



City of San Mateo
Public Works: Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

SMALL WIRELESS FACILITY APPLICATION

General Information

Applicants proposing small wireless facilities in the public right-of-way shall submit this application form and required materials pursuant to [SMMC Chapter 17.10](#) ("Code") and the [City Council Policy on Small Wireless Facilities in the Public Rights-of-Way](#) ("Policy"). No construction, maintenance, or demolition work within the public right-of-way shall commence without first obtaining a **Small Wireless Facility ("SWF") Permit** and an **Encroachment Permit**.

Applicant & Contact Information

Applicant Organization:	Address:	Contact Name:
		Phone:
		Email:
Authorized Agent/Rep:	Address:	Contact Name:
		Phone:
		Email:
Facility Owner:	Address:	Contact Name:
		Phone:
		Email:
Pole Owner:	Address:	Contact Name:
		Phone:
		Email:

Wireless Permit Application Information

Check the type of permit being applied for:

Type 1 permits involve a new installation on an existing pole (utility or streetlight) that may be either publicly or privately owned.

☐ **Type 1:** New Facility on Existing Structure
FCC shot clock is 60 days.

Type 2 permits involve an installation on a new structure. These may be replaced utility poles or streetlight poles or a new dedicated freestanding pole.

☐ **Type 2:** New Facility on New Structure
FCC shot clock is 90 days.

Type 3 permits are modifications or removal of an existing legal facility and eligible based on SMMC 17.10.110 and GC Section 6409(a).

☐ **Type 3:** Modification to Existing Facility
FCC shot clock is 60 days

Proposed Site Location:

Project Address:	Adjacent Zoning:	Pole ID#:	Pole Material:
	Street Class:	Latitude:	
		Longitude:	

Antenna Attachment Method:

☐ Pole-Top (*Preferred*) ☐ Pole-Mount ☐ Side-Arm

Ground Mounted Equipment:

☐ Equipment Cabinet ☐ Meter Pedestal ☐ Other

Project Description & Objective:

Has a voluntary informational meeting been held with City Staff prior to submission of this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a voluntary informational neighborhood meeting been held prior to submission of this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this design a Pre-Approved Design adopted and published by the Public Works Director.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a batched application containing more than one substantially similar SWF sites?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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Applicant Acknowledgements

- The applicant is prepared to submit **review deposit payment** pursuant to the current Master Fee Schedule. ☐ Yes
- For SWFs on City-owned poles, the facility owner has executed a **Master License Agreement** with the City. ☐ Yes ☐ N/A
- For SWFs tying to the City's streetlight circuit, the applicant has performed a **circuit investigation**. ☐ Yes ☐ N/A
- The facility owner has executed a **Utility Equipment Agreement** with the City. ☐ Yes
- Site photos** have been taken within the 2 months prior to this application submittal. ☐ Yes
- The Applicant has requested the **notice mailing list** from City Staff prior to submission of this application.
To request mailing lists, contact PWEncroachment@cityofsanmateo.org with the site location. ☐ Yes
- Public Notices** are prepared for mailing and posting within 3 calendar days of this application submittal. ☐ Yes
Notice Templates are available on the City's website.
Courtesy reviews from City staff are highly recommended prior to submittal.
- The Applicant has signed up for and prepared to provide **USPS Informed Delivery for Business** proof. ☐ Yes
- Does the applicant request an **Acoustic Analysis waiver** due to proposing non-noise generating equipment?
If "yes", provide request letter and manufacturer specification sheets. ☐ Yes ☐ No
- Does the applicant **request an exception** from any of the City's Code, Policy, rules, or preferences?
If "yes", provide evidence and documentation pursuant to Section 13 of the Policy.
Any exception request after initial submittal shall be deemed to be a new application. ☐ Yes ☐ No

The undersigned, as the Applicant or a person knowledgeable about the proposed facility and authorized to act on the Applicant's behalf, hereby certifies and attests, under penalty of perjury, that:

1. They have read, understand, and agree to all the terms and conditions related to this application;
2. They acknowledge and accept that all SWF permit standard conditions of approval applies to the permit in the event this application is deemed approved by law;
3. All information, representations, and disclosures submitted herein this application package are true, correct, and complete to their knowledge; and
4. They acknowledge and affirm that no construction, maintenance, or demolition work within the public right-of-way shall commence without first applying for and obtaining all other permits and approvals in addition to this SWF Permit.

Applicant / Agent's Printed Name & Title

Signature

Date



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SMALL WIRELESS FACILITY SUBMITTAL GUIDE

Submittal Instructions

APPLICATION SUBMITTAL:

Any submittal not complying with the following instructions **will not be considered duly filed:**

➤ ***Compile the submittal package***

- All application submittal items shall be submitted in digital format (PDF).
- All PDFs in the application package shall be submitted as separate PDFs and labeled using the naming convention:
 - Filename: “**Item_# – Document**”
 - Example: “Item_3 – Project Narrative” for Submittal Item # 3.
- Compiling all PDFs in an archive such as a .ZIP file is preferred prior to submittal.

➤ ***Submit by email***

- The Applicant shall submit all materials by emailing PWEncroachment@cityofsanmateo.org with a download link to the files.
 - Subject Title: “**Applicant_Name – SWF at [Address/Location] [New / Resubmittal #]**”
 - Example: “ZYX Wireless – SWF at 330 20th Avenue – Resubmittal 2”
- Applications shall be emailed to Public Works between the hours of 9am and 4pm on Monday-Tuesday (excluding holidays).

➤ ***Pay review deposit***

- Within 3 business days of initial submittal, the Applicant shall pay the application review deposit per the current Master Fee Schedule.
- Payment can be made through the permit portal or by mailing a check.
- Please contact PWEncroachment@cityofsanmateo.org if additional assistance is needed.

Review Process

Applications must comply with San Mateo Municipal Code Chapter 17.10 and the San Mateo City Council Policy on Small Wireless Facilities in the Public Rights-of-Way (“Policy”).

INITIAL SUBMITTAL:

The first procedural step in the application review process is the submittal of an application on the City’s form, including this checklist.

REVIEW & RESUBMITTAL:

The Public Works Department will review submittals and will return either a Notice of Incompleteness letter or a Decision letter. When responding to a Notice of Incompleteness, Applicants shall resubmit their applications following the same instructions as above.

TOLLING BY MUTUAL AGREEMENT:

The applicant or the City may request a toll of a SWF Permit application’s shot clock to accommodate unforeseen circumstances. Both parties must agree to the toll of the shot clock in writing.

INCOMPLETE APPLICATIONS DEEMED WITHDRAWN:

Applications may be deemed withdrawn for failure to timely respond to incompleteness notices. See Policy Section 6(h) for deadlines and potential extensions.

ADMINISTRATIVE DECISIONS:

Pursuant to Policy Section 8, and subject to any appeals, the Director shall have authority to decide applications.



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Submittal Materials Checklist

This submittal checklist is provided for staff and applicants to have an understanding of the required materials to be submitted and the information to be reviewed by staff.

APPLICATION PACKAGE:

Complete this checklist for all submittal materials, then refer to the following checklist pages for detailed information to include within each attachment.

Submitted?	Submittal Item	PDF Filenames
<input type="checkbox"/> Yes	1. Application Form	1. "Item_1 – Application Form.pdf"
<input type="checkbox"/> Yes	2. Fees & Deposits	
Type 1 & 2 Specific Items		
<input type="checkbox"/> Yes	3. Project Narrative & Justification	3. "Item_3 – Project Narrative.pdf"
<input type="checkbox"/> Yes	4. Construction Drawings	4. "Item_4 – Construction Drawings.pdf"
<input type="checkbox"/> Yes	5. Photo Simulations	5. "Item_5 – Photo Simulations.pdf"
<input type="checkbox"/> Yes	6. RF Compliance Report	6. "Item_6 – RF Report.pdf"
<input type="checkbox"/> Yes	7. Regulatory Authorizations	7. "Item_7 – Regulatory Authorizations.pdf"
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	8. Pole License Agreement (<i>for City-owned poles</i>)	8. "Item_8 – Pole License Agreement.pdf"
<input type="checkbox"/> Yes	9. Pole Owner's Authorization	9. "Item_9 – Pole Owner's Auth.pdf"
<input type="checkbox"/> Yes	10. Acoustic Analysis	10. "Item_10 – Acoustic.pdf"
<input type="checkbox"/> Yes	11. Structural Analysis	11. "Item_11 – Structural.pdf"
<input type="checkbox"/> Yes	12. Environmental Impact Assessment	12. "Item_12 – Environmental.pdf"
<input type="checkbox"/> Yes	13. Alternate Sites Analysis	13. "Item_13 – Alternate Sites Analysis.pdf"
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	14. Public Noticing	14. "Item_14 – Public Noticing.pdf"
<input type="checkbox"/> Yes	15. Coverage and Capacity	15. "Item_15 – Coverage and Capacity.pdf"
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	16. Exception Request	16. "Item_16 – Exception Request.pdf"
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	17. Voluntary Meeting Summaries	17. "Item_17 – Voluntary Meetings.pdf"
Type 3 Specific Items		
<input type="checkbox"/> Yes	3. Section 6409a Eligible Facilities Request	3. "Item_3 – Eligible Facilities Request.pdf"
<input type="checkbox"/> Yes	4. Construction Drawings	4. "Item_4 – Construction Drawings.pdf"
<input type="checkbox"/> Yes	5. Photo Simulations	5. "Item_5 – Photo Simulations.pdf"
<input type="checkbox"/> Yes	6. RF Compliance Report	6. "Item_6 – RF Report.pdf"
<input type="checkbox"/> Yes	7. Regulatory Authorizations	7. "Item_7 – Regulatory Authorizations.pdf"
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	8. Pole License Agreement (<i>for City-owned poles</i>)	8. "Item_8 – Pole License Agreement.pdf"
<input type="checkbox"/> Yes	9. Pole Owner's Authorization	9. "Item_9 – Pole Owner's Auth.pdf"
<input type="checkbox"/> Yes	10. Acoustic Analysis	10. "Item_10 – Acoustic.pdf"
<input type="checkbox"/> Yes	11. Structural Analysis	11. "Item_11 – Structural.pdf"
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	12. Exception Request	12. "Item_12 – Exception Request.pdf"



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APPLICATION FORM

- ☐ The application form, including this checklist, has been completed and signed.
- ☐ Submittal items are provided as PDFs with the filename convention listed above.

APPLICATION REVIEW DEPOSIT

- ☐ The required review deposits have been submitted to Public Works staff. Applicants may contact staff to confirm the appropriate deposits. The deposit amount is based on the current Master Fee Schedule at the time of submittal.

PROJECT NARRATIVE & JUSTIFICATION *(For Type 1 & 2)*

This information is needed to determine a proposed facility's compliance with the City's location and design criteria and, if applicable, a meaningful comparative analysis between the proposed facility and potential alternatives.

☐ Project Narrative

- ☐ Identifies and describes the purpose of the project.
- ☐ Explicitly states whether the project will:
 - (1) add new personal wireless service coverage to an area, and/or
 - (2) improve wireless service capacity to an area.If the project's purpose is different from these options, then provide full detail of the purpose of the project.
- ☐ If a proposed location, support structure, or design does not comply with the City Policy, applicants are advised to include as much information as possible about why:
 - (1) the proposed location, support structure and/or design is necessary to achieve the applicant's technical objectives for the proposed facility; and
 - (2) any alternative locations, support structures, and/or designs that would be compliant or more-preferred under the City Policy are technically infeasible.

☐ Qualifications Under FCC

- ☐ States whether and why the facility qualifies as a "small wireless facility" as defined in 47 C.F.R § 1.6002(l).
- ☐ States whether and why the support structure is a "structure" as defined in 47 C.F.R § 1.6002(m).

☐ Required Findings

- ☐ States whether and why the project meets each Director Finding listed in the most-current version of the City Policy.

☐ Fire Safety

- ☐ Identifies the potential fire hazards posed by the facility to surrounding vegetation and/or structures.
- ☐ Describes any steps taken by the applicant to mitigate such hazards.

☐ Planned Deployments

- ☐ Identifies any other planned deployments by the Applicant within the City over the 12-months after the initial submittal date.

CONSTRUCTION DRAWINGS

The project plans or construction drawings shall include, without limitation to, the following information:

☐ Cover Sheet

- ☐ Standard drawing elements: project title, date, stamp and signature of licensed preparer, and sheet index
- ☐ Project team and contact information
- ☐ Detailed project description specifying the proposed installation or modifications including equipment information, pole type, and foundation
- ☐ Site information: site address, adjacent land use and zoning classification, site latitude and longitude, pole ownership, and pole identification number
- ☐ Vicinity Map showing the location of the site in relation to the City of San Mateo's jurisdictional limits
- ☐ Standard City General Notes from the SWF Installation Specifications have been included
- ☐ Code references that the project shall comply with. At a minimum, this list shall include: building code, fire code, electrical code, mechanical code, CPUC General Orders, and the City ordinances

☐ Site Survey

- ☐ Standard drawing elements: north arrow, scale, date, legend, project notes, stamp and signature of licensed preparer
- ☐ Surveyor's statement: A surveyor's statement of the basis of bearings and monuments used to locate property lines



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- ☐ Extents: Drawing identifies and depicts information within 50-ft of proposed new structures (support structures or ground mounted equipment)
- ☐ Property Lines and Easements: Dimensions and document references for property/parcel lines, public right-of-way, and relevant public utility easements
- ☐ Existing surface improvements: face of curb, back of sidewalk, driveways, curb ramps, gutters etc.
- ☐ Existing structures outlines: buildings, fences, utility cabinets, etc.
- ☐ Existing utility lines and facilities: manholes, pull boxes, vaults, poles, posts, pedestals, etc of storm, sewer, electrical, streetlights, joint poles, and telecom
- ☐ **Site Plan**
 - ☐ Standard drawing elements: north arrow, scale, date, legend, project notes, stamp and signature of licensed preparer
 - ☐ Extents: plan identifies and depicts information within at least 50-ft of proposed structures or lines
 - ☐ Property Lines and Easements: public ROW, public utility easements, and parcel lines shown
 - ☐ Callouts and leaders that identify what entities are on the plans
 - ☐ Existing surface improvements: face of curb, back of sidewalk, driveways, curb ramps, gutters etc.
 - ☐ Existing structures outlines: buildings, fences, utility cabinets, etc.
 - ☐ Existing utility lines and facilities: manholes, pull boxes, vaults, poles, posts, pedestals, etc. related to storm, sewer, electrical, streetlights, joint poles, and telecom (including, without limitation, existing wireless facilities and related improvements)
 - ☐ Proposed facilities, equipment, and lines: antennas, cables, conduits, meters, panels, cabinets, vaults, etc.
 - ☐ Proposed surface improvements associated with the work
- ☐ **Elevations**
 - ☐ Standard drawing elements: north arrow, scale, date, legend, project notes, stamp and signature of licensed preparer.
 - ☐ Separate elevations for the proposed attachment pole and any proposed pedestal
 - ☐ Existing and proposed elevations from a minimum of two perpendicular directions (e.g. north and east)
 - ☐ Elevation information in relation to the base elevation of the pole: top, bottom, and center of wireless facility, top and bottom of any pole meters, top of pole, top and bottom of traffic signs, centerline of RF notice signs, centerline of overhead utility lines, and any other pole attachments
 - ☐ Underground utility facilities shown on at least one cardinal direction for the purposes of understanding cable, conduit, vault, and power connections
- ☐ **Construction Details**
 - ☐ Cutsheets, details, and specifications for proposed elements: signage, antennas, shrouds, conduits, risers, meters, pedestals, equipment schedules, connection schematics or diagrams, grounding, waterproofing, equipment specifications. Must include manufacturers, model numbers, and dimensions
 - ☐ Equipment inventory table or schedule
- ☐ **City Circuit Modifications (if applicable)**
 - ☐ Standard drawing elements: North arrow, date, legend, project notes, stamp and signature of licensed Electrical Engineer
 - ☐ Plan view of the schematic layout of the City's full streetlight circuit, service tie-in, and proposed modifications (for existing circuits being modified, the circuit must be traced to confirm the full extents and all loads of the circuit)
 - ☐ Dimensions for all existing and proposed conductor lengths on the circuit
 - ☐ Pole identification for all existing streetlights on circuit
 - ☐ Voltage drop calculations or table demonstrating the cumulative drop does not exceed 3% across the circuit
 - ☐ The following items must be identified:
 - Service point
 - Measure the ampacity of the circuit
 - Circuit breaker size
 - Cable size connected to the circuit breaker
 - Cable size at streetlights and pull boxes
 - Number of lights and light ID tags on Circuit



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- ☐ **Landscape Plans** *(if applicable)*
 - ☐ Landscape plans showing any removal, replacement, or new planting and surface treatment
 - ☐ Irrigation plans for removed, modified, or new irrigation to accommodate the planting

PHOTOS & SIMULATIONS

The following photos and photosimulations shall be provided for the proposed site and all feasible alternative sites.

- ☐ **Vicinity Map**
 - ☐ A vicinity map that shows location of the site and each publicly accessible vantage point
- ☐ **Existing Site Photos**
 - ☐ Photos shall have the dates for which they were taken and shall be **within 2 months** of the initial submittal date
 - ☐ Separate photographs for each proposed location: proposed site pole and any associated ground-mounted equipment (e.g. meter pedestal or cabinet)
 - ☐ Vantage points: A minimum of one photo from three different sides of each proposed location from a pedestrian's height standing at ground level approximately 30 to 50-ft away. The photos' perspectives shall be taken from approximately opposite sides of the proposed location and perpendicular to the ROW. Generally, in areas of exceptional tree density, the vantage point should be taken at a point with the clearest view of the proposed location.
 - ☐ Photos shall be labeled for whether it is a proposed site or alternative site and which direction the perspective is facing (e.g. facing north)
 - ☐ Photos shall be presented on a minimum of 8.5"x11" with sufficient clarity and detail for staff to understand the surroundings
- ☐ **Photo Simulations**
 - ☐ Separate simulations superimposed over the Existing Site Photos for each proposed location: proposed antenna support structure and any associated ground mounted equipment (e.g. pedestal)
 - ☐ Perspective Views: Views from three vantage points from the support structure or ground mounted equipment.
 - ☐ Detail Views: Close up view of the antenna and other pole equipment and close up view of ground mounted equipment from three vantage points
 - ☐ Simulations shall be labeled for whether it is a proposed site or alternative site and which direction the perspective is facing (e.g. facing north)
 - ☐ Simulations shall be presented on a minimum of 8.5"x11" with sufficient clarity and detail for staff to understand the surroundings
 - ☐ Simulation renderings shall show the visible above-ground equipment and concealment (including any changes in landscaping) and be realistic, presenting as much detail as feasible. Models and equipment used shall match that proposed in the Construction Drawings. Lighting and shadows on the renders shall be appropriate for the lighting from the photograph background.

RF COMPLIANCE REPORT

- ☐ **Cover and Statement**
 - ☐ Report is written for the project site and states the site location or address
 - ☐ States the ground level exposure levels for FCC regulated Occupational and General Population Limits
 - ☐ Prepared and certified by a registered electrical engineer licensed in the State of California. Certification shall be under the penalty of perjury
- ☐ **Report**
 - ☐ Compliance Statement: states that the proposed site complies with FCC RF exposure limits, both individually and cumulatively with all other known emitters that contribute more than 5% to the cumulative emissions within areas accessible to the general population and the occupational population.
 - ☐ Project Description: matching the proposed scope of the application. Project description shall clarify if there are or are not any other emitters within 150-ft that may have a cumulative effect
 - ☐ Analysis: presenting analysis of worst-case predictive modeling
 - ☐ RF Alerting Signage: with suggested locations
 - ☐ Technical Framework: of FCC rules and regulations that the report is presenting compliance with
 - ☐ Methodology: describes the methods and formulas used for calculations and modeling



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- ☐ Calculation Walkthrough: provides a sample calculation walkthrough on how to determine the General Population limit distance at the antenna level. This should use the same values as presented in the Antenna Inventory table and provide formulas that were used. There should be a descriptive walkthrough on each step taken to determine the distance
- ☐ Antenna Inventory: a table presenting all existing and proposed antennas' models, transmitting frequencies, azimuths, and actual or maximum radiated power (in effective radiated power "ERP" and not effective isotropic radiated power "EIRP") and other inputs relevant to the methods and formulas utilized
- ☐ Credentials and qualifications of preparer
- ☐ Exhibits
 - ☐ Exhibits show the boundaries of areas with RF exposures in excess of occupational and general population limits
 - ☐ Detailed Simulation: shall include depiction of the MPE and compliance ranges on a 10-ft by 10-ft grid elevation view and a 1-ft by 1-ft top-down view
 - ☐ Visual Simulation Aerial: shall include a depiction of the MPE and compliance ranges to scale over an aerial view

REGULATORY AUTHORIZATION

- ☐ Prior Approvals Summary Letter
 - ☐ A letter summarizing the prior permits (if applicable) and all other permitting, licensing, and/or approvals obtained for the proposed facility
 - ☐ A tabular summary that lists prior permitting documents: City, FCC, FAA, and CPCN forms or permits
 - ☐ A tabular summary that lists any ownership or authority transfers related to the original authorized entity displayed on the permitting documents
- ☐ Prior City Permits *(For Type 3)*
 - ☐ Copies of all prior permits, original wireless permit and any modification permits as well as associated encroachment permits for the installation of the existing wireless facility. If prior permits are not available provide a written letter/memo with justification that sets forth the reasons why prior regulatory approval was not required for the wireless facility at the time it was constructed or modified
- ☐ FCC
 - ☐ License and authorization documentation from the FCC for the radio spectrums that will be utilized by the proposed facility
 - ☐ Tower Construction Notification System Section 106 filing proof
- ☐ FAA
 - ☐ FAA forms compliant with the Federal Aviation Code Title 14, Chapter 1, Subchapter E, Part 77
 - ☐ Alternatively, provide a written letter/memo with justification that the proposed facility is not required to complete FAA form filings
- ☐ State Regulatory Authorization
 - ☐ Provide the CPUC documents that issued the Certificate of Public Convenience and Necessity (CPCN) and/or the Wireless ID Registration (WIR)
- ☐ PG&E Service
 - ☐ Provide the PG&E drawings for the service connection which shall show any other improvements required to support the proposed facility. This may include, but be limited to, pole replacements, new service lines, and guy wires

POLE LICENSE AGREEMENT *(For City-owned poles)*

- ☐ Master License Agreement
 - ☐ A license agreement between the City, pole-owner, and the applicant that authorizes the applicant to install wireless facilities on the City's structures

PROPERTY OWNER'S AUTHORIZATION

- ☐ Authorization Summary Letter
 - ☐ A summary letter clarifying the support structure owner's authorization whether through a permit or other proof of approval and any other related license or authorization agreements
 - ☐ A tabular summary that lists any ownership or authority transfers related to the original authorized entity displayed on the approval documents



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☐ Support Documentation

- ☐ A permit or letter of authorization from the pole-owner that approves of or allows the proposed facility:
 - ☐ For City-owned poles, then this is not required as the SWF Permit would be the authorization
 - ☐ For PG&E, where applicable, the PG&E drawings shall be submitted
 - ☐ For AT&T, where applicable, the AT&T authorization letter shall be submitted
- ☐ In lieu of the above, a license agreement or substantially similar documentation between the pole-owner and the applicant that authorizes the applicant to install wireless facilities on the pole-owner's structures

ACOUSTIC ANALYSIS

☐ Cover and Statement

- ☐ Report is written for the project site and states the site location or address
- ☐ States the minimum distance from the face of a radio unit and from the center of the pole to be compliant with City of San Mateo noise standards
- ☐ Prepared and certified by a registered engineer licensed in the State of California

☐ Report

- ☐ Project Description: matching the proposed scope of the application
- ☐ Technical Framework: of the noise level standards and maximum permissible sound levels
- ☐ Equipment: descriptions for the site (antennas, fans, or other noise emitting associated equipment) shall be presented and include sound ratings
- ☐ Methodology: describes the methods used for calculations
- ☐ Assessment: presenting analysis of all noise-emitting equipment per manufacturer specifications both individually and cumulatively for the minimum distance required to comply with City noise limits
- ☐ Credentials and qualifications of preparer

☐ Acoustic Analysis Waiver Request (If applicable)

- ☐ Written letter requesting a waiver to the acoustic analysis on the basis that all equipment proposed (antennas, radios, etc.) will be silent or not generate noise
- ☐ Manufacturer specifications sheets presenting relevant noise data of the equipment

STRUCTURAL CERTIFICATION

☐ Cover and Statement

- ☐ Report is written for the project site and states the site location or address
- ☐ Presents the summary of the structural analysis and certification that the pole will have acceptable stress levels
- ☐ Presents the code and risk category for which the assessment was done
- ☐ Prepared, stamped, and signed by a Civil or Structural Engineer registered in the state of California

☐ Report

- ☐ Compliance Statement: states that the structural analysis and results are compliant with relevant code
- ☐ Project Description: matching the proposed scope of the application
- ☐ Technical Framework: of the analysis criteria, assumptions made, and supporting documentation
Calculations must be consistent CPUC General Order 95, National Electric Safety Code, and ANSI/TIA-222, and any safety and construction standards required by law and the utility provider
- ☐ Methodology: describes the methods used for calculations and modeling
- ☐ Analysis: presenting analysis of the shaft, base plate, and foundation anchors
For existing City streetlights to remain: shall include foundation assumption using the current City standard detail for streetlight foundations
- ☐ Condition Assessment: confirms whether the existing pole's condition is sufficient for the proposed attachments or if the report recommends replacement of the pole prior to attachment based on an ANSI/TIA-222 Maintenance and Conditions Assessment
- ☐ Conclusion and Results: summarizing the analysis and whether the site CAN support the proposed additional load
- ☐ Credentials and qualifications of preparer

☐ Attachments

- ☐ Includes the calculation sheets



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ENVIRONMENTAL REVIEW (For Type 1 & 2)

☐ **Environmental Documentation**

- ☐ Submit a completed Environmental Checklist form provided on the City's website
- ☐ If the project does not have an exemption to CEQA review, provide an Environmental Impact Report
- ☐ If the project has an exemption to CEQA review, provide a letter stating the project's exemption and justification why that exemption applies

ALTERNATIVE SITES ANALYSIS (For Type 1 & 2)

- ☐ (OPTIONAL) The Alternative Sites Analysis was created using the City's template ASA.

☐ **Project Location Exhibit**

- ☐ An exhibit identifying the proposed site over an aerial view of the vicinity

☐ **Alternate Candidate Locations Exhibit**

- ☐ An exhibit identifying the following on an aerial view of the vicinity:
 - ☐ The proposed site
 - ☐ A 300-ft radius circle around the proposed site that is the analysis area
 - ☐ All existing wireless facilities (all providers/carriers)
 - ☐ All existing streetlight, traffic, and utility poles (1) color coded to indicate whether the pole is feasible or infeasible for wireless facility attachment and (2) identified by "ALT_###" to correspond with the analysis table
 - ☐ All feasible property frontages or median sites for freestanding poles to be placed such that target objectives will still be achievable and identified by "FS_###" to correspond with the analysis table
 - ☐ The approximate target objective area if distance of a candidate location will be a justification for infeasibility
 - ☐ Street names labeled
 - ☐ A legend corresponding to the icons/colors used in the exhibit.

☐ **Pole ID Exhibit**

- ☐ An exhibit identifying the following on an aerial view of the vicinity:
 - ☐ The proposed site
 - ☐ A 300-ft radius circle around the proposed site that is the analysis area
 - ☐ All existing streetlight and utility poles labeled with their Pole ID or Tag number.
 - ☐ Street names labeled

☐ **Candidate Locations Analysis Table**

- ☐ A table presenting the following information for all existing or proposed poles:
 - ☐ Pole identifier corresponding to the Alternate Candidate Locations Exhibit
 - ☐ Pole ID/Tag number corresponding to the Pole ID Exhibit
 - ☐ Pole type and material (metal streetlight, wood utility pole, etc)
 - ☐ Approximate or nearest associated address
 - ☐ For feasible sites (existing poles & freestanding pole locations), provide the following:
 - ☐ Adjacent land use (for poles along frontages) or land use on either side of street (for poles in medians)
 - ☐ Adjacent street class of the closest roadway to the site
 - ☐ Distance to the nearest residential, daycare, or school structure in feet
 - ☐ Whether or not an existing or permitted SWF is within 300-feet of the site
 - ☐ For infeasible sites, provide all specific factual justifications as to why the existing pole or freestanding pole location cannot be utilized either due to federal, state, or local standards or due to other technical infeasibility.
 - ☐ If the basis is due to regulation, state how the specific regulation or rule applies in the justification.
 - ☐ If the basis is due to other technical infeasibility, provide a clear justification as to why.

PUBLIC NOTICING (For Type 1 & 2; not applicable to preapproved designs within Preferred Locations)

☐ **Public Notice Mailer** (mail within 3 days)

- ☐ The public notice postcard mailer was created using the City's multi-lingual template
- ☐ Project-specific description, location, vicinity map, photosimulation, and submission date are included

☐ **Public Notice Posting** (post within 3 days)

- ☐ The public notice post was created using the City's multi-lingual template
- ☐ Project-specific description, location, vicinity map, photosimulation, and submission date are included



City of San Mateo

Public Works: Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

SMALL WIRELESS FACILITY SUBMITTAL GUIDE

Submittal Materials Checklist

- ☐ **Proof of Noticing** *(submit within 7 days)*
 - ☐ A signed affidavit, or similar, attesting the date all notices were mailed via USPS First Class Mail to the mailing list
 - ☐ Digital copies of the mailed and posted public notices
 - ☐ A mailing list as provided by the City for occupants and owners within 500-ft of the proposed site
 - ☐ Proof of mailing through USPS Informed Delivery for Businesses and provide date mailed
 - ☐ Dated photographs as proof of notice posting at the proposed site and three (3) nearby locations

COVERAGE AND CAPACITY *(For Type 1 & 2 only)*

- ☐ **Documentation**
 - ☐ Provide documentation demonstrating coverage and capacity objectives the project will achieve to provide context when comparing the proposed site to alternatives. This may include maps, charts, or other plots with a legend and/or narrative to explain the represented data. This documentation should correspond to and support any claimed technical infeasibility justifications in the Alternate Sites Analysis attachment.

SECTION 6409 EVALUATION *(For Type 3 only)*

- ☐ **Eligible Facilities Request**
 - ☐ Submit a completed Eligible Facilities Request form provided on the City's website

EXCEPTION REQUEST *(If applicable)*

- ☐ **Request Statements**
 - ☐ State whether the applicant seeks an exception pursuant to Policy Section 13
 - ☐ State the specific provisions and/or requirements from the Policy for which the exception is being sought
 - ☐ State the specific provisions of federal or state law under which the exception is being sought
 - ☐ Provide the standard of evidence applicable to each specific provisions of federal or state law under which the exception is sought
 - ☐ State the factual evidence that supports the findings of the exception requested
 - ☐ State the extent of the exception required and describe how the exception would be narrowly tailored in compliance to Policy Section 13
 - ☐ Provide any other information believed to be relevant to the issues raised in the exception request

VOLUNTARY MEETING SUMMARIES *(If applicable)*

- ☐ **City Staff Informational Meeting Summary**
 - ☐ State date, time, and location of the meeting
 - ☐ State the discussed items and city comments
- ☐ **Neighborhood Meeting Summary**
 - ☐ State date, time, and location of the meeting
 - ☐ Provide a list of attendees
 - ☐ State the major issues raised, questions, and answers