



**CITY OF CARMEL-BY-THE-SEA**  
Community Planning & Building Department  
Planning Division

**WIRELESS FACILITY APPLICATION CHECKLIST**

**TYPE V ELIGIBLE FACILITIES REQUEST**

**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.

**1. EFR PROJECT DESCRIPTION**

Provide a detailed description of the proposed project and how it complies with the requirements in the Carmel-by-the-Sea Municipal Code Chapter 17.46 for an Eligible Facilities Request. Label this description "**Attachment 1 – EFR Project Description**" and attach it to this application. The project description must address all of the following items as applicable to the proposed project:

- For existing towers outside the public rights-of-way:
  - The overall height of the existing tower will increase by \_\_\_\_\_ (must be less than 10% or the height of 1 additional antenna array with separation from the nearest existing antenna not to exceed 20 feet (whichever is greater)).
  - Any added appurtenance to the body of the existing tower will protrude from the edge of the tower by \_\_\_\_\_ (must be not exceed 20 feet or the width of the tower at the level of the appurtenance (whichever is greater)).
  - The number of equipment cabinets for the technology involved is \_\_\_\_\_ (must not exceed the standard number of new equipment cabinets for the technology involved or exceed 4 cabinets).
  - Excavation or deployment is within the current boundaries of the leased or owned property surrounding the existing tower or is outside the current boundaries by no more than 30 feet in any direction. The site boundary from which the 30 feet is measured excludes any access or utility easements currently related to the site.
- For existing towers in the public rights-of-way and for all existing base stations:
  - The overall height will increase by \_\_\_\_\_ (must not exceed 10% or 10 feet (whichever is greater)).

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- Any added appurtenance to the body of the base station will protrude from the edge of that structure by \_\_\_\_\_ (must be less than 6 feet).
- Any ground cabinets to be installed are \_\_\_\_\_ in size (must not exceed 10% larger in height or overall volume than any other ground cabinets associated with the base station).
- There will be \_\_\_\_\_ new equipment cabinets installed on the ground (if there is no pre-existing ground cabinet associated with the base station, no new equipment cabinets may be installed on the ground). Provide cabinet dimensions on plans.
- There is no excavation or deployment outside the current site.
- For all applications:
  - The modification does not defeat the preexisting concealment elements of the eligible support structure.
  - The proposed modification does not violate a prior condition of approval, provided however that it need not comply with any prior condition of approval related to height, width, equipment cabinets or excavation that is inconsistent with the permitted thresholds for a non-substantial change described above.

*NOTE: The thresholds for height increases are cumulative limits.*

**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:

- 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;

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- 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;
- 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 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.

**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, 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. Label these photo simulations “**Attachment 3 – Site Photos and Photo Simulations**” and attach them to this application. Except as otherwise provided, photo simulations must contain all the following:

**3.1 Current Site Photos.** Current site photos must include:

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- 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 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 4.1 – Local Regulatory Approvals**" and attach it to this application.

**4.2 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 4.2 – FCC Licenses**" and attach it to this application.

**4.3 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 4.3 – FAA Forms**" and attach it to this application.

If not applicable, check this box

**4.4 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 4.4 – State Regulatory Authorization**" and attach it to this application.

If not applicable, check this box

**4.5 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 4.5 – Underground Service Alert Membership**" and attach it to this application.

**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. Label this report "**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.

- 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. Label this analysis "**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. Label this analysis "**Attachment 8 – Structural Analysis**" and attach it to this application.



**9. LANDSCAPE PLANS**

Provide a detailed written landscape plan with landscape features when the facility is proposed to be placed in a landscaped area. 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. Label this analysis “**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. Label this documentation “**Attachment 10 – Hazard Assessment**” and attach it to this application.

**11. 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 “**Attachment 11 – Public Notice Mailing Information and Materials**” and attach it to this application.