



## WIRELESS COMMUNICATIONS FACILITY APPLICATION CHECKLIST

**Category 1:** A Wireless Communication Facility co-located on an approved wireless communication facility; flush mounted to a building façade, within a building component or architectural feature; placed on a building roof with a design that fully mitigates visual impacts; attached to an existing light/utility pole under certain conditions; or deployed for seven days or less and designed to be portable (Cellular on Wheels-COW). A Category 1 Wireless Communications Facility may be permitted by approval of an Administrative Permit and Design and Site Review Permit. (City of Concord 2012 Development Code, Section 122-667)

**Category 2:** A Wireless Communication Facility placed on a new antenna support structure or attached to another freestanding structure that results in the alteration of the existing structure's height or profile; newly co-located and meets certain requirements; not defined as a Category 1 facility; and deployed for over seven days of portable design (Cellular on Wheels-COW). A Category 2 Wireless Communications Facility may be permitted by approval of a: Minor Use Permit and Design and Site Review Permit. (City of Concord 2012 Development Code, Section 122-667)

**Submittal Requirements.** The following information is required for a complete application, as well as Design Review Board approval, for either Wireless Telecommunications Facility Category 1 (Administrative Permit) or Category 2 (Minor Use Permit). Please contact the Planning Division to schedule a meeting to review this checklist and confirm specific requirements. Once complete call the Planning Division at (925) 671-3152 for an application appointment.

- APPLICATION FORM.** Provide the name and contact information for the property owner, the applicant, the owner of the facility (if not the applicant or property owner, the person responsible for facility operation and maintenance, and each consultant involved with this application. The signature of the property owner and the facility owner or a letter authorizing submittal of this application by the property owner and facility owner is required.
- FILING FEE.** (See Fees and Charges Resolution for current year).
- PUBLIC NOTIFICATION MATERIALS.** If required for public notification of neighborhood meetings and public hearings. (See handout)
- ENVIRONMENTAL FACT SHEET.** Include supplemental studies as required.
- TITLE REPORT.** Prepared within the past three months of the submittal date (three copies).
- WRITTEN STATEMENT.** The type of wireless communication services to be provided by the facility at this location. Provide details on the proposed maintenance of the facility and a schedule for maintenance, which includes the day of the week and the hour's maintenance will occur. Names, addresses, and telephone numbers of the owner of the facility and of the party responsible for its operation and maintenance. **NOTE:** Unless otherwise approved by the City, the responsibility of maintenance, operations, and removal of the facility, shall transfer to the owner of the underlying property.
- PHOTO SIMULATIONS. The Project Planner shall approve the location of all photo-simulations, prior to submittal.** Photo simulations of the antennas and equipment from a minimum of four vantage points to accurately reflect the appearance of the facility including the antenna structure, antenna panels, equipment enclosure, other associated equipment, and landscaping from public areas and adjacent residential areas, accompanied by a key map, on an aerial photo, showing the location and direction of each photo. The photos shall accurately represent the expected views from the public realm and neighboring properties and shall include at least one photo taken at a minimum radius of at least 1,000 feet from the proposed site.
- PHOTOS.** In addition to the required photo-simulations, provide several photos of the project site and adjacent development, identifying where photo was taken on the site plan.

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- COVERAGE MAPS.** Coverage map showing all the proposed, existing, and planned facility sites within the City and within one mile of the City limit line, which are owned and/ or operated by the service operator, and the existing and proposed coverage area for each facility. A list that is keyed to the map shall be provided and shall include the address and parcel number of each location.
- ALTERNATE SITE ANALYSIS. For all Category 2 facilities.** A list of all other potential sites that were evaluated as alternatives to the proposed facility keyed to an aerial photograph or street map. The list shall include the street address and assessor's parcel number for each property, the type of facility considered and a detailed explanation of why the facility was not chosen. **All applications shall include documentation, which sufficiently demonstrates the need for the facility.**
- RADIO FREQUENCY DOCUMENTATION.** Written demonstration of compliance with FCC Bulletin OET-65, as amended, demonstrating that the facility will comply with applicable radio frequency (RF) emission standards as adopted by the Federal Communication Commission (FCC). A third party review of the RF study may be required at the applicant's expense, by a consultant chosen by the City, to verify that FCC requirements will be met.
- NOISE GENERATING EQUIPMENT.** Manufacturers specifications and/ or written description of potential noise to be generated by the facility, such as retractable monopole motors, antenna rotators, power generation and related equipment, including estimated times, frequency, duration and decibel levels of the noise produced. If a back-up generator is proposed, a complete noise analysis shall be provided.
- CO-LOCATION FACILITIES.** Provide in writing any specific design requirements to accommodate other carriers or if co-locating, provide the conditions of the original approval for the facility.
- ARBORIST REPORT** (three copies). Prepared by an ISA Certified Arborist for the removal or disturbance of any Protected Tree on the site or on an adjacent property, which could be impacted by the proposed facility. The report shall describe the condition of all protected trees to be removed/ disturbed and a statement of specific reasons for the proposed removal/ disturbance. (See City of Concord 2012 Development Code, Article VI, Division 3 Tree Preservation and Protection)
- ADDITIONAL INFORMATION.** Documentation of required Federal/State operator licenses and/ or approvals. Additional information deemed pertinent to process the application may be required.

### PLAN SUBMITTAL REQUIREMENTS.

#### All plans shall be submitted as follows:

- \_\_\_ Prepared, signed and stamped by licensed professionals.
- \_\_\_ Date of preparation and dates of each revision.
- \_\_\_ Fully dimensioned and drawn to scale, with a consistent scale on all plans.
- \_\_\_ Submitted in collated sets and folded to 8-1/2" x 11".
- \_\_\_ Numbered in proper sequence.

#### The following quantities of plans shall be submitted:

- \_\_\_ 3 sets full size - 24" x 36"
- \_\_\_ 10 sets reduced - 11" x 17"
- \_\_\_ 1 set reduced - 8 1/2" x 11"
- \_\_\_ 1 CD in pdf format of project plans

- DEVELOPMENT PLANS.** The following plans shall comprise the development plan set:
  - TITLE SHEET.** Including project name, address and location, assessor's parcel numbers, contact information for applicant, service provider, consultants, and property owner, location map with north arrow, size of property, General Plan designation, Zoning district, listing of prior development approvals, and sheet index with title, page number, and date of preparation.
  - SITE PLAN.** Prepared by a licensed Civil Engineer, drawn at 1"= 20' scale, with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:
    - Vicinity map showing north arrow, location and boundary of project, major cross streets and the existing street pattern in the vicinity.

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- Existing property lines with dimensions, bearings, radii and arc lengths, easements, and net & gross lot area. Benchmark based on U.S.C. & G.S. datum, 1929 (City of Concord is on the same datum as U.S.C. & G.S.1929).
- Location and dimensions of all existing and proposed structures and site improvements, extending 50 feet beyond the property. If adjacent to a street, show the entire width of street to the next property line, including driveways. Clearly identify all existing and proposed structures such as fencing, walls, and equipment enclosures. Label all structures and indicate the structures to remain, structures to be removed, and any changes to existing structures.
- Location and dimensions of proposed access roads and easements, parking areas, and utility connections;
- Existing topography and proposed grading extending 50 feet beyond the property at 2 foot contour intervals for slopes up to 5% and under 5 feet in height; and contour intervals of 5 feet for slopes over 5% or greater than 5 feet in height. Include spot elevations, pad elevations, percent slope and show all retaining walls with TOW/ BOW elevations.
- Preliminary drainage information showing spot elevations, pad elevations, existing catch basins, and direction of proposed drainage, including approximate street grade and existing and proposed storm drain locations.
- Location and dimensions of existing and proposed utilities and connections, including underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, electroliers, light fixtures, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, service cabinets, and other related facilities. Location and type of any proposed exterior lighting.
- Survey of all existing trees on the site and adjacent to the site with a trunk diameter of 6 inches or greater, indicating species, size (circumference or diameter noted) measured at 4-1/2' above grade, base elevation, and accurate trunk locations and drip lines. Identify all protected trees (trees over 72 in. in circumference or multi-stemmed trees with one stem of at least 24 inches in circumference).
- TRUE CROSS-SECTIONS.** A minimum of two cross-sections (more as needed to showing varying site conditions), drawn at 1:1 scale (same scale used for both vertical and horizontal axis), at 1"=20' scale, with scale noted, and a graphic bar scale through critical portions of the site extending 50 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, final grades, location, and height of existing and proposed structures, fences, walls, roadways, landscaping, trees, and property lines. Section locations shall be identified on the Site Plan.
- ELEVATIONS.** Plans shall be fully dimensioned and drawn at 1/8" = 1' minimum scale, dimensioned vertically and horizontally. The plans shall include:
  - Fully dimensioned elevations of all four sides of all facilities including monopoles, equipment enclosures, walls and fences, identifying materials, details, and methods of concealment.
  - Vertical dimensions from all points above existing and finished grade on all elevations.
  - For co-located facilities, identify existing antennas and equipment areas.
  - Roof mounted facilities.** The location, height and design of roof or parapet mounted equipment or antennas, and existing or proposed screening. Provide a section detail showing height of equipment or antennas in relation to the height of the proposed screen structure.
- ROOF PLAN (Roof mounted facilities).** A roof plan showing an outline of the building footprint, ridgelines, valleys, flat roof areas, roof pitch, existing and proposed rooftop equipment, location of building parapets, and other proposed screening. Plans shall show existing roof forms and roof forms to be added or changed.

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- MATERIALS BOARD.** An 11" x 17" sized board with actual samples of materials used to camouflage and stealth the proposed facility. Identify the name of manufacturer, product, style, identification numbers, and other pertinent information on the display.
- PRELIMINARY LANDSCAPE PLAN.** Show all existing and proposed landscaping and screening. The plan shall identify:
  - All existing and proposed trees, foliage, and other landscaping elements, whether or not used as screening. Indicate size and species.
  - Height of proposed screening materials at planting, six months, and one year.

**FOR STAFF USE ONLY**

FILE NUMBER \_\_\_\_\_ ASSOCIATED FILES \_\_\_\_\_  
PLANNER \_\_\_\_\_ DATE \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_  
GENERAL PLAN \_\_\_\_\_ ZONING \_\_\_\_\_