



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

Monte Verde Street between  
Ocean and Seventh Avenues

Phone: (831) 620-2010

Email: [planning@ci.carmel.ca.us](mailto:planning@ci.carmel.ca.us)

Web address: <https://ci.carmel.ca.us>

**Small Wireless Facilities  
Permit Application Checklist**

**INSTRUCTIONS:**

Applicants must submit the Wireless Facilities Permit Application Cover Page and this Application Checklist, together with all information and materials provided 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:**

Approximate Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Pole Coordinates: \_\_\_\_\_

Pole Number (if applicable): \_\_\_\_\_

Zoning Description: \_\_\_\_\_

Current Use of Site Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

Small Wireless Facilities Batched Application:  Yes  No

If batched, number of applications in batch is: \_\_\_\_\_

**APPLICATION CHECKLIST – REQUIRED MATERIALS**

- 1. WIRELESS FACILITIES PERMIT APPLICATION COVER PAGE
- 2. APPLICATION FEES AND DEPOSITS
- 3. SMALL WIRELESS FACILITIES EVALUATION
- 4. PROJECT PURPOSE AND TECHNICAL OBJECTIVES
- 5. PROJECT PLANS
- 6. SITE PHOTOS AND PHOTO SIMULATIONS
- 7. REGULATORY AUTHORIZATIONS AND APPROVALS
- 8. PROPERTY OWNER'S AUTHORIZATION
- 9. ALTERNATIVES ANALYSIS
- 10. RADIO FREQUENCY COMPLIANCE REPORT
- 11. ACOUSTIC ANALYSIS

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- ▣ 12. STRUCTURAL ANALYSIS
- ▣ 13. LANDSCAPE PLANS
- ▣ 14. ENVIRONMENTAL INFORMATION
- ▣ 15. HAZARD ASSESSMENT
- ▣ 16. PUBLIC NOTICE MAILING INFORMATION AND MATERIALS
- ▣ 17. SPECIAL EXCEPTION REQUESTS (IF APPLICABLE)
- ▣ 18. SUPPLEMENTAL RECORDS (IF APPLICABLE)

**STAFF USE ONLY**

Permit/Application Number: \_\_\_\_\_

Received By: \_\_\_\_\_

Pre-Application Conference Date (if applicable): \_\_\_\_\_

Application Submittal Date: \_\_\_\_\_

Community Meeting Date (if applicable): \_\_\_\_\_

Completeness Review Deadline: \_\_\_\_\_



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

**SMALL WIRELESS FACILITIES APPLICATION GUIDELINES – REQUIRED MATERIALS**

Proposals to construct, install, modify and/or operate wireless communication facilities require additional information and materials in order to evaluate compliance with the Carmel-by-the-Sea Municipal Code subject to certain federal and state laws. These Application Guidelines specify those requirements that any applicant must submit for a complete permit application for a small wireless facility (“SWF”) within the public rights-of-way pursuant to the rules and regulations in Chapter 17.46 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 SWF, 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 and 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. SMALL WIRELESS FACILITIES EVALUATION**

**Instructions:** To install a SWF, the applicant must prepare a separate justification that evaluates whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(*l*). The justification should demonstrate how the proposed facility complies with each section of 47 C.F.R. § 1.6002(*l*)(1)-(6). Label this evaluation “**Attachment 3 – Small Wireless Facilities Evaluation**” and attach it to this application.

▯ **4. PROJECT PURPOSE AND TECHNICAL OBJECTIVES**

**Instructions:** Provide the following information to demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant’s network in the area that would be served by

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the proposed facility or enhanced by the proposed modification. Label this analysis “**Attachment 4 – Project Purpose and Technical Objectives**” and attach it to this application.

▮ **4.1. 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.

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.

▮ **4.2. 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. 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).

▮ **5. PROJECT PLANS**

**Instructions:** Provide a complete set of scaled electronic project plans in legible portable document format (PDF). Label this information “**Attachment 5 – Project Plans**” and attach it to this application. The project plans must contain all the following:

▮ **5.1. 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 approximate site address, assessor's parcel number (if applicable), site latitude and longitude, zoning description, pole number (if applicable), site map, and project team contact information.

▮ **5.2. 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;

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- 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.

▮ **5.3. 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 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;

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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 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.

▮ **5.4. 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).

▮ **5.5. Fire Safety**

All proposed SWF plans must include, describe and depict:

- a power shut off that is immediately accessible to fire service personnel, such as by means of a Knox box or similar rapid-access system approved the fire safety authority;
- surge protection devices capable of mitigating a direct or partial direct lightning discharge;
- surge protection devices capable of mitigating significant electrical disturbances that may enter the facility via conductive cables;
- at least one-hour fire resistant interior surfaces in the composition of all structures;

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- monitored automatic fire notification and extinguishing systems approved by the fire safety authority.

▮ **5.6. 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.

▮ **5.7. 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.

▮ **6. SITE PHOTOS AND PHOTO SIMULATIONS**

**Instructions:** 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 6 – Site Photos and Photo Simulations**” and attach them to this application. Except as otherwise provided, photo simulations must contain all the following:

▮ **6.1. 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.

▮ **6.2. Photo Simulations**

Photo simulations must include:

- an accurate and reliable visual representation of the proposed SWF 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;



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- at least one photo simulation depicting the proposed SWF from a vantage point approximately 50 feet from the proposed support structure or location;
- a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

▮ **7. REGULATORY AUTHORIZATIONS AND APPROVALS**

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

▮ **7.1. 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 proposed site) for installation, construction, modification or maintenance of the proposed SWF. Such permits include, but are not limited to: public right-of-way permits, encroachment permits, building permits, and electrical permits. Label this documentation “**Attachment 7.1 – Local Regulatory Approvals**” and attach it to this application.

▮ **7.2. 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 7.2 – FCC Licenses**” and attach it to this application.

▮ **7.3. 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 7.3 – FAA Forms**” and attach it to this application.

▮ **7.4. 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 7.4 – State Regulatory Authorization**” and attach it to this application.

▮ **7.5. 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 7.5 – Underground Service Alert Membership**” and attach it to this application.

▮ **8. PROPERTY OWNER’S AUTHORIZATION**

**Instructions:** If the applicant does not own the subject pole or support structure, provide a written authorization executed by the property owner(s) that authorizes the applicant to file the application and {DRAFT 9-1-22}

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perform the work to the extent described in the application.

□ **8.1. City-Owned Property in the Public Rights-of-Way**

If the applicant proposes to install a SWF on any structure owned or controlled by the City and located within the public rights-of-way (“PROW”), the applicant must submit a partially executed license agreement on a City-prepared form, stating the terms and conditions of the applicant’s use. The applicant is not permitted to change the pole license agreement except as may be indicated on the form. Label this documentation “**Attachment 8.1 – City-Owned PROW Property Authorization**” and attach it to this application.

□ **8.2. Non-City Owned Light Standard**

If the applicant proposes to install a SWF on a light standard owned by a party other than the City, the applicant must submit a letter of authorization from the light standard owner and a written copy of its pole license or agreement for the specific light standard, including a copy of any underlying master license or agreement, with the light standard owner. The applicant may redact any financial terms contained within the pole license or agreement and/or the underlying master license or agreement, but it shall not redact any portion of the license or agreement which details the light standard or the areas on or within the light standard that the applicant has obtained the right to occupy, access or preclude others from occupying or accessing. Label this documentation “**Attachment 8.2 – Non-City Owned Light Standard Authorization**” and attach it to this application.

□ **8.3. Joint Utility Poles**

If the applicant proposes to install a SWF on a joint utility pole, the applicant must submit the standard authorization form issued in the regular course of business to demonstrate that the applicant has the authority to perform the installation on that pole. The standard authorization form must be accompanied by evidence that the applicant is a current member of the joint pole organization. If the joint pole organization’s authorization is only effective if there is no response or objection to the application from any other members of the joint pole organization after a certain period of time, provide evidence or a written statement that the application received no responses or objections from other members of the joint pole organization during the required time period. Label this authorization “**Attachment 8.3 – Joint Utility Pole Authorization**” and attach it to this application.

□ **9. ALTERNATIVES ANALYSIS**

**Instructions:** Provide a detailed written analysis that describes how the proposed wireless facility complies with all the requirements in the Chapter 17.46, which includes without limitation the Chapter 17.46 location requirements, and all the alternative locations and designs considered before the applicant submitted this application. Label this analysis “**Attachment 9 – Alternatives Analysis**” and attach it to this application.

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;

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- 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 factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable or not in accordance with the standards in the Carmel-by-the-Sea Municipal Code and this application.

**Note:** This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable or not as consistent with the standards in the Carmel-by-the-Sea Municipal Code and this application. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the standards in the Carmel-by-the-Sea Municipal Code and this application will be deemed incomplete;

**Note:** If a less preferred SWF location is proposed, the applicant must present fact-based, reliable evidence to support its selection of the less preferred SWF location.

- for each alternative site *within the search ring*, 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 RSSI, RSRP or other relevant signal level or quality indicator with and without the alternative site 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. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

10. **RADIO FREQUENCY COMPLIANCE REPORT**

**Instructions:** 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 10 – 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.

11. **ACOUSTIC ANALYSIS**

**Instructions:** 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 11 – Acoustic Analysis**” and attach it to this application.

12. **STRUCTURAL ANALYSIS**

**Instructions:** Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all {DRAFT 9-1-22}

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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 the utility and all state and local regulations. Label this analysis “**Attachment 12 – Structural Analysis**” and attach it to this application.

□ **13. LANDSCAPE PLANS**

**Instructions:** Provide a detailed written landscape plan with landscape features when the SWF 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 13 – Landscape Plans**” and attach it to this application.

□ **14. ENVIRONMENTAL INFORMATION**

□ **14.1. 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 14.1 – CEQA Documentation**” and attach it to this application.

□ **14.2. 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 Historic Preservation Act. Label this documentation “**Attachment 14.2 – NEPA/NHPA Documentation**” and attach it to this application.

□ **15. HAZARD ASSESSMENT**

**Instructions:** A full assessment of the hazards posed by the proposed SWF 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 SWF 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 15 – Hazard Assessment**” and attach it to this application.

□ **16. PUBLIC NOTICE MAILING INFORMATION AND MATERIALS**

**Instructions:** Provide a map 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); two sets of adhesive mailing labels and one copy of the list of names and addresses for all properties and property owners within the required radius; certification that the names and addresses provided are those of the property owner(s) currently listed on the latest available Tax Assessor’s records; 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

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subject property owner(s), and the applicants. Label this information and materials “**Attachment 16 – Public Notice Mailing Information and Materials**” and attach it to this application.

□ **17. SPECIAL EXCEPTION REQUESTS**

**Instructions:** If the project requires a special exception to the requirements in Chapter 17.46 of the Carmel-by-the-Sea Municipal Code, provide an explanation of the limited exception request and applicable supporting data, information and studies necessary for the City to evaluate the request, including but not limited to:

- 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);
- a written technical service objective to be achieved by the proposed wireless facility, including information about the geographical area to be served and number of daily active users within the area to be served;
- a written statement that contains detailed information to demonstrate why:
  - a denial based on the application’s noncompliance with a specific provision or requirement would violate a specific provision under federal law, state law or both; or
  - a provision in Chapter 17.46, as applied to the applicant, would violate any rights or privileges conferred on the applicant by a specific provision under federal or state law;
- a written statement that contains a detailed and fact-specific explanation, including without limitation any documentary evidence such as engineering studies, soil studies or similar investigations, as to why the proposed project cannot be deployed in compliance with the applicable provisions of Chapter 17.46, the Carmel-by-the-Sea Municipal Code, the General Plan and/or any specific plan;
- a meaningful comparative analysis with the factual reasons and supporting documentary evidence as to why all alternative locations and/or designs identified in the administrative record (whether suggested by the applicant, the City, public comments or any other source) are not technically feasible or potentially available to reasonably achieve the applicant’s reasonable and clearly defined technical service objective;
  - for potential alternatives ruled out based on unavailability, the applicant should provide evidence of its attempts to contact the property owner, including the person contacted, how contact was attempted and when the contact was attempted, and a written explanation of whether negotiations with the property owner were refused or merely unsuccessful;
- information to demonstrate that the proposed location and design is the least non-compliant configuration that will reasonably achieve the applicant’s reasonable and clearly defined technical service objective, which includes without limitation a meaningful comparative analysis into multiple smaller or less intrusive wireless facilities dispersed throughout the intended service area;

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- information to demonstrate the proposed wireless facility will be in compliance with all applicable health and safety regulations, which include without limitation the Americans with Disabilities Act and all FCC rules and regulations for human exposure to RF emissions;
- information to demonstrate how the exception request is narrowly tailored such that any deviation from Chapter 17.46 is only to the extent necessary for compliance with federal or state law.

Label this information and analysis “**Attachment 17 – Special Exception Request**” and attach it to the application.

**18. SUPPLEMENTAL RECORDS**

**Instructions:** If the City requests that the applicant relocate the proposed SWF to an alternative location and/or support structure and/or requests that the applicant use an alternative design and the applicant claims that the alternative location, support structure and/or design is not technically feasible to reasonably achieve the applicant’s reasonable and clearly defined technical service objective, the applicant must provide the following supplemental records for supporting data, information and studies:

- 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);
- a written technical service objective to be achieved by the proposed wireless facility, including information about the geographical area to be served and the number of daily active users in the area to be served;
- drive test data and drive test maps, including:
  - the date and time for the test or tests;
  - the transmitter antenna, radio unit and base band unit makes and models;
  - the make and model of any concealment measures placed around the transmitter antenna, radio unit and/or base band unit;
  - the location, in longitude and latitude, of where the transmitter for the test was located;
  - the transmitter height(s);
  - the data collection tools used;
  - the location, in longitude and latitude, of each point at which signal strength was recorded;
  - each signal strength recorded, measured in dBm, for each frequency;
  - all drive test results and data (in .XLS or .CSV or similar format);

**DRAFT WORK PRODUCT ONLY  
NOT MEANT FOR USE**

**Note:** Such data is to be provided in a separate table for each frequency at which the applicant provides personal wireless services to any of its end-use customers.

- dropped call records, including without limitation, data (in .XLS or .CSV or similar format) evidencing the number and percentage of calls within which the applicant's customers were unable to initiate, maintain and conclude the use of the applicant's personal wireless services without actual loss or interruption of service;
- data transmission failure records, including without limitation, data (in .XLS or .CSV or similar format) evidencing the number and percentage of data transmissions within which the applicant's customers were unable to initiate, maintain and conclude the use of the applicant's personal wireless services without actual loss or interruption of service;
- any additional information that may demonstrate the nature of the applicant's existing network performance and/or technical objectives to be achieved by a proposed SWF, including without limitation measures of forward data volume, measures of average scheduled eligible usage, best server plots and clutter maps.

**Note:** The supplemental records described above are not intended to be an exhaustive list of materials or information the City request from the applicant during the review process. Different and/or additional materials and/or information may be required as issues and circumstances in each application present themselves during the review process.

Label this information and analysis "**Attachment 18 – Supplemental Records**" and attach it to the application.