



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

**APPLICATION FOR WIRELESS FACILITY**

Fee/Deposit: \$ \_\_\_\_\_

Receipt: \_\_\_\_\_

Date: \_\_\_\_\_

Application No. \_\_\_\_\_

**INSTRUCTIONS:**

Applicants that wish to submit an application for a wireless facility must fill out this Application for Wireless Facility form and not the General Planning Application form. All applications must be submitted in person to the Community Planning and Building Department at a pre-scheduled appointment.

To schedule an appointment email: [planning@ci.carmel.ca.us](mailto:planning@ci.carmel.ca.us). For questions about the application requirements or process call: (831) 620-2010. Emails and calls will be responded to during normal City business hours.

**Applicant:**

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

Company: \_\_\_\_\_

City Business License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant's Authorized Representative:**

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

Company: \_\_\_\_\_

City Business License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Site Location and Description:**

Project Location: \_\_\_\_\_

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

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

Current Use: \_\_\_\_\_

*For Parcels:*

Block: \_\_\_\_\_

Lot(s): \_\_\_\_\_

Assessor Parcel No(s): \_\_\_\_\_

*For Public Right-of-Way:*

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

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

**Property Owner / Pole Owner/ Structure Owner:**

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

City Business License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**OFFICE USE ONLY**

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

**Assigned Staff Member:** \_\_\_\_\_

**Decision Maker:** \_\_\_\_\_

**Date of Action:** \_\_\_\_\_

**Action:** \_\_\_\_\_

**WIRELESS APPLICATION TYPE:**

**CHECK THE APPLICABLE BOX AND PROVIDE THE MATERIALS LISTED IN THE APPLICATION CHECKLIST**

- Type I: Collocation of Small Wireless Facility (Existing Structure).** Applicant asserts that the application is being submitted for approval to place a new small wireless facility upon an existing structure and either (i) the structure is not an existing tower or base station (as defined for EFR purposes) or (ii) the structure is an existing tower or base station (as defined for EFR purposes) but the proposed facility does not qualify as an EFR. If the completed facility would still meet the physical limits and requirements to meet the definition of a small wireless facility after the installation of the new equipment, then the application to install such new equipment is a Type I application. ***The applicable FCC shot clock is sixty (60) days.***
- Type II Collocation (Non-Small Wireless Facility, Non-EFR).** Applicant asserts that the application is being submitted for approval to place a new personal wireless service facility upon an existing structure which does not meet the definition of a small wireless facility or which will not meet the definition of a small wireless facility if and when the proposed new personal wireless service equipment is installed upon the existing facility and/or structure and either (i) the structure is not an existing tower or base station (as defined for EFR purposes) or (ii) the structure is an existing tower or base station (as defined for EFR purposes) but the proposed facility does not qualify as an EFR.. ***The applicable shot clock is ninety (90) days.***
- Type III: New Small Wireless Facility (New/Replacement Structure).** Applicant asserts that the application is being submitted for approval to install and/or construct a new Small wireless facility that involves placement of a new or replacement structure. ***The applicable FCC shot clock is ninety (90) days.***
- Type IV: New Towers and All Other.** Applicant asserts that the application is being submitted for approval to install a new personal wireless service facility which does not meet the criteria for Type I, Type II, Type III or Type V applications. ***The applicable FCC shot clock is one hundred and fifty (150) days.***
- Type V: Eligible Facilities Request (EFR).** Applicant asserts that the application meets the criteria for an eligible facilities request under federal law and FCC regulations. ***The applicable FCC shot clock is sixty (60) days.***

**WIRELESS APPLICATION CHECKLISTS AND FORMS:**

- Type I-IV: Wireless Application Checklist**
- Type V: Eligible Facilities Request Checklist**
- Affidavit of Owner Authorization (for private parcels)**

**WIRELESS APPLICATION FEE/DEPOSIT:**

The Applicant must submit the appropriate permit application fee/deposit based on the City's Fee Schedule for current year, available on the City's website at [https://ci.carmel.ca.us/sites/main/files/fy\\_22-23\\_fee\\_schedule\\_0.pdf](https://ci.carmel.ca.us/sites/main/files/fy_22-23_fee_schedule_0.pdf). The permit application fee/deposit 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.

**OTHER PERMITS AND AUTHORIZATIONS:**

Below, please either sign the acknowledgment OR identify other permits and/or authorizations which will be needed for this proposed facility:

- By signing below, the applicant hereby agrees that, should this application be granted, or granted subject to conditions, the FCC Shot Clock applicable to this application does not apply to any other permits, regulatory authorizations or agreements needed from the City, and that no work may be undertaken on the applied-for personal wireless services facility until all such permits, regulatory authorizations and agreements required from the City have been applied for and obtained.

Agreed: \_\_\_\_\_

--OR--

- Identify any and all additional permits, regulatory authorizations and agreements you contend the City must issue (absent agreement) within the time period that the City must take action on this application under the applicable FCC shot clock. It is the applicant's responsibility to review the CBTS Code, CBTS policies and all state and federal regulations (including, but not limited to, FCC regulations) applicable to the deployment of this personal wireless services facility and to thereby identify all additional permits, regulatory authorizations and agreements that will be needed from the City. The applicant's failure to identify and list any permits, regulatory authorizations or agreements required from the City below will be deemed a waiver of any claim by the applicant that the City was required to act on any of those permits, regulatory authorizations or agreements not so identified within the FCC shot clock applicable to this application.
- For each of the permits, authorizations or agreements you identify below, if you have the required authorization, attach and mark a copy as "**Attachment – Other Permits and Authorizations**". If you do not have the required authorization, indicate whether you have applied for it or not, and either submit the application and all fees or submit proof of previous submittal and previous payment of all such fees, as applicable.
  - Forest and Beach Commission Review
  - Historic Resources Board Review
  - Coastal Development Review
  - Building Permit
  - Electrical Permit
  - Traffic Control Permit
  - Excavation Permit
  - Other Permit(s). Identify: \_\_\_\_\_

**CERTIFICATION:**

By signing and submitting this application, the applicant agrees to the following:

1. At its sole expense, to defend, indemnify, and hold harmless the City, its public officials, officers, employees, and assigns, from any liability; and shall reimburse the City for any expense incurred, resulting from, or in connection with any project approvals. This includes any appeal, claim, suit, or other legal proceeding, to attack, set aside, void, or annul any project approval. The City shall promptly notify the applicant of any legal proceeding, and shall cooperate fully in the defense. The City may, at its sole discretion, participate in any such legal action, but participation shall not relieve the applicant of any obligation under this condition. Should any party bring any legal action in connection with this project, the Superior Court of the County of Monterey, California, shall be the situs and have jurisdiction for the resolution of all such actions by the parties hereto.

Application for Wireless Facility

2. That all materials submitted as part of this application package are considered to be public information, may be posted on the internet, distributed to the necessary Committees, Commissions and Council as part of the approval process, and reviewed by the public.
  
3. To comply with all City ordinances and State laws relating to building construction for any and all aspects of the project proposed in this application and authorizes representatives of the City and Advisory Agencies to enter the above mentioned property at reasonable times for inspection purposes related to the project for which this application is submitted.
  
4. The City's review relies on the written and/or oral statements by applicant and/or persons authorized to act on applicant's behalf. In any matter before the City in connection with the application, neither the applicant nor any person authorized to act on applicant's behalf shall, in any written or oral statement, intentionally provide material factual information that is incorrect or misleading or intentionally omit any material information necessary to prevent any material factual statement from being incorrect or misleading.

I declare under penalty of perjury that I am the owner or authorized agent for this property and that the foregoing statements and answers and all data information, documents and evidence herewith submitted are to the best of my knowledge and belief, true and correct.

\_\_\_\_\_  
Applicant's Signature/Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date