



**SECTION 6409  
ELIGIBLE FACILITIES REQUEST  
PERMIT APPLICATION  
CHECKLIST**

**INSTRUCTIONS:**

Applicants must submit the Wireless Telecommunications Facility Permit Application Cover Page and this Application Checklist, together with all information and materials provided in the Application Guidelines. City staff may deem the application incomplete if the applicant fails to include any required information or materials.

**Applications are by appointment only.** For an appointment, contact the Planning Division. Any application received without an appointment, whether delivered in-person, by mail, online or through any other means, will not be considered duly filed.

**Applicant:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Site Location and Description:**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

APN (if applicable): \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Historic Designation (if applicable): \_\_\_\_\_

Pole Coordinates (if applicable): \_\_\_\_\_

Pole Number (if applicable): \_\_\_\_\_

Present Use of Site Location: \_\_\_\_\_

**Project Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF USE ONLY**

Permit/Application Number: \_\_\_\_\_

Pre-Application Conference Date (if applicable): \_\_\_\_\_

Community Meeting Date (if applicable): \_\_\_\_\_

Received By: \_\_\_\_\_

Application Submittal Date: \_\_\_\_\_

Completeness Review Deadline: \_\_\_\_\_

<b>APPLICATION CHECKLIST – REQUIRED MATERIALS</b>	<b>SUBMITTED?</b>
1. WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION COVER PAGE	<input type="checkbox"/>
2. APPLICATION FEES AND COST RECOVERY FORM	<input type="checkbox"/>
3. SECTION 6409 EVALUATION	<input type="checkbox"/>
4. PROJECT PLANS	<input type="checkbox"/>
5. SITE PHOTOS AND PHOTO SIMULATIONS	<input type="checkbox"/>
6. REGULATORY AUTHORIZATIONS AND APPROVALS	<input type="checkbox"/>
7. PROPERTY OWNER’S AUTHORIZATION / TITLE REPORT	<input type="checkbox"/>
8. RADIO FREQUENCY COMPLIANCE REPORT	<input type="checkbox"/>
9. ACOUSTIC ANALYSIS	<input type="checkbox"/>
10. STRUCTURAL ANALYSIS	<input type="checkbox"/>
11. LANDSCAPE PLANS	<input type="checkbox"/>
12. HAZARD ASSESSMENT	<input type="checkbox"/>

**City of Petaluma Planning Division**

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 Hours: Please visit our website for current hours.  
 Monday through Thursday. Closed every Friday.

T: (707) 778-4470

For faster responses, please e-mail us at:  
[petalumaplanning@cityofpetaluma.org](mailto:petalumaplanning@cityofpetaluma.org)  
<https://cityofpetaluma.org/departments/planning/>

## **SECTION 6409 ELIGIBLE FACILITIES REQUEST APPLICATION GUIDELINES – REQUIRED MATERIALS**

Proposals to construct, install, modify and/or operate wireless communication facilities require additional information and materials in order to evaluate compliance with the Petaluma Municipal Code subject to certain federal and state laws. These Application Guidelines specify those requirements that all applicants must submit for a complete permit application for a Section 6409 approval, pursuant to 47 U.S.C. § 1455(a), as may be amended or superseded.

Pursuant to the Petaluma Municipal Code, as may be amended or superseded, for the City to deem complete any permit application for a Section 6409 Eligible Facilities Request, the applicant must submit all the applicable application materials listed below with the following instructions in these Application Guidelines and/or application materials listed in other publicly available guidelines. **Applications that do not contain all applicable materials in these Application Guidelines, the Petaluma Municipal Code, and any other publicly available guidelines may be deemed incomplete.**

No person or entity may collocate, replace or remove transmission equipment at or in connection with an existing wireless tower or base station without a Section 6409 Eligible Facilities Request Application approved by the City (the “EFR Approval”). The purpose of such EFR Approval is to confirm that a proposed collocation or other modification meets the criteria for mandatory approval under applicable federal regulations. In addition to such EFR Approval, no person or entity may collocate, replace or remove transmission equipment at or in connection with an existing wireless tower or base station without first obtaining all other permits and regulatory approvals as may be required by any other federal, state or local government agencies, which includes without limitation any ministerial health and safety permits and/or regulatory approvals issued by other departments or divisions within the City such as a building permit. All applications for ministerial permits submitted in connection with a proposed collocation or other modification must contain a valid EFR Approval issued by the City for the proposed collocation or other modification. Any application for any ministerial permit(s) in connection with a proposed collocation or other modification submitted without such EFR Approval may be denied without prejudice.

### **1. WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION COVER PAGE**

**Instructions:** Complete the Wireless Telecommunications Facility Permit Application Cover Page available on the City’s website at <https://cityofpetaluma.org/planning-wireless-telecommunication/> or in-person at the City’s Planning Division. Label the Wireless Telecommunications Facility Permit Application Cover Page “**Attachment 1 – Wireless Application Cover Page**” and attach it to this application.

### **2. APPLICATION FEES AND COST RECOVERY FORM**

The applicant must submit the appropriate permit application fees based on the City’s Fee Schedule for current year available on the City’s website at <https://cityofpetaluma.org/documents/planning-fee-schedule/> or in-person at the City’s Planning Division, for the Planning Division’s plan check for building permits. The applicant must also complete and submit the Cost Recovery Form available on the City’s website at <https://cityofpetaluma.org/documents/cost-recovery-form/> or in-person at the City’s Planning Division. The applicant shall be responsible for all costs for any independent technical expert review of these application materials pursuant to Petaluma Municipal Code § 14.44.130(B). Label the Cost Recovery Form “**Attachment 2 – Cost Recovery Form**” and attach it to this application.

### 3. 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 prepare a separate justification that evaluates whether the proposed modification is an eligible facilities request that complies with the FCC’s substantial change thresholds. Label this evaluation as “**Attachment 3.1 – Section 6409 Evaluation for Base Stations**”, or “**Attachment 3.2 – Section 6409 Evaluation for Towers**” or “**Attachment 3.3 – Section 6409 Evaluation for Wireless Facilities in the Public Rights-of-Way**” as applicable and attach it to this application.

**Note:** The FCC defines a “tower” as any structure built for the *sole or primary purpose* of supporting any FCC-licensed or authorized antennas and their associated facilities. The FCC defines a “base station” as a non-tower structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. A base station does not include any structure that, at the time this application is filed with the City, does not support or house transmission equipment, as that term is defined by the FCC.

### 4. PROJECT PLANS

**Instructions:** Provide Two (2) sets, drawn to scale, no larger than 11” x 17” or 12” x 18” of complete project plans with digital files in legible portable document format (PDF). Label this information “**Attachment 4– Project Plans**” and attach it to this application. In addition to the requirements described in the Petaluma Municipal Code, the project plans must contain all the following:

#### 4.1. Cover Sheet

A complete cover sheet must include at a minimum:

- a. a detailed project description that specifies the proposed installation and/or modifications;
- b. site information that includes the site address, assessor’s parcel number, site latitude and longitude, zoning classification, pole number (if applicable), site map, and the contact information for the property owner, applicant, and the project team;
- c. legend on the first sheet identifying each sheet in the plan set;
- d. name and phone number of person preparing plan.

#### 4.2. Site Development Plan

Only a California Registered Civil Engineer or licensed surveyor may prepare the site development plan. A complete site development plan must include:

- a. a north arrow, date, scale (minimum scale of 1/16” for site plan and 1/8” for all other drawings) and legend;  
**Note:** If site or building is too large to fit on sheets at minimum scale, provide one (1) additional larger set meeting minimum scale. Label the scale at full and reduced plan sizes (i.e., 1/4” at 24” x 36”, 1/8” at 12” x 18” paper).

b. plan-view drawings, which include:

1. the entire property or right-of-way block with the proposed project improvements, including distances from the proposed facility to the property lines;
2. detailed before-and-after views of the any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features;
3. detailed before-and-after views for each antenna sector;
4. detailed before-and-after views for any equipment pads, shelters, enclosures, rooms, vaults and/or platforms;
5. all existing and proposed equipment (including the point of origin and point of connection for all power and telco utilities) with all dimensions, labels and ownership identifications clearly called out;
6. all existing and proposed radio frequency mitigation and safety measures required for radio frequency exposures in excess of the uncontrolled/general population limit and/or the controlled/occupational limit as identified in the required radio frequency compliance report (including but not limited to all physical barriers, posts, safety chains or other restraints, colored striping in one or more colors, and warning signage or written notifications of various types);
7. all existing and proposed security considerations (including anti-climbing measures, fencing and screening);
8. boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
9. 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;
10. 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, handholes, generators and/or generator sockets;

c. detailed before-and-after elevation drawings from all four cardinal directions, which include:

1. all existing and proposed structures, improvements and/or fixtures with all dimensions clearly called out within 500 feet of the proposed project site;
2. detailed before-and-after depictions of the any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes,

- manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features;
3. all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out;
  4. all existing and proposed security considerations (including anti-climbing measures, fencing and screening);
  5. for projects in the public right-of-way, all existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out;
- d. callouts and notes for any proposed new or extended concealment elements, including all paint colors and codes;
  - e. depictions of the applicant's plan for electric and data backhaul utilities, which includes the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches and points of connection;
  - f. detail of base or method of attachment for all equipment, structures, improvements and/or fixtures;
  - g. a demonstration that proposed project will be in full compliance with all applicable health and safety laws, regulations or other rules, which includes without limitation all building codes, electric codes, local street standards and specifications, and public utility regulations and orders.

### 4.3. Equipment Inventory

All equipment must be inventoried with the following information for each component in a separate cut sheet:

- a. manufacturer and model number;
- b. basic dimensions (height, width, length and weight).

**Note:** If the proposed project is for a facility in the public rights-of-way, the project plans must also contain the following additional materials and information noted in Sections 4.4-4.6 that follow:

### 4.4. Site Survey

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

- a. a north arrow, date, scale and legend;
- b. private and public property boundaries and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out within 75 feet from the proposed project site;
- c. location of all traffic lanes within 75 feet from the proposed project site;

- d. location of above and below-grade utilities and related structures and infrastructure within 75 feet from the proposed project site;
- e. location of all fire hydrants, roadside call boxes and other public safety infrastructure within 75 feet from the proposed project site;
- f. location of all streetlights, decorative poles, traffic signals and permanent signage, sidewalks, driveways, parkways, curbs, gutters and storm drains, benches, trash cans, mailboxes, kiosks and other street furniture within 75 feet from the proposed project site;
- g. location of all existing trees, planters and other landscaping features within 75 feet from the proposed project site, including any trees at least 4 inches in diameter at a point approximately 4.5 feet above ground;
- h. boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
- i. boundaries for all easements and/or dedications with all dimensions clearly shown and called out;
- j. all access points and/or access routes to the nearest public right-of-way;
- k. approximate topographical contour lines with elevations called out;
- l. all structures or improvements on the property;
- m. all structures or improvements within the public right-of-way within any block partially or entirely occupied by the project and any elements thereof;
- n. all structures or improvements on adjacent parcels within 75 feet from the property line;
- o. wet stamp and wet signature from preparer;
- p. general specifications and notes identifying the applicable public health and safety codes and standards.

#### **4.5. Traffic Control Plans**

Provide 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 California Manual on Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

#### 4.6. Fiber Network Plan

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.

### 5. SITE PHOTOS AND PHOTO SIMULATIONS

**Instructions:** Provide site photos and photo simulations that would allow the City to visualize the applicant’s 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 5 – Site Photos and Photo Simulations**” and attach them to this application. Except as otherwise provided, photo simulations must contain all the following:

#### 5.1. Current Site Photos

Current site photos must include:

- a. photos of the existing site from at least three different reasonable line-of-sight locations from public streets or other publicly available areas;
- b. a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

#### 5.2. Photo Simulations

Photo simulations must include:

- a. an accurate and reliable visual representation of the proposed facility from the same reasonable line-of-sight locations used in the current site photos and must include without limitation all interconnecting cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment;
- b. at least one photo simulation depicting the proposed facility from a vantage point approximately 50 feet from the proposed support structure or location;
- c. at least one photo simulation that demonstrates the impact of the proposed modification on the all the concealment elements, if any, of the support structure. Concealment elements include but are not limited to screen walls, architectural elements, radomes, landscape features, equipment enclosures and designs and/or techniques intended to mimic the natural or built environment;
- d. a map detail showing each location where a photograph was taken, the proposed site and the



direction to the site from each photo location.

## 6. REGULATORY AUTHORIZATIONS AND APPROVALS

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

### 6.1. Prior Local Regulatory Approvals

Provide copies of all permits and/or other regulatory approvals issued by the City (or other local public agency with jurisdiction over the subject wireless tower or base station) in connection with the initial construction or installation and any subsequent collocations, modifications or permit renewals of the subject wireless tower or base station. Alternatively, the applicant may submit a written justification that sets forth reasons why prior permits or other regulatory approvals were not required for the wireless tower or base station at the time it was constructed or modified. Label this documentation “**Attachment 6.1 – Local Regulatory Approvals**” and attach it to this application.

### 6.2. FCC Licenses

If the applicant proposes to operate in FCC-licensed spectrum, provide proof of licenses for all planned operating bands in the applicable geographic market(s). Alternatively, the applicant may provide a URL address or written instructions on where to find such licenses in publicly available FCC resources. Label this documentation “**Attachment 6.2 – FCC Licenses**” and attach it to this application.

### 6.3. FAA Forms

If the proposed wireless facility requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 *et seq.*, or under other FCC rules, provide such documentation. Label this documentation “**Attachment 6.3 – FAA Forms**” and attach it to this application.

### 6.4. State Regulatory Authorization

For facilities proposed in the public rights-of-way, the applicant must submit evidence of the applicant’s regulatory status under California law to provide the services and construct the facility proposed in the application. Applicants may provide a URL address or written instructions on where to find the regulatory status (*e.g.*, CPCN or WIR) in publicly available resources. Label this documentation “**Attachment 6.4 – State Regulatory Authorization**” and attach it to this application.

### 6.5. Underground Service Alert Membership

Provide evidence that the applicant is a member in good standing with the Underground Service Alert of Northern California and Nevada. Label this documentation “**Attachment 6.5 – Underground Service Alert Membership**” and attach it to this application.

## 6.6. Wireless Telecommunications Carriers & Providers Registration Form

Provide a copy of the applicant's Wireless Telecommunications Carriers & Providers Registration Form previously submitted to and accepted by the City. Label this documentation "**Attachment 6.6 – Wireless Telecommunications Carriers & Providers Registration Form**" and attach it to this application.

## 6.7. Telecommunications Facility Removal Agreement

Provide a copy of the facility's Telecommunications Facility Removal Agreement previously submitted to and accepted by the City. Label this documentation "**Attachment 6.7 – Telecommunications Facility Removal Agreement**" and attach it to this application.

## 7. PROPERTY OWNER'S AUTHORIZATION / TITLE REPORT

**Instructions:** Provide evidence of the property owner's authorization to file this application. If the property owner is a corporation, the names, addresses and titles of all officers of the corporation must accompany this application. If the property owner is a partnership, the names and addresses of all general partners must accompany this application. If the property owner is a limited liability company that is managed by its members or managers, the names and addresses of all managing members or managers must accompany this application.

### 7.1. Property Owner's Authorization

If the applicant does not own the subject property or support structure, provide a written authorization executed by the property owner(s) that authorizes the applicant to file the application and perform the work to the extent described in the application. The property owner's signature must be an original and duly notarized. If an authorization for a corporation, partnership or limited liability company is executed by a person other than a corporate officer, general partner or managing member or manager, as may be applicable, the applicant must submit documentation such as a corporate resolution, articles of organization or the operating or partnership agreement evidencing that such other person has the authority to bind the property owner. For facilities on joint utility poles, the applicant must submit the standard authorization form the joint utility association uses to demonstrate that the applicant has the authority to perform the installation or modification. The standard authorization form must be accompanied by evidence that the applicant is a current member of the joint utility organization. If the joint utility association's authorization is only effective if there is no response or objection to the application from any other members of the joint utility organization after a certain period of time, provide evidence or a written statement that the application received no responses or objections from other members of the joint utility association during the required time period. Label this authorization "**Attachment 7.1 – Property Owner's Authorization**" and attach it to this application.

### 7.2. Title Report

For facilities on private property, provide a duly certified title report prepared within the thirty days prior to the application filing date that clearly describes the subject property and identifies the current owner(s) of the property. City staff will use the title report to verify the property owner's identity. Label this documentation "**Attachment 7.2 – Title Report**" and attach it to this application. This attachment is not required for a project proposed in the public right-of-way.

## 8. RADIO FREQUENCY COMPLIANCE REPORT

**Instructions:** Provide a radio frequency (“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 exposure standards and exposure limits. Label this report “**Attachment 8 – RF Compliance Report**” and attach it to this application.

The RF compliance report must include:

- a. the actual frequency and power levels (in watts effective radiated power (“ERP”), not effective isotropic radiated power (“EIRP”)) for all existing and proposed antennas at the site;
- b. exhibits that show:
  1. the location and orientation (degree azimuths) of all transmitting antennas;
  2. the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC);
  3. 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.

4. any RF safety measures required for RF exposures in excess of the uncontrolled/general population limit and/or the controlled/occupational limit.

## 9. ACOUSTIC ANALYSIS

**Instructions:** Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment proposed to be added or modified at the facility and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must 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 certified 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 ambient noise limits. In addition, describe whether the equipment will be passively or actively cooled if any equipment will be enclosed in a shroud, cabinet, pedestal or other enclosure. If the equipment will be actively cooled, the applicant must include the manufacturer’s specifications for all active cooling mechanisms. Label this analysis “**Attachment 9 – Acoustic Analysis**” and attach it to this application.

## 10. STRUCTURAL ANALYSIS

**Instructions:** Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to

the City) that evaluates whether the underlying pole, support structure or base station has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in the most current versions of the CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, the California Building Code and any safety and construction standards required by all state and local regulations. Label this analysis “**Attachment 10 – Structural Analysis**” and attach it to this application.

## 11. LANDSCAPE PLANS

**Instructions:** Provide a detailed written landscape plan with landscape features when any modifications to the facility are proposed to be placed in a landscaped area. The landscape plan must be prepared by a licensed landscape architect and include existing vegetation, and vegetation proposed to be removed or trimmed, and the landscape plan must identify proposed landscaping by species type, size and location. Label this analysis “**Attachment 11 – Landscape Plans**” and attach it to this application.

## 12. HAZARD ASSESSMENT

**Instructions:** A full assessment of the hazards posed by the facility as it is proposed to be modified in the event of failure due to flood, high wind, high heat, outage, lightning strike or fire must be conducted that includes the presence of nearby vegetation and structures at applicant’s cost. All materials in the facility as proposed to be modified must be disclosed, including hazardous materials in any and all equipment. The assessment must identify if any tree removal or tree trimming is required or necessary in order to reduce fire hazard. Label this documentation “**Attachment 12 – Hazard Assessment**” and attach it to this application.