



SMALL WIRELESS/SMALL CELL PERMIT APPLICATION CHECKLIST

The following checklist includes items to be submitted as detailed in Section 5 of Policy Resolution #14621 adopted by the San Rafael City Council on December 17, 2018. This checklist is intended to aid the applicant in submitting a complete application to be reviewed by the City of San Rafael Planning Division.

	SUBMITTAL ITEM	REFERENCE SHEET	CITY STAFF COMMENTS <i>This column to be filled out by staff.</i>
Application 5(a)(1) (3 sets of the following except as noted)			
<input type="checkbox"/>	General Application Form This form must be signed by both the applicant and the property owner		
	Small Wireless/Small Cell Permit Supplemental Application form.		
<input checked="" type="checkbox"/>	Application Fee: A deposit amount of \$2,000 is required for submittal of each application. Staff cost will be billed at fully burdened hourly rates. Applicant will be responsible for submitting additional deposit if expenditures exceed the initial deposit amounts. 5(a)(2)		
<input type="checkbox"/>	Public Notices Applications must include mailing list and envelopes, stamped and addressed for all properties and record owners of properties within 500 feet of the project boundaries.5(a)(8)		
<input type="checkbox"/>	Regulatory Authorization (State and Federal) 5(a)(9)		
<input type="checkbox"/>	Site Agreement (for City-owned/controlled properties) 5(a)(10)		
<input type="checkbox"/>	Title Report and Property Owner Authorization (projects on private property) 5(a)(11)		
Project Narrative and Justification 5(a)(6) (3 sets of the following)			
<input type="checkbox"/>	Qualification of the proposed as a small wireless facility as defined by the FCC in Code of Federal Regulations, Title 47, §1.6002(l).		
<input type="checkbox"/>	whether and why the proposed support is a structure as defined by the FCC in C.F.R. Title 47, §1.6002(m)		
<input type="checkbox"/>	whether and why the proposed wireless facility meets each required finding for a small cell permit as provided in Section 7(c) of Resolution 14621.		
<input type="checkbox"/>	Identify where the project falls in terms of location preference and structure preference		



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<input type="checkbox"/>	Include detailed justification for project not located in the most preferred location/structure		
Construction Drawings 5(a)(3) (4 sets)			
<i>Project plans shall provide a level of detail to demonstrate that the project complies with Section 10(a), (b), and (c).</i>			
<input type="checkbox"/>	existing and proposed improvements		
<input type="checkbox"/>	equipment and conditions related to the proposed project		
<input type="checkbox"/>	cut sheets that contain the technical specifications for all existing and proposed antennas and accessory equipment		
<input type="checkbox"/>	all structures within 250 feet of proposed project site including such structures' overall height above ground level		
<input type="checkbox"/>	plan for electric and data backhaul utilities		
<input type="checkbox"/>	demonstrate compliance with all applicable health and safety laws		
Site Survey 5(a)(4) (4 sets)			
<i>Existing boundaries, encroachments, and other structures within 250 feet including but not limited to:</i>			
<input type="checkbox"/>	traffic lanes;		
<input type="checkbox"/>	all private properties and property lines;		
<input type="checkbox"/>	above and below-grade utilities and related structures and encroachments;		
<input type="checkbox"/>	fire hydrants, roadside call boxes and other public safety infrastructure;		
<input type="checkbox"/>	streetlights, decorative poles, traffic signals and permanent signage;		
<input type="checkbox"/>	sidewalks, driveways, parkways, curbs, gutters and storm drains;		
<input type="checkbox"/>	benches, trash cans, mailboxes, kiosks and other street furniture; and		
<input type="checkbox"/>	existing trees, planters and other landscaping features.		



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Photo Simulations 5(a)(5) (4 sets)			
<input type="checkbox"/>	Existing (at least 3 vantage points)		
<input type="checkbox"/>	Proposed (at least 3 vantage points)		
<input type="checkbox"/>	Vicinity map showing photo locations		
Radio Frequency (RF) Compliance Report 5(a)(7)			
<input type="checkbox"/>	compliance with applicable federal RF exposure standards and limits		
<input type="checkbox"/>	prepared and certified by an RF engineer acceptable to the City of San Rafael		
<input type="checkbox"/>	actual frequency and power levels (in watts ERP) for all existing and proposed antennas at the site		
<input type="checkbox"/>	exhibit showing location and orientation of all transmitting antennas and boundaries of areas with RF exposures in excess of the uncontrolled/general population limit as defined by the FCC		
<input type="checkbox"/>	boundaries of areas with RF exposures in excess of the controlled/occupational limit as defined by the FCC		
<input type="checkbox"/>	boundaries shall be clearly marked and identified for every transmitting antenna at the project site		
Acoustic Analysis 5(a)(12)			
Acoustic analysis demonstrating compliance with SRMC 8.13 for the following:			
<input type="checkbox"/>	proposed small wireless facility;		
<input type="checkbox"/>	environmental control units;		
<input type="checkbox"/>	sump pumps;		
<input type="checkbox"/>	temporary backup power generators;		
<input type="checkbox"/>	permanent backup power generators;		
<input type="checkbox"/>	any other equipment associated with the proposed facility		



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Other 5(b)			
<input type="checkbox"/>	Cultural Resources Report This may be required if the project site is proposed in an area of high archeological sensitivity and the project includes ground disturbing activity		
<input type="checkbox"/>	Geotechnical Report This may be required if the project site is located in an area of unstable soils and the project includes ground disturbing activity		
<input type="checkbox"/>	Vegetation Management Plan Projects located within a WUI zone will be required to submit a vegetation management plan.		
<input type="checkbox"/>	Landscape Plan Landscape plans may be required if for screening and/or tree replacement:		

This checklist confirms that your application has been deemed:

<input type="checkbox"/>	Complete for Processing This project will be assigned to a planner who will begin processing your application for its merits.
<input type="checkbox"/>	Incomplete for Processing Additional information will be necessary as noted above. Applications will be deemed withdrawn when an applicant fails to tender a substantive response within 60 calendar days after the application has been deemed incomplete.



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Names of Reviewers:	<table style="width: 100%; border-collapse: collapse;"><tr><td style="border-bottom: 1px solid black; padding: 2px;">1.</td></tr><tr><td style="border-bottom: 1px solid black; padding: 2px;">2.</td></tr><tr><td style="border-bottom: 1px solid black; padding: 2px;">3.</td></tr><tr><td style="border-bottom: 1px solid black; padding: 2px;">4.</td></tr><tr><td style="border-bottom: 1px solid black; padding: 2px;">5.</td></tr><tr><td style="border-bottom: 1px solid black; padding: 2px;"> </td></tr></table>	1.	2.	3.	4.	5.	
1.							
2.							
3.							
4.							
5.							

Planner Signature

Date

Additional Review Dates:	Status	Reviewed by: