION FORM AND DEPOSIT
- PROJECT PLANS
- VOLUNTARY NEIGHBORHOOD MEETING SUMMARY
[Attachment 1]
- PHOTO SIMULATIONS
[Attachment 2]
- PUBLIC NOTICE, AFFIDAVIT, LOG OF COMMENTS
[Attachment 3]
- PRIOR PERMITS & REGULATORY APPROVALS
[Attachments 4a, 4b, 4c, 4d]
- PROPERTY OWNER'S AUTHORIZATION
[Attachment 5]

- INITIAL CEQA ASSESSMENT
[Attachment 6]
- RF COMPLIANCE REPORT
[Attachment 7]
- NOISE COMPLIANCE REPORT
[Attachment 8]
- SECTION 6409 EVALUATION (if applicable)
[Attachment 9]
- PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION*
[Attachment 10]
- ALTERNATIVE SITES ANALYSIS*
[Attachment 11]
- STRUCTURAL CERTIFICATION (if applicable)
[Attachment 12]

APPLICATION REQUIREMENTS – REQUIRED MATERIALS

The following Application Requirements contain the requirements for a complete wireless facility permit application. For the application to be deemed complete, the applicant must submit **all** the applicable application materials in the Application Checklist in accordance with the Application Requirements along with all other generally applicable materials required for the requested permit or approval.

Notes: All starred (*) items are ***not required*** for a Section 6409 Approval. After the City issues the requested permit, the applicant must obtain all other required permits (including, without limitation and as applicable, building, electrical, plumbing, encroachment, etc.) prior to performing the installation.

APPLICATION FORM AND DEPOSIT

Instructions: Complete the Wireless Facilities Permit Application available on the City's website or at the Public Works Department and submit the corresponding application deposit for the requested permit or approval. You may find the City's fee schedule on the City's website or contact the Public Works Department for appropriate filing fees.

PROJECT PLANS

Instructions: Provide two sets of complete 24 x 36-inch project plans drawn to a scale of not less than 1/16" equals one foot and a digital file of such plans in portable document format (PDF). Project plans must contain all the following:

1. Cover Sheet

A complete cover sheet must include at a minimum:

- a detailed project description that specifies the proposed installation and/or modifications including without limitation all physical elements such as antennas, radios, power services, all cables, mounts, and all other elements of the proposed project
- site information that includes the proposed site address, site latitude and longitude (WGS 84 datum), zoning classification of the nearest private property, project team contact information site map, and pole number (if applicable)

2. Site Survey (Only required for proposed ground mounted equipment)

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

- property and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out
- boundaries for all easements and/or dedications with all dimensions clearly shown and called out
- approximate topographical contour lines with elevations called out

- any trees at least 4 inches in diameter at a point approximately 4.5 feet above ground
- all structures or improvements on the property or within the right of way within any block partially or entirely occupied by the project and any elements thereof
- all structures or improvements on adjacent parcels within 15 feet from the property line
- a north arrow, date, scale and legend
- wet stamp and wet signature from the licensed preparer
- general specifications and notes identifying the applicable public health and safety codes and standards

3. Site Development Plan

A complete site development plan must include:

- plan-view drawings, which include:
 - the entire property or right-of-way block with the proposed project improvements
 - detailed before-and-after views for any equipment pads, enclosures, cabinets, pedestals and/or vaults
 - all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out
 - 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
 - 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, generators and/or generator sockets
- detailed before-and-after elevation drawings from all four cardinal directions, which include:
 - all existing and proposed structures, improvements and/or fixtures with all dimensions clearly called out
 - all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out
 - all existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out
- callouts and notes for any proposed new or extended concealment elements
- a north arrow, date, scale and legend

4. Equipment Inventory

The equipment inventory does not need to include primary utility cables, panels or cabinets, or any other objects not primarily designed or intended for radio communications purposes. All other equipment must be inventoried with the following information for each component:

- manufacturer and model number
- basic dimensions (height, width, length and weight)
- table showing volumes of all equipment

VOLUNTARY NEIGHBORHOOD MEETING SUMMARY

Instructions: Provide a summary of neighborhood meeting if conducted. Label the summary as “**Attachment 1 – Neighborhood Meeting Summary**” and attach it to the application. If a meeting is not conducted, mark the checklist box with an “X”.

PHOTO SIMULATIONS

Instructions: Provide photo simulations of the 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 2 – Photo Simulations**” and attach them to this application. Except as otherwise provided, photo simulations must contain all the following:

1. Current Site Photographs

Current site photographs must include:

- photographs of the existing site from at least two different reasonable line-of-sight locations from public streets or other adjacent viewpoints;
- a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location;
- Include a close-up view of the equipment, including all wires, conduits, equipment, etc.

2. Photo Simulations

Photo simulations must include:

- 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, powering, and the like;
- a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location;
- Include a close-up view of the equipment, including all wires, conduits, equipment, etc.

3. Section 6409 Photo Simulation

For Section 6409 Approval applications, the applicant must provide at least one photo simulation that demonstrates the impact of the proposed modification on all concealment elements of the support structure. Concealment elements include but are not limited to radomes, cable shrouds, painting, landscaping, equipment enclosures and designs and/or techniques intended to blend with the surrounding built and/or natural environment.

PUBLIC NOTICE, AFFIDAVIT, LOG OF COMMENTS

Instructions: Provide a copy of the notice mailed to all property owners and residents within 500' of the proposed project, proof of notification mailing (affidavit), and log of concerns, comments, questions with response in accordance with the Application Requirements and Design Standards. Label the notice, affidavit and log "**Attachment 3 – PUBLIC NOTICE, AFFIDAVIT, LOG**" and attach it to this application.

PRIOR PERMITS AND REGULATORY APPROVALS

Instructions: Provide true and correct copies of all the following:

1. Prior Permits

If the applicant requests a Section 6409 Approval, provide copies of all prior local regulatory approvals (original siting permits and any modification permits) issued for the facility with any corresponding conditions of approval and project plans approved by the applicable regulatory authority. Alternatively, the applicant may submit a written justification that sets forth the reasons why prior regulatory approvals were not required for the wireless facility at the time it was constructed or modified. Label this documentation "**Attachment 4a – Prior Permits**" and attach it to this application.

2. FCC Licenses

If the applicant or service provider proposes to operate in FCC-licensed spectrum, provide proof of licenses for all planned operating bands. If there are federal build-out requirements, indicate which and whether they have been fully satisfied. If not satisfied, indicate what remains to be satisfied. Label this documentation "**Attachment 4b – FCC Licenses**" and attach it to this application.

3. FAA Forms

If the proposed facility requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 *et seq.*, or under the FCC rules, provide such documentation. Label this documentation "**Attachment 4c – FAA Forms**" and attach it to this application.

4. Certificate of Public Convenience and Necessity (CPCN) / Wireless ID Registration (WIR)

For all applications for facilities in the public right-of-way, provide a true and correct copy of the applicant's CPCN and/or WIR issued by the California Public Utilities Commission or its successor agency. Label this documentation "**Attachment 4d – CPCN / WIR**" and attach it to this application.

POLE OWNER'S AUTHORIZATION

Instructions: For privately owned poles, provide a letter of authorization from the pole owner that authorizes the applicant to perform the installation or modification. The letter must be signed by the owner. In lieu of a letter of authorization for facilities in the public right-of-way, the applicant may submit the property owner's standard authorization form issued in the property owner's regular course of business to demonstrate that the applicant has the authority to perform the installation or modification. Label this authorization "**Attachment 5 – Property Owner's Authorization**" and attach it to this application.

INITIAL CEQA ASSESSMENT

Instructions: Complete, sign and attach to this application a fully executed Environmental Information Form. Label this form "**Attachment 6 – Environmental Information Form**" and attach it to this application. The Environmental Information Form may be obtained electronically on the City's website or by contacting the Public Works Department.

RF COMPLIANCE REPORT

Instructions: 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 and any cumulative emissions from adjacent areas, will comply with applicable federal RF human exposure standards and limits. At a minimum, the RF exposure compliance report must provide the same information and in the same form as the FCC LSGAC Appendix A form for each band of operations. For projects on or attached to poles subject to CPUC General Order 95 regulation, provide evidence of compliance with CPUC General Order 95, Rule 94. Label this report "**Attachment 7 – RF Compliance Report**" and attach it to this application.

The RF compliance report must include:

- the actual frequency, actual or maximum power levels (in watts effective radiated power (ERP)), and the actual or maximum transmitting channels for all existing and proposed antennas at the site.
- exhibits that show:
 - the location and orientation of all transmitting antennas;
 - the boundaries of areas with RF exposures (whether individually or cumulatively) in excess of the uncontrolled/general population limit (as that term is defined by the FCC);
 - the boundaries of areas with RF exposures (whether individually or cumulatively) 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, whether owned/operated by the applicant or another licensee. To the extent that the project site contains collocated transmitters from multiple operators, the RF exposure compliance report must evaluate all the transmitting antennas that may cause cumulative emissions.

NOISE COMPLIANCE REPORT

Instructions: Provide a noise compliance report for the proposed facility and all associated equipment including all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators in order to demonstrate compliance with the City's noise regulations. The noise compliance report must be prepared and certified by an engineer and 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 noise compliance 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 limits. Label this analysis "**Attachment 8 – Noise Compliance Report**" and attach it to the application.

SECTION 6409 EVALUATION

Instructions: 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 justification whether the proposed modification is an eligible facilities request that complies with the applicable FCC substantial change thresholds. Label this worksheet "**Attachment 9 – Section 6409 Evaluation**" and attach it to the application.

PROJECT PURPOSE AND TECHNICAL OBJECTIVES*

Instructions: For applications not subject to Section 6409, 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. Label this analysis "**Attachment 10 – Project Purpose and Technical Objectives**" and attach it to the application.

1. Project Purpose

Identify and describe the project purpose. Possible responses analyze whether the proposed facility or modification will:

- add new personal wireless *service coverage* to an area in which the licensee does not currently provide any personal wireless service coverage;
- 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 purpose from the options described above, provide such purpose in full detail.

2. 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:

- 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");
- 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;
- 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).

3. Network Map

Provide an overview map of the applicant's network within the City's jurisdictional and territorial boundaries that shows (1) all the existing wireless facilities that applicant currently owns and/or operates and (2) all future wireless facilities that are reasonably foreseeable within two years of the application submission. The map must provide a legend that

distinguishes between “macro” cells and small cell facilities.

ALTERNATIVE SITES ANALYSIS*

Instructions: For applications not subject to Section 6409, provide a detailed written analysis that describes how the proposed wireless facility complies with all the applicable requirements in the San Mateo Municipal Code, which includes without limitation the provisions specific to wireless facilities, and all the alternative locations and designs considered before submitting this application. Label this analysis “**Attachment 11 – Alternative Sites Analysis**” and attach it to the application. The Alternative Sites Analysis shall be included as part of the neighborhood meeting, if conducted. In addition, the analysis must include all the following required information and/or materials:

- a street-level map that shows the general geographic area surrounding the proposed location annotated to show:
 - all existing wireless facilities within the relevant geographic area
 - the search ring used for this particular project. The search ring shall be a minimum radius of 500’.
 - all locations for each alternative considered for this particular project
- for each alternative site considered, a detailed written description that includes, without limitation all the following:
 - the nearest physical address
 - zoning district designation for the nearest private property
 - support structure type considered
 - general design concept and concealment elements/techniques considered
 - overall height and achievable antenna centerline height
 - 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 development standards in San Mateo Municipal Code Chapter 17.10. **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 development standards in Chapter 17.10. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the development standards in Chapter 17.10 will be deemed incomplete.
- If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

STRUCTURAL CERTIFICATION

Instructions: Provide certification prepared and stamped by a professionally licensed structural engineer certifying that the pole foundation and attachments meet or exceed design parameters detailed in the design standards. Label this analysis “**Attachment 12 – Structural Certification**” and attach it to the application.