



**CITY OF RICHMOND  
PLANNING DIVISION**  
Phone: (510) 620-6706  
Fax: (510) 620-6858

## Wireless Facility Planning Application Checklist

### INSTRUCTIONS:

Applicants must submit a completed Application Cover Page and this Application Checklist, together with all information and materials required in the Application Guidelines. 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 may submit applications by appointment only. Contact the Planning Division 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<sup>1</sup>: \_\_\_\_\_

<sup>1</sup>For ROW, provide the pole number for any streetlight pole or utility pole.

### Applicant's Request:

- CONDITIONAL USE PERMIT     ADMINISTRATIVE USE PERMIT  
 SECTION 6409 APPROVAL     OTHER (describe request below)

### APPLICATION CHECKLIST – REQUIRED MATERIALS

- |   |   |
|---|---|
| <input type="checkbox"/> APPLICATION FORM AND FEE               | <input type="checkbox"/> PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION*  |
| <input type="checkbox"/> PROJECT PLANS                          | <input type="checkbox"/> ALTERNATIVE SITES ANALYSIS*  |
| <input type="checkbox"/> PHOTO SIMULATIONS                      |   |
| <input type="checkbox"/> PRIOR PERMITS & REGULATORY APPROVALS   | Applicant must submit the following documents as searchable PDFs:   |
| <input type="checkbox"/> PROPERTY OWNER'S AUTHORIZATION         | <ul style="list-style-type: none"><li>• PROJECT PLANS</li><li>• PHOTO SIMULATIONS</li><li>• PRIOR PERMITS &amp; REGULATORY APPROVALS</li><li>• PROPERTY OWNER'S AUTHORIZATION</li><li>• INITIAL CEQA ASSESSMENT</li><li>• RF COMPLIANCE REPORT</li><li>• NOISE COMPLIANCE REPORT</li><li>• SECTION 6409 WORKSHEET (IF APPLICABLE)</li><li>• PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION*</li><li>• ALTERNATIVE SITES ANALYSIS*</li></ul> |
| <input type="checkbox"/> INITIAL CEQA ASSESSMENT                | DOCUMENTS MUST BE INCLUDED AS SEPARATE FILES WITH THE NAMING CONVENTION:<br>(SITE ADDRESS)(WIRELESS COMPANY NAME)(DOCUMENT TYPE)  |
| <input type="checkbox"/> RF COMPLIANCE REPORT                   |   |
| <input type="checkbox"/> NOISE COMPLIANCE REPORT                |   |
| <input type="checkbox"/> SECTION 6409 WORKSHEET (if applicable) |   |

STAFF USE ONLY



## APPLICATION GUIDELINES – REQUIRED MATERIALS

The following Application Guidelines 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 Guidelines along with all other generally applicable materials required for the requested permit or approval. See the City's website or inquire with the Planning Division for any generally applicable application materials not contained in this application.

**Note:** 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 FEE

**Instructions:** Complete the Wireless Facility Permit Application Cover Page available on the City's website or at the Planning Division and submit the required application fee for the requested permit or approval. You may find the City's fee schedule on the City's website or contact the Planning Division for appropriate filing fees.

### PROJECT PLANS

**Instructions:** Provide one hard copy set of complete 24x36-inch project plans drawn to a scale of not less than 1/16" equals one foot, one hard copy reduced size 11x17-inch project plans, and a digital file of such plans in portable document format (PDF). PDF documents must be included as separate files with the following naming convention (SITE ADDRESS)(WIRELESS COMPANY NAME)(DOCUMENT TYPE) Required hard copies must be folded.

Project plans must contain all of 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

## 2. Site Survey

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, weight, etc.)

#### 5. Traffic Control Plans

For facilities proposed to be located in the public right-of-way, provide one copy of 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 CA MUTCD by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

#### 6. Fiber Network Plan

For facilities proposed to be located 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 all meet-me points and points of connection. 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.

### 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 1 – 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 three 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

### 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

### 3. Concealment Maintenance

For Section 6409 Approval applications, the applicant must provide at least one photo simulation that demonstrates the impact of the proposed modification on the all the 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.

## **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 2a – 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 2b – 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 2c – FAA Forms**" and attach it to this application.

## PROPERTY OWNER'S AUTHORIZATION

**Instructions:** Provide evidence of the property owner's authorization to perform the proposed installation or modification and file this application.

### 1. Property Owner's Authorization

Provide a letter of authorization that authorizes the applicant to perform the installation or modification. The letter must be executed by the owner of the subject real property or, if the facility is proposed to be located in the public right-of-way (i.e. utility pole, street light, traffic signal, etc.), the owner of support structure. The property owner's signature must be duly notarized. 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 legal authority to perform the installation or modification. Label this authorization "**Attachment 3a – Property Owner's Authorization**" and attach it to this application.

### 2. 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 3b – CPCN / WIR**" and attach it to this application.

## INITIAL CEQA ASSESSMENT

**Instructions:** Complete and attach to this application a fully executed Environmental Information Form. Label this form "**Attachment 4 – Environmental Information Form**" and attach it to this application. The Environmental Information Form may be obtained electronically on the City's website or in person at the Planning Division. Based on the nature and scope of the project, the City will determine whether the proposed project is categorically exempt under Article 19 of the CEQA Guidelines, or whether the proposed project will require a Negative Declaration, Mitigated Negative Declaration or an Environmental Impact Report.

## 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, will comply with applicable federal RF human exposure standards and limits. At a minimum, the RF exposure 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 5 – RF Compliance**"

**Report**” and attach it to this application. The RF compliance report must include:

- the actual frequency and power levels (in watts effective radiated power (ERP)) 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 in excess of the uncontrolled/general population limit (as that term is defined by the FCC)
  - 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.

## **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 6 – Noise Compliance Report”** and attach it to the application.

## **SECTION 6409 WORKSHEET**

**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 the applicable Section 6409 Worksheet for the proposed facility. Label this worksheet **“Attachment 7 – Section 6409 Worksheet”** and attach it to the application.

## **PROJECT PURPOSE AND TECHNICAL OBJECTIVES\***

**Instructions:** For non-Section 6409 Approval applications, 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 8 – Project Purpose and Technical Objectives”** and attach it to the application.

### **1. Dominant Project Purpose**

Identify and describe the *dominant* 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 dominant 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")
- full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSRP (or other relevant signal level or quality indicator) and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps
- a written narrative that describes the uses within the Service Area, and the manner in which those uses would be negatively affected if the service area were to remain unmitigated
- 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)

### ALTERNATIVE SITES ANALYSIS\*

**Instructions:** For non-Section 6409 Approval applications, provide a detailed written analysis that describes how the proposed wireless facility complies with all the requirements in the Richmond Municipal Code, which includes without limitation the provisions specific to wireless facilities in Article 15.04.614, and all the alternative locations and designs considered before you submitted this application. Label this analysis "**Attachment 9 – Alternative Sites Analysis**" and attach it to the application. 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



- 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 Article 15.04.614. *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 Article 15.04.614. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the development standards in Article 15.04.614 will be deemed incomplete
- for each alternative site *within the search ring*, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSRP (or other relevant signal level or quality indicator) with and without the alternative site and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.