



# Wireless Telecommunication Permit Application

Planning Department, No. 1 The Plaza, Sonoma, CA 95476 (707) 938-3681

[www.sonomacity.org](http://www.sonomacity.org)

Rev. June 26, 2019

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

Facility (Property) Owner Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Owner Rep. Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Owner Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Agent Company: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Agent Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Facility Operator Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Operator Rep. Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Operator Signature: \_\_\_\_\_ Title: \_\_\_\_\_

- This project is a:  New wireless telecom facility where none currently exists.  
 New co-location for this carrier at another carrier's existing wireless telecom facility.  
 Modification to this carrier's existing wireless telecom facility at this site.
- This site is:  Roof/building mounted, or electrical transmission tower-mounted (a "base station").  
 Monopole- or other radio tower-mounted (a "tower").  
 Other (explain): \_\_\_\_\_

**(as "base station" and "tower" are defined in Section 1.6100(b)(1) and (9) of 47 CFR Part 1 Subpart U)**

Will this project cause a "substantial change" to an existing facility?  Yes  No  N/A

**(as "substantial change" is defined in Section 1.6100(b)(7) of 47 CFR Part 1 Subpart U)**

Is this an "eligible facilities request" under Section 6409(a) of the Spectrum Act?  Yes  No

**(as "eligible facilities request" is defined in Section 1.6100(b)(3) of 47 CFR Part 1 Subpart U)**

Which federal "shot clock" applies to this application?

- 60-day "deemed granted" shot clock under Section 6409(a) of the Spectrum Act  
 60-day shot clock under Section 332(c)(7) of the Communications Act  
 90-day shot clock under Section 332(c)(7) of the Communications Act  
 150-day shot clock under Section 332(c)(7) of the Communications Act  
 Other or none (explain) \_\_\_\_\_

If necessary, are you willing to enter into an agreement to extend the applicable shot clock period. If yes, for how long a period of time would you agree to extend it? \_\_\_\_\_

See application submittal requirements on the next page and attach all required items.

BELOW THIS LINE FOR STAFF USE ONLY

<b>Required Permits:</b> <input type="checkbox"/> Building/Electrical only <input type="checkbox"/> Administrative Review <input type="checkbox"/> Wireless SPR <input type="checkbox"/> CUP	Project No.: _____ Amount Deposit Paid: _____ Receipt Number: _____	Filing Date: _____ Received by: _____ Assigned Planner: _____
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City of Sonoma Planning Department  
No. 1 The Plaza, Sonoma, CA 95476 (707) 938-3681 [www.sonomacity.org](http://www.sonomacity.org)

### Submittal Requirements for Wireless Telecom Applications

This list contains the application requirements for Planning permits (entitlements) for wireless telecom applications. Separate materials are required for submittal to plan check with the Building Department. Please contact the Building Department at (707) 938-3681 to determine application requirements for plan check.

Pre-Submittal Conference. to schedule a pre-submittal conference Call (707) 938-3681 applicants are encouraged (but not required), to provide the following at the **mandatory pre-submittal conference** for applications covered under Section 6409(a) of the Middle-Class Tax Relief and Job Creation Act of 2012:

- Draft applications or other materials required for application for permit.

#### Required for All Wireless Applications:

##### Application for Permit (5.30.050)

- Wireless Telecom Application Form
- Letter(s) of authorization of facility and/or property owner.
- Full written description of the proposed facility, its purpose and specifications.
- CEQA Categorical Exemption form.
- Detailed site and engineering plan of the proposed facility containing the exact proposed location of the facility, created by a qualified licensed engineer.
- Site survey. Only a California-registered Civil Engineer or licensed surveyor may prepare the site survey. A complete 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.
- 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 identification 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.
- 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 from 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, and weight).
- 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.
- 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, equipment, and/or modifications as-built. Label these photo simulations “**Attachment A—Photo Simulations**” and attach them to this application. Except as otherwise provided, photo simulations must contain the following:

  1. Current site Photographs taken within the last 30 days.
    - 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.
- Project purpose and technical objectives:

**Instructions:** For applications not being made as a request under Section 6409, provide the following information to demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant's network area that would be served by the proposed facility or enhanced by the proposed modification. Label this analysis “**Attachment B—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 (commercial, residential, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed.
- A statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and date (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).
- 1 set of Building elevations and roof plan (for building-and/or rooftop-mounted facilities) indicating exact location and dimensions of equipment proposed. For freestanding facilities, indicate surrounding grades, structures, and landscaping from all sides.
- Proposed landscaping and/or nonvegetative screening (including required safety fencing) plan for all aspects of the facility.
- Written documentation demonstrating a good faith effort to locate the proposed facility in the least intrusive location and screened to the greatest extent feasible in accordance with the site selection and visual impact criteria of Chapter 5.30.
- If the application is for a facility that will be located within the public right-of-way, the applicant shall certify that it is a telephone corporation or state the basis for its claimed right to enter the right-of-way, and provide a copy of its certificate of public convenience and necessity (CPCN), if a CPCN has been issued by the California Public Utilities Commission.
- A written description identifying the geographic service area for the subject installation, accompanied by a plan and maps showing anticipated future installations and modifications for the following two years, in addition to the master plan.
- A written report that analyzes acoustic levels for the proposed wireless telecommunications facility and all associated equipment including without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators in order to demonstrate compliance with chapter 9.56 (Noise). The acoustic analysis 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 noise contours for the proposed equipment relative to all adjacent property lines. In lieu of a written 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.
- If the applicant claims it requires an exception to the requirements of chapter 5.30 (Wireless Telecommunications Facilities), all information and studies necessary for the City to evaluate that claim. Any request for exceptions to be made to the provisions of the code pursuant to Section 5.30.120 shall be submitted at the time of the application.
- Application and processing fee, and an advance reimbursable deposit.
- A Cost Recovery Agreement including an Indemnification Agreement.
- A master plan which identifies the location of the proposed facility in relation to all existing and potential locations in the city that are reasonably anticipated for construction with two years of submittal of the application.
- A siting analysis which identifies a minimum of five other feasible locations within or outside the City which could serve the area intended to be served by the facility, unless the applicant provides

compelling technical reasons for fewer than the minimum. The alternative site analysis should include at least one collocation site, if feasible.

- RF exposure compliance report prepared and certified by an RF engineer licensed by the State of California that certifies that the proposed facility, as well as any collocated facilities will comply with applicable federal RF exposure standards and exposure limits.
- Written authorization signed by the property owner.

**Additional Materials:**

Planning Commission Approval

- Send written notice to both the owner(s) of real property, as shown on the latest equalized assessment roll, within five hundred (500) feet of the proposed wireless telecommunications facility, and the city planning department, of the pendency of the filing of such an application, including with such notice copies of preliminary drawings of the proposed project at a scale no smaller than one inch equals sixteen feet.
- Hold a community meeting at least two weeks before the date of the planning commission meeting and invite persons entitled to public notice. Notice of the date, time and place of such meeting shall be sent at least seven (7) days before the meeting and shall be filed with the planning department.

Wireless Telecommunications Facilities Covered under Section 6409(a) of the Middle-Class Tax Relief and Job Creation Act of 2012

- Title report prepared within the six months prior to the application filing date. If the applicant does not own the subject property, the application must include a written authorization signed by the property owner that empowers the applicant to file the application and perform all wireless facility construction, installation, operation and maintenance.
- A written statement that explains in plain factual detail whether and why Section 6409(a) and the related FCC regulations at 47 C.F.R. §1.6100 et seq. require approval for the specific project.

Wireless Telecommunications Facilities Covered under California Government Code Section 65850.6

- Title report prepared within the six months prior to the application filing date. If the applicant does not own the subject property, the application must include a written authorization signed by the property owner that empowers the applicant to file the application and perform all wireless facility construction, installation, operation and maintenance.
- A written statement providing the justification for a Wireless Telecommunications Colocation Facility under California Government Code Section 65850.6.
- Describe or depict the wireless telecommunications facility as it will be initially built and all collocations at full build-out, including by not limited to , all antennas, antenna support structures, and accessory equipment.
- Describe or depict the collocation screening methods, which shall be substantially similar to those used on the existing wireless telecommunications facilities.
- Documentation and information establishing that each of the pre-conditions for the wireless telecommunications facility to be qualified as a permitted use under Government Code Section 65850.6(a) have been met, including prior use permit and prior CEQA determination documentation.
- Documentation and information establishing that the wireless telecommunications colocation facility as described within Government Code Section 65850.6(b) is subject to a use permit and can meet all other requirements of Section 65850.6(b).

These application requirements are subject to change and may be updated periodically at the discretion of the Planning and Community Development Director. If you have any questions about the application requirements, please call the Planning Department at (707) 938-3681.