



**City of Carmel-by-the-Sea
Community Planning & Building Department**

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**Emergency Standby Generator
for Macro Cell Tower Sites
Permit Application Checklist**

INSTRUCTIONS:

Applicants must submit the Wireless Facilities Permit Application Cover Page and this Application Checklist, together with all information and materials required in the Application Guidelines. City staff may deem the application incomplete if the applicant fails to include any required information or materials.

Applicants may submit applications by appointment only. For an appointment, contact the Planning Division.

Applicant:

Name: _____
Company: _____
City Business License Number: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
E-mail: _____

Site Location and Description:

Project Address: _____
Project Name: _____
Block: _____ Lot(s): _____
APN: _____
Pole Coordinates (if applicable): _____
Pole Number (if applicable): _____
Zoning Description: _____
Current Use of Site Location: _____
Project Description: _____

APPLICATION CHECKLIST – REQUIRED MATERIALS SECTIONS

- 1. WIRELESS FACILITIES PERMIT APPLICATION COVER PAGE
- 2. APPLICATION FEES AND DEPOSITS
- 3. EMERGENCY STANDBY GENERATOR EVALUATION
- 4. PROJECT PLANS
- 5. REGULATORY AUTHORIZATIONS AND APPROVALS
- 6. TITLE REPORT / PROPERTY OWNER NOTIFICATION
- 7. LANDSCAPE PLANS
- 8. ENVIRONMENTAL INFORMATION
- 9. HAZARD ASSESSMENT

STAFF USE ONLY

Permit/Application Number: _____
Pre-Application Conference Date (if applicable): _____
Community Meeting Date (if applicable): _____

Received By: _____
Application Submittal Date: _____
Completeness Review Deadline: _____



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

EMERGENCY STANDBY GENERATOR APPLICATION GUIDELINES – REQUIRED MATERIALS

Proposals to construct, install, modify, operate, replace or remove an emergency standby generator at a macro cell tower site require additional information and materials in order to evaluate compliance with the Carmel-by-the-Sea Municipal Code subject to certain state laws. These Application Guidelines specify those requirements that any applicant must submit for a complete permit application for an emergency standby generator at a macro cell tower site, pursuant to California Government Code Section 65850.75, as may be amended or superseded.

Pursuant to the rules and regulations in Section 17.45.130 of the Carmel-by-the-Sea Municipal Code, as may be amended or superseded, for the City to deem complete any permit application for an emergency standby generator at a macro cell tower site, the applicant must submit all the applicable application materials listed below with the following instructions in these Application Guidelines. **Applications that do not contain all applicable materials in these Application Guidelines, the Carmel-by-the-Sea Municipal Code or any other publicly available guidelines may be deemed incomplete.**

▮ **1. WIRELESS FACILITIES PERMIT APPLICATION COVER PAGE**

Instructions: Complete the Wireless Facilities Permit Application Cover Page available on the City’s website at [*insert link to cover page form*] or in-person at the City’s Planning Division and attach it as the cover page to this application. This cover page may be used in place of the City’s General Planning Application.

▮ **2. APPLICATION FEES AND DEPOSITS**

The applicant must submit the appropriate permit application fee based on the City’s Fee Schedule for current year, available on the City’s website at [*insert link to fee schedule*]. The permit application fee will be based on a “time and material” calculation and will require the applicant to fund a deposit with the City for further assessed fees related to the application.

▮ **3. EMERGENCY STANDBY GENERATOR EVALUATION**

Instructions: If the applicant requests approval pursuant to California Government Code Section 65850.75, the applicant must prepare a separate justification that evaluates whether the proposed emergency standby generator complies with all of the requirements of California Government Code Section 65850.75. Label this evaluation as “**Attachment 3 – Emergency Standby Generator Evaluation**” and attach it to this application.

▮ **4. PROJECT PLANS**

Instructions: Provide a complete set of scaled electronic project plans in legible portable document format

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(PDF). Label this information “**Attachment 4 – Project Plans**”. The project plans must contain all the following:

▮ **4.1. 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 (if applicable), block, lot(s), site latitude and longitude, zoning description, pole number (if applicable), site map, and project team contact information.

▮ **4.2. 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;
- scaled before and after 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 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;

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- scaled 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 the 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.

4.3. 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) and volume (in cubic feet).

4.4. Generator Specifications

The following additional information for the proposed emergency standby generator must be provided on a separate cut sheet:

- manufacturer and model number;
- basic dimensions (height, width, length and weight);
- capacity of the tank in gallons;
- the cumulative volume in cubic feet of all generator equipment, including the tank; and

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- horsepower rating of the generator.

Note: If the proposed emergency standby generator is for an existing macro cell tower site in the public rights-of-way, project plans must contain all the following additional materials and information:

▮ **4.5. 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 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;
- 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;

- general specifications and notes identifying the applicable public health and safety codes and standards.

▮ 4.6. Traffic Control Plans

Provide engineered traffic control plans that show the traffic control during all construction related activities associated with the project. The plans must be drawn in accordance with the latest version of the California Manual on Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

▮ 5. REGULATORY AUTHORIZATIONS AND APPROVALS

Instructions: Provide true and correct copies of all the following:

▮ 5.1. 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 macro cell tower site) in connection with the initial construction or installation and any subsequent collocations, modifications or permit renewals of the subject macro cell tower site. Alternatively, the applicant may submit a written justification that sets forth reasons why prior permits or other regulatory approvals were not required for the macro cell tower site at the time it was constructed or modified. Label this documentation "**Attachment 5.1 – Prior Local Regulatory Approvals**" and attach it to this application.

▮ 5.2. FCC Licenses

If the macro cell tower site operates in FCC-licensed spectrum, provide proof of licenses for all 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 5.2 – FCC Licenses**" and attach it to this application.

▮ 5.3. FAA Forms

If the macro cell tower site required 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 5.3 – FAA Forms**" and attach it to this application.

▮ 5.4. State Regulatory Authorization

For emergency standby generators 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 and operate the macro cell tower site 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 5.4 – State Regulatory Authorization**" and attach it to this application.

▮ 5.5. Underground Service Alert Membership

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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 5.5 – Underground Service Alert Membership**” and attach it to this application.

▮ **6. TITLE REPORT AND PROPERTY OWNER NOTIFICATION**

Instructions: Provide evidence of the property owner’s identity and notification of this application. If the property owner is a corporation, the names, addresses and titles of all officers of the corporation must accompany this application. If the property owner is a partnership, the names and addresses of all general partners must accompany this application. If the property owner is a limited liability company that is managed by its members or managers, the names and addresses of all managing members or managers must accompany this application.

▮ **6.1. Title Report**

Provide a duly certified title report prepared within the thirty days prior to the application filing date that clearly describes the subject property and identifies the current owner(s) of the property. City staff will use the title report to verify the property owner’s identity. Label this documentation “**Attachment 6.1 – Title Report**” and attach it to this application. This attachment is not required for a project proposed in the public right-of-way.

▮ **6.2. Property Owner Notification**

If the applicant is not the property owner, the applicant must provide a copy of written notice of this application for an emergency standby generator to the property owner and evidence transmittal of such notice to the property owner. Label this documentation “**Attachment 6.2 – Property Owner Notification**” and attach it to this application.

▮ **7. LANDSCAPE PLANS**

Instructions: Provide a detailed written landscape plan with landscape features when the emergency standby generator 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 7 – Landscape Plans**” and attach it to this application.

▮ **8. ENVIRONMENTAL INFORMATION**

▮ **8.1. CEQA Documentation**

Instructions: 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. Label this documentation “**Attachment 8.1 – CEQA Documentation**” and attach it to this application.

▮ **8.2. NEPA/NHPA Documentation**

Instructions: 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 {DRAFT 9-1-22}

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Historic Preservation Act. Label this documentation “**Attachment 8.2 – NEPA/NHPA Documentation**” and attach it to this application.

▯ **9. HAZARD ASSESSMENT**

Instructions: A full assessment of the hazards posed by the emergency standby generator 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 emergency standby generator 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 9 – Hazard Assessment**” and attach it to this application.

