



INSTRUCTIONS FOR FILING AN ADMINISTRATIVE PERMIT FOR A MINOR WIRELESS TELECOMMUNICATION FACILITY PERMIT

All of the following must be submitted before the Planning Division can process the application:

1. **Application:** Attach a separate sheet(s) for explanation(s) if necessary.
***MUST BE SUBMITTED IN PERSON ON MONDAYS OR TUESDAYS ONLY DURING CITY HALL BUSINESS HOURS.**
2. **Owner's Permission** authenticated by a notary. **The name of the owner of the structure and a signed and notarized owner's authorization for the use of the structure.** Attach the following:
 - a. A copy of the lease or other agreement, if any, between the applicant/wireless provider and the owner of the property to which the proposed facility will be attached and/or on.
 - b. CPCN. Certification or statement that the applicant is a telephone corporation. If the applicant has a certificate of public convenience and necessity issued by the California Public Utilities Commission, a copy shall be provided.
3. **Filing Fee:** \$565 Flat Fee
4. **RF Compliance Report** prepared and certified by an RF engineer or other documentation sufficient to show that the proposed facility will comply with generally-applicable health and safety provisions of the municipal code and the FCC's radio frequency emissions standards.
5. **(2) Two copies** of the required plans printed 24" x 36." **Plans must be stapled and folded in sets.**
 - a. Site Plan identifying the property lines and all structures within 500 feet from the proposed project site, include height information for all structures.
 - b. Survey prepared and stamped by a licensed surveyor or engineer. Survey must include all existing boundaries, encroachments, structures within 500 feet from site, traffic lanes, property lines, above/below grade utilities, fire hydrants, call boxes, streetlights, traffic signals, side walks, driveways, parkways, curbs, gutter, storm drains, street furniture, trees, landscaping, etc.
 - c. Elevations—minimum of 3 vantage points (4 sides for building mounted; must show screening).
 - d. Construction drawings prepared and stamped by a licensed registered engineer that depicts all existing and proposed improvements, equipment, and conditions related to the project. The information provided shall contain equipment cut sheets, depict plans for electric and data backhaul utilities, demonstrate that project will be in compliance with all applicable health and safety laws, regulations, which includes all building codes, electric codes, local street standards, and public utility regulations and orders.
 - e. Colored Photo Simulations—360 degrees from at least 3 vantage points from the public street with a vicinity map that shows site location and photo vantage point location. Photo simulations from the same vantage point with the site locations identified and mapped out shall be included as a cover page for the plan submittal packet.
 - f. Traffic Control Plan (required for Public Right of Way Small Wireless Facilities).
6. **Wind Load Analysis** with evaluation on high wind capacity and shall include impact of modification.
7. **Acoustic Analysis** prepared by an acoustic engineer for SWF and associated equipment.
8. **A digital copy** of the full set of plans on a **flash drive**. Our computers do **NOT** accept CD's.



MINOR WTFP ADMINISTRATIVE PERMIT APPLICATION

A. **Planning Application Requested:**

Public Right of Way Small Wireless Facility (SWF)
Explain below how it meets definition of a SWF:

Eligible Facilities Request
Explain below how the project qualifies:

Building Mounted

Other: _____

Case No.

B. **Project Information:**

Property Address: _____

Cross Street(s): _____

Complete Project Description (all work to be done including details on excavation):

C. **Project Coordinator/Applicant Information:**

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____

D. **Structure Owner Information:**

Name: _____

Address: _____

Phone: _____ E-Mail: _____



STRUCTURE OWNER'S PERMISSION

I (we) do hereby certify, under penalty of perjury, that I (we) am (are) the owner(s) of the wireless facility support structure described herein and hereby grant permission for the use of the structure. (Attach a supplemental sheet or separate letter if necessary):

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

The Owner's Permission MUST be notarized or the Planning Division will not accept the application.



ADMINISTRATIVE PERMIT (AP) APPLICATION CHECKLIST

FOR DEPARTMENT USE ONLY

CASE NO: _____

REFER TO: _____

DATE FILED: _____

FILING FEE: _____

RECEIPT NO: _____

APPLICATION COMPLETE?:

Application Submittal Checklist:

- (2) Two Sets of Plans
- A Digital Copy of Submitted Plans on a Flash Drive
- Notarized Structure Owner's Permission
- RF Compliance Report
- Wind Load Analysis
- Acoustic Analysis