



CITY OF CARMEL-BY-THE-SEA

Community Planning & Building Department
Planning Division

WIRELESS FACILITY APPLICATION CHECKLIST

TYPE I - IV

NOTE: All applications must be submitted to the City at a pre-scheduled appointment with the Community Planning and Building Department. The Community Planning and Building Department shall use reasonable efforts to provide the applicant with an appointment after a written request is received. Any application received without an appointment, whether delivered in-person, by mail or through any other means, will not be considered duly filed whether the City retains the submitted materials or not.

Please check the applicable box and provide the information required below.

1. PROJECT DESCRIPTION

Provide a detailed description of the proposed facility, and how it complies with the requirements in the Carmel-by-the-Sea Municipal Code Chapter 17.46, the Administrative Detailed Wireless Facility Design Guidelines, and other City design guidelines, as applicable. Label this description "**Attachment 1 – Project Description**" and attach it to this application.

2. PROJECT PLANS

Provide complete PDF (USB Drive or CD) set of complete project plans. PDF plans shall be combined as a single PDF optimized for web viewing. Individual plan sheets will not be accepted. Attach to application and mark as "**Attachment 2 – Project Plans**". The project plans must contain all of the following:

- 2.1 Cover Sheet.** A complete cover sheet must include at a minimum:
 - a detailed project description that specifies the proposed installation and/or modifications;
 - site information that includes the site address, assessor's parcel number, block, lot(s), site latitude and longitude, zoning description, pole number (if applicable), site map, and project team contact information.

- 2.2 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:

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- a north arrow, date, scale and legend;
- plan-view drawings, which include:
 - the entire property or right-of-way block with the proposed project improvements;
 - 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;
 - detailed before-and-after views for each antenna sector;
 - detailed before-and-after views for any equipment pads, shelters, enclosures, rooms, vaults and/or platforms;
 - 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;
 - boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and 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, handholes, 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 within 500 feet of the proposed project site;
 - 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;
 - all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out;
 - 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;
- callouts and notes for any proposed new or extended concealment elements;
- 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;
 - 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.
- 2.3 **Equipment Inventory.** All equipment must be inventoried with the following information for each component in a separate cut sheet:
 - manufacturer and model number;
 - basic dimensions (height, width, length and weight).
- 2.4 **Site Survey.** Only a California Registered Civil Engineer or licensed surveyor may prepare the site survey. A complete site survey must include:
 - a north arrow, date, scale and legend;
 - 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;
 - location of all traffic lanes within 75 feet from the proposed project site;
 - location of above and below-grade utilities and related structures and infrastructure within 75 feet from the proposed project site;
 - location of all fire hydrants, roadside call boxes and other public safety infrastructure within 75 feet from the proposed project site;
 - 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;
 - 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;
 - boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
 - boundaries for all easements and/or dedications with all dimensions clearly shown and called out;
 - all access points and/or access routes to the nearest public right-of-way;
 - approximate topographical contour lines with elevations called out;
 - all structures or improvements on the property;
 - all structures or improvements within the public 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 75 feet from the property line;

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- wet stamp and wet signature from preparer;
- general specifications and notes identifying the applicable public health and safety codes and standards.

- 2.5 **Fiber Network Plan.** To the extent that the project requires running new fiber optic cables to the proposed facility, 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.

- 2.6 **Fire Safety.** All proposed facility plans must include, describe and depict that the facility meets the fire safety requirements in Chapter 17.46, the Administrative Detailed Wireless Facility Design Guidelines, and applicable fire safety and electrical codes and standards.

- 2.7 **Electrical and Structural Safety Information.** The following engineering documents prepared under the responsible charge of and sealed by a California licensed Professional Engineer:
 - A short circuit and coordination study (“SCCS”) calculated pursuant to the IEEE 551-2006: Recommended Practice for Calculating AC Short-Circuit Currents in Industrial and Commercial Power Systems or the latest version of that standard. The study must demonstrate the protection devices will ensure the equipment enclosure will not be breached. The SCCS must include analysis of Voltage Transient Surges due to contact of conductors of different voltages;
 - A one-line diagram of the electrical system;
 - Voltage Drop & Load Flow Study;
 - Load Calculation;
 - Panel Directories;
 - A plot plan showing the location of the mounting structure including address, or structure designation, or GPS location on the front sheet;
 - A plot plan showing the location of the service disconnecting means;
 - An elevation drawing of the equipment and the service disconnecting means

3. SITE PHOTOS AND PHOTO SIMULATIONS

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. Attach and mark as "**Attachment 3- Site Photos and Photo Simulations**". Except as otherwise provided, photo simulations must contain all the following:

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

- 3.2 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 photos and must include without limitation all interconnecting cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment;
 - at least one photo simulation depicting the proposed facility from a vantage point approximately 50 feet from the proposed support structure or location;
 - 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;
 - a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

4. REGULATORY AUTHORIZATIONS AND APPROVALS

Provide true and correct copies of all the following:

4.1 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. Attach and mark as “**Attachment 4.1 – FCC Licenses**” and attach it to this application.

4.2 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 4.2 – FAA Forms**” and attach it to this application.

If not applicable, check this box

4.3 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. Attach and mark as “**Attachment 4.3 – State Regulatory Authorization**”.

If not applicable, check this box

4.4 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. Attach and mark as “**Attachment 4.4 – Underground Service Alert Membership**”.

5. STRUCTURE OR POLE OWNER'S AUTHORIZATION

If the applicant does not own the structure or pole, 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. For facilities on utility poles, the applicant may submit the standard authorization form the pole owner or joint utility association uses to demonstrate that the applicant has the authority to perform the installation or modification. For facilities on any structure owned or controlled by the City located within the public rights-of-way, the applicant must submit a copy of the executed license agreement with the written authorization from the City to demonstrate that the applicant has the authority to perform the installation or modification. Attach and label as "**Attachment 5 – Structure/Pole Owner's Authorization**".

If not applicable, check this box

6. RADIO FREQUENCY COMPLIANCE REPORT

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. Attach and mark as "**Attachment 6 – RF Compliance Report**" and attach it to this application.

The RF compliance report must include:

- the actual frequency and power levels (in watts effective radiated power, not effective isotropic radiated power) for all existing and proposed antennas at the site;
- exhibits that show:
 - the location and orientation (degree azimuths) of all transmitting antennas;
 - the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC);
 - 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. No RF emissions that would render any portion of any private or public parcel outside the public right-of-way inaccessible to the general public or hinder future development of the parcel, may extend onto or over such parcel without the property owner's prior written consent.

- an affirmation that the proposed installation will be operated in compliance with 47 U.S.C. § 324.

7. ACOUSTIC ANALYSIS

Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment related to the wireless 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. Attach and mark as "**Attachment 7 – Acoustic Analysis**" and attach it to this application.

8. STRUCTURAL ANALYSIS

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. Attach and mark as "**Attachment 8 – Structural Analysis**" and attach it to this application.

9. LANDSCAPE PLANS

Provide a detailed written landscape plan. The landscape plan must 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. Attach and mark as "**Attachment 9 – Landscape Plans**" and attach it to this application.

If not applicable, check this box

10. HAZARD ASSESSMENT

A full assessment of the hazards posed by the proposed facility 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 proposed facility 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. Attach and mark as "**Attachment 10 – Hazard Assessment**" and attach it to this application.

11. PROJECT PURPOSE AND TECHNICAL OBJECTIVES

Provide the following information and mark as “**Attachment 11 – Project Purpose**” and attach it to this application.

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.

Check all that apply and explain why one or both apply. If the project has a different dominant purpose from the options described above, provide such purpose in full detail.

12. TECHNICALLY FEASIBLE AND AVAILABLE ALTERNATIVES ANALYSIS

If any of the items below apply to the project, check the box(es) and attach and mark as “**Attachment 12 – Technically Feasible and Available Alternatives Analysis**” the information required by this section.

If no items below are applicable, check this box

12.1 Incompatibility Items (Code Section 17.46.040(B), (C) and (D))

The project is proposed in a location that it is:

- In a Tier I or Tier II location in Code Section 17.46.040(B).
- In the public right-of-way anywhere within the City. *Note:* If in a highly incompatible location in the public right-of-way (as defined in Code Section 17.46.040(E)(1)), the applicant must also provide a complete answer to Item 15 below.
- In the public right-of-way directly in front of the areas which are five feet in either direction from the centerline of each entry door or window on the front façade of any residential building.
- In the public right-of-way within a 250-foot radius from another wireless facility within the public right-of-way.

The project is proposed to be placed on:

- A new (non-replacement) structure
- A residential historic structure
- An existing building rooftop
- An existing (or replacement) non-building structure without existing wireless facilities.

12.2 Incompatible Design (Code Section 17.46.040(F) and Design Guidelines)

If the project does not comply with any of the applicable standards in Code Section 17.46.040(F) or the Administrative Detailed Wireless Facility Design Guidelines, identify those specific items below:

- _____
- If not applicable, check this box.

12.3 Justification

- 12.3.1** If you checked any boxes in 12.1 (other than not applicable), submit a justification for deviating from the most compatible location and/or structure. The analysis must include all the following required information and/or materials:

- an aerial map that shows the general geographic area of the proposed location annotated to show:
 - all existing wireless facilities within the City;
 - the search ring used for this particular project;
 - all locations for each alternative considered for this particular project;
- for each alternative site considered, a detailed written description that includes, without limitation all the following:
 - the physical address or coordinates;
 - zoning district or plan area designation;
 - the property owner's name, contact information used in attempts to inquire about interest in a lease or other agreement to use the property for a wireless facility, when such attempts were made and the response, if any, received from the property owner;
 - support structure type considered;
 - general design concept and concealment elements/techniques considered;
 - overall height and achievable antenna centerline height;
 - the reasons why the applicant considered the potential alternative site location and/or design to be technically infeasible or unavailable or otherwise less compatible with the standards in the Carmel-by-the-Sea Municipal Code than this application.
- If the applicant did not locate any alternatives within the search ring, the analysis must expressly

state that no such alternatives were considered.

- 12.3.2** If you checked any boxes in 12.2 (other than not applicable) and listed items you claim to be technically infeasible, submit a justification for deviating from the identified design standards. The analysis must include a feasibility study that clearly demonstrates that compliance with each standard would be technically infeasible and the proposed wireless facility complies with the standards to the greatest extent technically feasible.

13. ENVIRONMENTAL INFORMATION

13.1 CEQA Documentation

Provide an environmental impact assessment to determine whether the proposed project is categorically exempt under Article 19 of the CEQA Guidelines, or whether the proposed project will require a Negative Declaration, Mitigated Negative Declaration or an Environmental Impact Report. If a request has been made to the CPUC for a CEQA determination for the proposed project (for example, under the CPUC's 21-day expedited review process in Decision 21-04-006), provide a copy of that submittal and any CPUC staff determination. Attach and mark as "**Attachment 13.1 – CEQA Documentation**".

13.2 NEPA/NHPA Documentation

Provide confirmation that an environmental assessment, or other application determination, has been completed by or on behalf of the FCC for any facility proposed in a location identified in 47 C.F.R. 1.307 (including a floodplain) or as otherwise required by National Environmental Policy Act or the National Historic Preservation Act. Attach and mark as "**Attachment 13.2 – NEPA/NHPA Documentation**".

14. PUBLIC NOTICE MAILING INFORMATION AND MATERIALS

Using a mailing list obtained from the City of all properties within a 300-foot radius of the subject site keyed to a list of names and addresses of the current property owner(s), provide two sets of adhesive mailing labels for all properties and property owners within the required radius; and unaddressed business envelopes sufficient for two mailings, stamped with first class postage, of sufficient number to contact every property owner within the required radius, the subject property owner(s), and the applicants. Label this information and materials and attach as "**Attachment 14 – Public Notice Mailing Information and Materials.**"

15. SPECIAL EXCEPTION REQUESTS (CODE SECTION 17.46.080)

If the applicant claims a special exception to the requirements in Chapter 17.46, Chapter 17.58 or the Administrative Detailed Wireless Facility Design Guidelines, provide an explanation of the special exception request and applicable supporting data, information and studies necessary for the City to evaluate the request, including but not limited to:

- provide a list of the specific requirements in Chapter 17.46, Chapter 17.58 or the Administrative Detailed Wireless Facility Design Guidelines to which the special exception request applies.

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- for each requirement listed in response to the above, identify whether a denial based on the application's noncompliance with that specific requirement would violate a specific provision of federal law, state law or both and list the provision(s) that would be violated.
- if any federal law provisions allegedly would be violated by a denial,
 - provide an explanation as to why the proposed wireless facility qualifies as a "personal wireless service facility" as defined in 47 U.S.C. § 332(c)(7)(C)(ii).
 - provide detailed information to demonstrate that the denial of the application will prohibit or have the effect of prohibiting the provision of personal wireless services or otherwise violate identified federal laws. A simple statement unsupported by any evidence will be considered incomplete.
- if any state law provisions allegedly would be violated by a denial,
 - provide information to demonstrate that the denial of the application will violate identified state laws.
- provide information to demonstrate the special exception requested will not compromise or excuse compliance with any fire safety, or other public health and safety requirements.
- provide information to demonstrate how the exception request is narrowly tailored such that any deviation from Chapter 17.46, 17.58 or the Administrative Detailed Wireless Facility Design Guidelines is only to the extent necessary for compliance with federal or state law.

For any effective prohibition claims, the statement should include all the following 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. Graduations between signal levels shown on the map shall not exceed 3 dBm;
- a written narrative that describes the minimum service levels the applicant seeks to provide within the Service Area, the uses (commercial, residential, primary thoroughfare, 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 data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).

Label this information and analysis and attach as "**Attachment 15 – Special Exception Requests.**"