



TELECOMMUNICATIONS FACILITY APPLICATION CHECKLIST

Minor and Major Telecommunication facilities require Minor or Major CUPs. Mini, Minor and Major telecommunication facilities require Minor or Major SPAR, or, if applicable, Historic and Cultural Review. Please see the [information handout](#) for details.

Please [see the fee schedule](#). (The final fee is dependent on each project application. Please read and sign the Cost Recovery Form.)

<p>I am applying for a:</p> <p><input type="checkbox"/> Mini Telecomm. Facility</p> <p><input type="checkbox"/> Minor Telecomm. Facility</p> <p><input type="checkbox"/> Major Telecomm. Facility</p>	<p>I will need a:</p> <p><input type="checkbox"/> Minor / Major CUP</p> <p><input type="checkbox"/> Admin. / Major SPAR</p> <p><input type="checkbox"/> Admin./ Major Historic and Cultural Review</p> <p><input type="checkbox"/> Telecomm. Registration Form</p> <p><input type="checkbox"/> Telecomm. Facility Removal Agreement</p>
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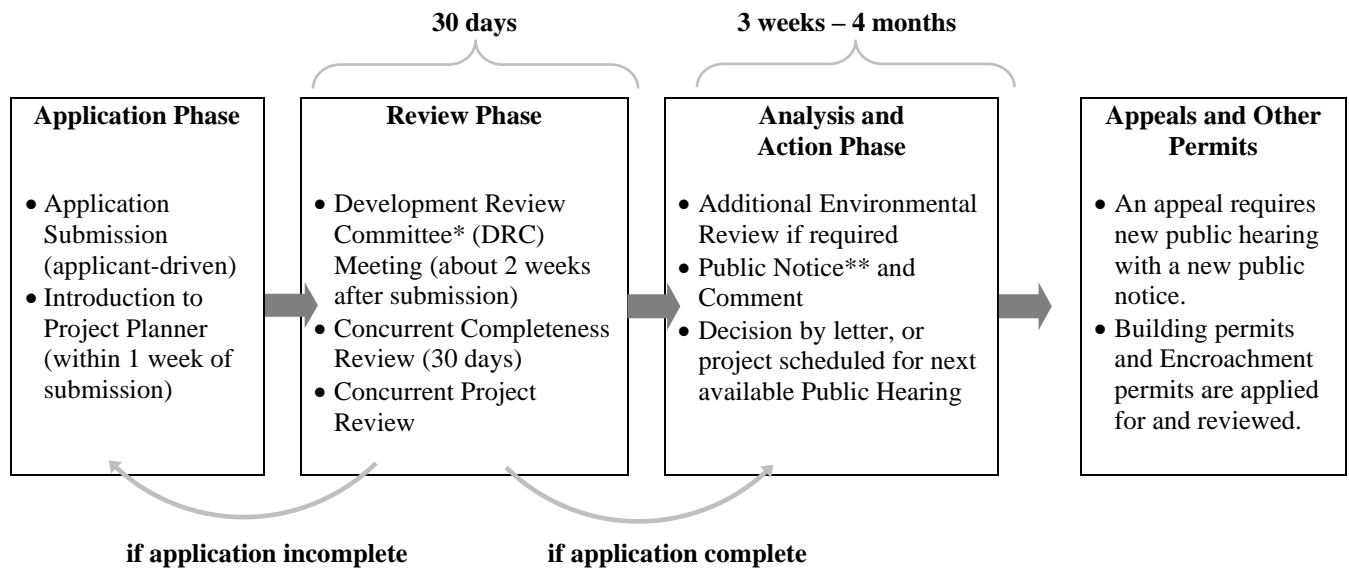
For more information, please see the [Telecommunications Facility Information Handout](#).

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. The property is the site of a Catholic school that's been in operation for over one hundred years. There does not appear to be any ambiguity as to the ownership of the property. Please advise if there are any concerns on this point.
- 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

- distance to property lines.
 - All existing features on the site, including structures, roads, utilities, easements, parking areas, streets, stream beds, creeks, etc. and name of adjoining streets, or right-of-way easements and nearest cross street.
 - All property lines with distances, existing and proposed easements and distances from proposed telecommunication facility to property lines.
 - Location and distance to structures on adjoining lots and any off-site features on adjacent lots including residences, buildings, power lines and trees.
 - For Minor/Major Telecommunications Facilities only: For pole-mounted or tower facilities, certification by a structural engineer that the design is adequate to support, without failure, the maximum forces expected from wind and earthquakes when the pole or tower is fully loaded with antennas, transmitters, other equipment, and camouflaging.
- Elevation drawings, cross-sectional area, or silhouette of the facility, drawn to scale, showing the proposed facility, including all proposed fencing, control panels, and existing structures or trees.
- Landscape plans reflecting location of proposed screening and fencing, planting areas, proposed plant palette, existing plant materials to be retained and trees or shrubs to be removed.
Rooftop location, no landscaping changes.
- Mini/Minor/Major: Six** full-size copies and **Two** reduced size copies (11"x17") of Plans and Exhibits are required, more may be requested later by staff if a public hearing is required.
Submitting electronically per Covid instructions. Hard copies available upon request.
- Manufacturer's 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; N/A, coverage limited to subject parcel.
 - 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.) Not pertinent to a single 20 watt antenna covering one property.
 - 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. Lease information is confidential.
 - 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.)

Application and Processing Timeline for Telecommunications Facility Applications



* 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.

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.

T: (707) 778-4470

For faster responses, please e-mail us at:
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URL: <https://cityofpetaluma.org/departments/planning/>