



The following items shall be submitted to the Community Development Department for processing.

IT IS STRONGLY RECOMMENDED THAT YOU HIRE A DESIGN PROFESSIONAL TO PREPARE PLANS

- Step 1:** Schedule a Pre-Application Meeting with Planning staff to discuss your project's submittal requirements prior to actually submitting your application package for City review. During the Pre-Application Meeting(s), Planning staff will indicate "yes" or "no" in the "Required" column for each item on the below checklist. All items indicated as "Required" must be submitted for processing of your RESIDENTIAL development project. Please ensure that you thoroughly review these requirements, as you are responsible for obtaining all required information and for accuracy. IT IS STRONGLY RECOMMENDED THAT YOU HIRE A LICENSED ARCHITECT TO PREPARE YOUR DESIGN PLANS AND APPLICATION PACKAGE.
- Step 2:** After your Pre-Application Meeting, and when you are ready to submit a completed application package, please call (650) 259-2341 to schedule an appointment. At this appointment, Planning staff will indicate "yes" or "no" in the "Submitted" column on the below checklist indicating whether or not the required item was submitted to staff's satisfaction. Application submittal packages can only be checked in to the City for processing if all required items are included. **Partially completed applications will not be accepted.**
- Step 3:** After your application package has been accepted, staff will review its contents and respond in writing within 30 days of submittal, either deeming your application "complete" or "incomplete". In the event that this written notification indicates your application is "incomplete", staff will provide detailed instructions for completing your application.
- Step 4:** Once you have received written notification that your application has been deemed "complete", staff will begin a detailed analysis of your project. Detailed analysis may reveal conflicts between the proposed project and the City's policies, regulations and guidelines that may require you to revise your plans or provide supplemental information. A Planning Commission Public Hearing for the project can only be scheduled after staff has concluded that the project adequately addresses all staff-identified issues.

Please direct all questions regarding these submittal requirements to the Community Development Department
(650) 259-2341.

Counter Hours: Monday – Friday 8:30-12:00 pm or 1:00-4:00 pm by appointment.

Sheet No.	Requirements	Submitted
	Residential Submittal Requirements: Return <u>THIS</u> COMPLETED FORM.	
	Current Grant Deed or Preliminary Title Report: Provide document, not more than six months old, of all the properties on which development is proposed or for which an application for planning action is submitted.	
	Application for Planning Action: Complete ALL applicable items on the form, including signatures of Applicant and Property Owner(s), and submit the original.	
	Required Processing Fees: Submit payment, by cash, check, or credit card, in the full amount of the total fee. (See fees on Application for Planning Action form)	
	Letters of Authorization: Carrier and property owner authorization required, with carrier contact information, and title of representative.	
	FCC Compliance Form: Complete ALL applicable items on the form; describe mitigation measures needed to bring the site into compliance with FCC regulations.	
	<p>Project Description: ONE copy describing the project proposal in full detail. Provide specific information about the proposal, such as the intended use(s) of the proposed new square footage and any special circumstances that may be associated with the project. If demolition is proposed, if existing trees will be removed, or if the natural grade of the site will be changed, explain why and how.</p> <p>Provide a detailed written narrative describing the project. Provide specific information about the proposal, including, but not limited to, the following:</p>	
	If a new building is proposed, describe it. If any demolition is proposed, describe it.	
	If any landscaping improvements are proposed, describe them.	
	What is the proximity to the nearest similar use(s)?	
	What is the proximity to the closest residential neighborhoods?	
	Describe how this development is of benefit to the community.	
	Identify all existing trees that are proposed to be removed.	
	Identify mitigation measures to achieve FCC compliance.	
	How would the wireless communication facility be accessed (locked gate, stairs, etc.)?	
	Identify all other existing carriers on the site.	

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	Detail number and dimension of antenna panels, equipment cabinets, RRUs, TMAs, cabling, enclosures, and physical barriers that are existing, proposed, or to be removed.	
	Will the work be completed in phases?	
	<p>Project Plans: THREE set of scaled, fully dimensioned plans, on 24 x 36 inch sheets. If a Staff Review Board meeting is required, SIX sets of 11 x 17 inch plans must be submitted at least 10 days prior to the meeting. SIX full size plan sets will be needed one week prior to the Planning Commission meeting. Each sheet shall include the name and address of the project, and the name and phone number of the applicant.)</p> <p>MINIMUM information MUST include (<i>both existing and proposed</i>):</p>	
	Project Scope - Name of carrier; existing and proposed antennas, equipment cabinets, physical barriers, enclosures, RRUs, TMAs, cabling, etc. and any equipment to be removed.	
	Cover sheet - Assessor's Parcel Number; zoning category; lot area square footage; scale; north arrow; vicinity map with 1,000-foot radius around project site depicting and labeling the major intersections and local street network; title block/project data with applicant contact info; sheet index; parcel map with adjacent properties and project scope.	
	Site Plan - scale; north arrow; indicate all property lines, public and private easements; existing and proposed sidewalks, driveways, parking spaces, all existing and proposed structures, fences, walls, and any other existing or proposed site improvements; all required setbacks; and the location street address, use, number of stories. Label all areas.	
	Access Control Plan - Physical barriers, access controls (locked doors, gates, warning striping, etc.); location and language of warning signage.	
	Elevations - scale; vertical dimensions; above grade, between floor, and top of ridge/parapet heights of each floor; screening of all roof-mounted mechanical equipment; existing and proposed colors, materials, and textures of walls, roof, windows, trim, etc.; all roof pitches. Show existing and proposed physical barriers and enclosures. Dimension height from grade to top of antennas, top of parapet, and roof level.	
	Landscape Plan - scaled; location and dimension of all planted areas; botanical name, common name, quantity, and size of all plant materials; explanation of plant maintenance; and all trees, shrubs, and hedges to be removed/relocated.	
	Specifications Sheet - brand, model numbers, and dimensions (width, height and depth) of all antennas, equipment cabinets, RRU's, TMA's, mounting mechanisms etc.	
	RF Report: Provide color hard copies of RF report meeting FCC standards and MMC Chapter 10.30 requirements, including the following:	

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	<p>RF Measurements</p> <ul style="list-style-type: none"> Modeled existing and proposed RF emissions (for all carriers on site), expressed as a percentage of FCC MPE limits for unlimited exposure, at antenna level, floor level immediately below antennas, ground level, and any areas beyond the FCC General Population MPE Limit. Language specifying that RF measurements are expressed as a percentage of FCC MPE Limits for unlimited exposure (versus 6 min. occupational and 30 min. general population averages) Specific language must be included to address the safety of persons who will be exposed to RF emissions for periods longer than 6 or 30 minutes, such as persons sleeping for 8 hours in hotels or bedrooms, or persons spending leisure time in the area. 	
	<p>Heat Map</p> <p>Color Coded Legend listing measured/modeled rf emissions expressed as percentages of FCC MPE Limit for unlimited exposure, broken down into three categories: below General Population limit, above General Population limit, and above Occupational limit.</p> <ul style="list-style-type: none"> Heat map for antenna level based on three categories detailed above. Heat map for floor level immediately below antennas based on three categories detailed above. Heat map for any areas beyond General Population FCC MPE limit (should cover nearby areas surrounding cell site). 	
	<p>Access Control Plan</p> <ul style="list-style-type: none"> Map showing access points to antennas and areas beyond 100% of the FCC General Population MPE Limit. Striping (shall cover all areas beyond FCC MPE). Signage, wording, and location (shall be located as to be visible and readable before entering areas beyond FCC MPE). Physical Barriers (should be durable and architecturally compatible with existing building and surrounding area, and if possible, not visible from ground level). Screening enclosures matching architecture of building. Description detailing how antenna areas will be controlled (locked doors, gates, signage, etc.). 	
	<p>Supporting Materials</p> <ul style="list-style-type: none"> Include architectural/building plans that RF measurements are based on and include in appendix and reference this in the body of the RF report. Cover sheet with date and version number of report. Description of all existing antennas and equipment on project site 	

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	<p>belonging to other carriers.</p> <ul style="list-style-type: none"> Photographs showing the immediate areas where wireless communication facilities are existing or will be proposed. 	
	Alternatives Analysis: Refer to 10.30.070(F) Application & registration requirements.	
	Computer File: ONE .pdf file to be submitted after the project has been scheduled for Planning Commission. Include computerized versions of all hard copy sheets submitted.	
	Color Photographs: SIX sets (originals or copies) on 8½ x 11 inch sheets.	
	Photograph all sides of the existing building or site (if no building exists).	
	Photograph all facing elevations of all neighboring off-site structures.	
	Photograph front elevations of the buildings on both sides of the project.	
	Photograph front elevations of the buildings across the street from the project.	
	Label the subject and street address of each photograph on every sheet.	
	Submit a Key Map showing the locations from which photographs were taken, with numbering corresponding with photograph numbers.	
	Photo Simulations: Existing and proposed pictures from north, south, east, and west elevations, with enlargements detailing all antennas, equipment cabinets, and enclosures. Include photo key showing direction and location where pictures were taken.	
	Proof of Adjacent Property Owner Consultation: (<i>Note, not required if application is a renewal of an Administrative Permit.</i>) Complete a separate form for each adjacent property owner abutting the project site, and also potentially affected by the proposed development. Submit original forms with signatures.	
	Special Information: The following supplemental item(s) will also be needed: <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em;"></div>	

*** If City staff determines that this cannot be adequately provided by the applicant, the City's consultant will conduct this analysis based upon the applicant's plans and at applicant's expense.**

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Community Development Department at (650) 259-2341.
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