# Telecommunications Facility Application Checklist

**Telecommunications Facility Application Checklist**

<table>
<thead>
<tr>
<th>I am applying for a:</th>
<th>I will need a:</th>
<th>For more information, please see the Telecommunications Facility Information Handout.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Mini Telecomm. Facility</td>
<td>□ Minor / Major CUP</td>
<td></td>
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<tr>
<td>□ Minor Telecomm. Facility</td>
<td>□ Admin. / Major SPAR</td>
<td></td>
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<tr>
<td>□ Major Telecomm. Facility</td>
<td>□ Admin./ Major Historic and Cultural Review</td>
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<tr>
<td></td>
<td>□ Telecomm. Registration Form</td>
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<td></td>
<td>□ Telecomm. Facility Removal Agreement</td>
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## Submission Checklist

- **General Application Form**
- All applicable fees to be paid:
  - Read and sign the Cost Recovery Form
  - Deposit for Minor/Major CUP if applicable
  - Deposit for Admin/Major SPAR if applicable
  - Deposit for Admin/Major Historic & Cultural Review. If applicable, SPAR deposit is unnecessary.
  - Additional Studies Deposit if applicable
- If your project requires a public hearing, please include an electronic copy of all your submission materials on a CD.
- **Project Description/ Written Statement describing:**
  - The type and purpose of the proposed facility, the location, method of attachment, height and diameter of proposed facility.
  - Differences between existing facilities and proposed facilities.
  - Security considerations, anti-climbing measures, fencing and screening.
  - How your project meets the General Requirements and Basic Requirements (for your facility type), as described in the Telecommunications Facility Information Handout.
- **Recent Title Report** for the property.
- **Site Photos** (showing existing vegetation, structures, with views of and from the site).
- **Plans and Exhibits**
  - Plans must include:
    - Scale, north arrow and date.
    - Name and phone number of person preparing plan. A licensed architect, landscape architect and/or civil engineer should wet stamp and sign off final plans.
    - Errors in dimensions or incomplete plans will require a submission of correctly revised drawings prior to application processing.
  - Site Plan, accurately drawn to scale, showing:
    - Locations of proposed facilities including proposed structures, fencing, landscape areas, mechanical equipment/control panels, vehicular access/service points of ingress and egress, parking areas and layout, include dimensions of facilities (i.e. height, diameter or width) and
Mondays through Thursdays. Closed Fridays.

Hours: 8 am – 11 pm and 1 pm – 5 pm.

City of Petaluma Planning Division
11 English Street, Petaluma, CA 94952
Hours: 8 am – 12 pm and 1 pm – 5 pm,
Mondays through Thursdays. Closed Fridays.

Manufacturers’ structural specifications, calculations and installation instructions.

Detail of base or method of attachment and detail of proposed screening and fencing.

Environmental Information Questionnaire. If environmental review is required for your project, a planner will notify you. You would need to fill out the questionnaire, and submit any additional information as determined by the Planning Division (e.g. traffic reports, noise studies or visual impact studies).

For Minor/Major Telecommunication Facility Applications only:
Commercial carriers or service providers must also submit the following:

- Service area maps or network maps;
- Master plan for all related facilities within the city limits of Petaluma and within one-quarter mile of the City’s urban limit line showing all existing sites or candidate sites under consideration. (This may be submitted in a separate envelope marked proprietary.)
- Identify any other telecommunication facilities existing or proposed on the site.
- Alternative site analysis and alternative facility design to the proposal.
- Photo-montages and visual impact analysis and/or demonstrations including mock-ups.
- Title reports, lease agreement or other document identifying legal access to the site.
- Power density levels emitted from the facility, electromagnetic radiation exposure studies and certification from a qualified engineer that NIER levels meet current ANSI/FCC standards.
- The total combined wattage of the facility, including the power control panels any existing antenna(s).

Independent Technical Review. The Director may employ, at his/her discretion, on behalf of the City, an independent technical expert to review any technical materials submitted including, but not limited to, those required under Chapter 14.44 of the Petaluma Municipal Code and in those cases where a technical demonstration of unavoidable need or unavailability of alternatives is required. The applicant shall pay all the costs of said review, including any administrative costs incurred by the City. Proprietary information disclosed to the City or the expert hired shall remain confidential and shall not be disclosed to any third party.

If required by the Planning Division, please fill out the Telecommunications Carriers and Providers Registration Form and Telecommunications Facility Removal Agreement. (All commercial carriers or service providers must register with the Planning Division. Facilities identified in Chapter 14.44.140A of the Municipal Code must execute a maintenance/facility removal agreement and pay a removal deposit.)

For faster responses, please e-mail us at: petalumaplanning@ci.petaluma.org
URL: https://cityofpetaluma.org/departments/planning/
Application and Processing Timeline for Telecommunications Facility Applications

<table>
<thead>
<tr>
<th>Application Phase</th>
<th>Review Phase</th>
<th>Analysis and Action Phase</th>
<th>Appeals and Other Permits</th>
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<tbody>
<tr>
<td>• Application Submission (applicant-driven)</td>
<td>• Development Review Committee* (DRC) Meeting (about 2 weeks after submission)</td>
<td>• Additional Environmental Review if required</td>
<td>• An appeal requires new public hearing with a new public notice.</td>
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<tr>
<td>• Introduction to Project Planner (within 1 week of submission)</td>
<td>• Concurrent Completeness Review (30 days)</td>
<td>• Public Notice** and Comment</td>
<td>• Building permits and Encroachment permits are applied for and reviewed.</td>
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<tr>
<td></td>
<td>• Concurrent Project Review</td>
<td>• Decision by letter, or project scheduled for next available Public Hearing</td>
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</tr>
</tbody>
</table>

if application incomplete if application complete

* The Development Review Committee (DRC) is made up of representatives from various City departments, who will review your project and begin to identify issues, but is not the decision-making body for project approval. You will be invited to an internal DRC meeting approximately 2 weeks after project submission, to ask or answer any questions.

** The applicant is responsible for all costs associated with public noticing and processing the application.