



## City of Calistoga

# Wireless Telecommunication Facility Application Submittal Requirements

The City of Calistoga (the "City") recognizes that the provision of wireless and distributed antenna system services ("DAS") is a highly technical enterprise subject to extensive federal, state and local regulations. Completion of the Wireless Telecommunication Facility Supplemental Application – in addition to a completed Planning Application Form or Non-Routine Encroachment Permit Form – and the provision of the information requested below is required for these projects to be considered by the City. The requested information assists the City in complying with its duties under its Municipal Code, Sections 253 and 332 of the Communications Act of 1934 as amended [Title 47 of the United States Code], FCC Shot Clock Order (FCC 09-99), California Public Utilities Code Sections 7901 and 7901.1, the California Environmental Quality Act (CEQA), the provisions of California Government Code Sections 65850.6, 65964 and 65964.1, Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 [47 USC § 1455(a)], and other local, state, and federal laws, regulations, and applicable court rulings. It also helps the City create an administrative record containing substantial evidence sufficient to allow the City's informed consideration of your request, and to determine the duties, rights and obligations of the City and the applicant/project owner of a proposed project.

No application for a new wireless telecommunication site or modification of an existing site shall be considered for determination of completeness until all required responses to the Supplemental Application and the information below are completed and tendered to the City. The City may require the submittal of additional information in order to determine the project's compliance with the City's regulations and policies.

If you believe that a specific item of information is not necessary or does not apply to your application, identify the item with the words, "Not Applicable" and attach a detailed written explanation as to the basis for your belief. An unsupported statement such as "Requirement does not apply" is insufficient, and the determination of completeness of your application will be delayed until such time as you provide a meaningful and detailed explanation.

Only the City may waive in writing the need for an applicant to provide any of the required information. Without the City's prior written authorization, an applicant's failure to provide all of the required information will result in the application being determined to be incomplete.

A pre-submittal conference between the applicant and the City is strongly encouraged.

The applicant must schedule an in-person appointment with the Planning and Building Department<sup>1</sup> to submit a wireless telecommunication facility application for a site located outside the public right-of-way (contact Senior Planner Erik Lundquist at 707.942.2830 or elundquist@ci.calistoga.ca.us).

The applicant must schedule an in-person appointment with the Public Works Department to submit a wireless telecommunication facility application for a site located within the public right-of-way (contact Deputy Public Works Director at 707.942.2789 or drayner@ci.calistoga.ca.us).

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<sup>1</sup> The Planning and Building Department is responsible for processing applications for wireless telecommunication facilities on sites outside the public right-of-way. The Public Works Department is responsible for processing applications for wireless telecommunication facilities within the public right-of-way.

1. Completed **Planning Application Form** for facility outside of the public right-of-way **or Non-Routine Encroachment Form** for facility inside of the public right-of-way.
2. **Corporate resolution** from the subject carrier/wireless provider authorizing submission of the application
3. **Narrative description** of the project that includes, but is not limited to:
  - A. The purpose and need for the project, including an identification of its geographic service area, anticipated customer service numbers, along with any supporting documentation
  - B. A list detailing the property address and type of facility (e.g., monopole, antenna) for all facilities currently operated by the applicant within the Calistoga city limits
  - C. A description of the applicant's anticipated future wireless telecommunications facility siting needs within the city
  - D. A detailed description of the proposed facility or modification, including the number and type(s) of antenna(s) to be installed, landscaping to be installed and its mature height and coverage, anticipated construction activities, and maintenance requirements and schedule
  - E. If the project involves the construction of a new facility, justification demonstrating why existing infrastructure cannot be utilized
  - F. A statement describing why the project is the least-intrusive means of achieving the project goals
  - G. A statement of the applicant's willingness to allow other carriers to co-locate on the proposed facility wherever technically and economically feasible and aesthetically desirable
4. **Site Plan** Submit 1 electronic copy and three (3) 11" x 17" hard copies of a detailed site plan, to scale, showing the locations of:
  - A. Existing utilities, vegetation, structures and other features in the project vicinity
  - B. The exact locations of all proposed above- and below-ground equipment, landscaping, accessways and parking
5. **Engineering Plans** Submit 1 electronic copy and three (3) 11" x 17" hard copies of stamped detailed engineering plans, stapled together in sets, of the proposed facility and related reports prepared and signed by a professional engineer registered in the state of California that document the following:
  - A. Design of the facility, including technical engineering specifications (e.g., structural, geotechnical, electrical), and height(s), diameter(s), method by which antenna will be attached to the mounting structure
  - B. Evidence that demonstrates that the proposed facility has been designed to the minimum height and diameter required from a technological standpoint for the proposed site
  - C. Cross-sections of any tower structure and ground-mounted equipment
  - D. A photograph and model name and number of each piece of equipment included

- E. Power output and operating frequency for the proposed antenna
  - F. Total anticipated capacity of the structure, indicating the number and types of antennas and power and frequency ranges, which can be accommodated
  - G. Calculations demonstrating the structural integrity of the proposed facility that take into account maximum anticipated wind velocity and seismic event
6. **Coverage/Capacity Report (Propagation Study)** Submit 1 copy of a coverage /interference analysis and capacity analysis (also known as a propagation study) that the location and height of the antenna(s) are necessary to meet the frequency re-use and spacing needs of the system and to provide adequate wireless telecommunication coverage and capacity to areas that cannot otherwise be adequately served.
7. **Visual Impact Analysis**
- A. Provide before-and-after photographs from at least 3 vantage points approved by the City depicting all equipment (including antennas, support structures, power poles, utility boxes, transmission building and other accessory uses), site access, parking, fences, screening, signs, landscaping and adjacent land uses. Include a map depicting where the photos were taken. The use of Google Street View photos to prepare these exhibits is not acceptable.
  - B. Provide samples of equipment color and finish palette
8. **RF emissions**
- A. Provide proof or certification of completion of the RF emissions exposure guidelines checklist contained in Appendix A to the Federal Communications Commission's Attachment J 153 ("FCC") "Local Government Official's Guide to Transmitting Antenna RF Emission Safety" for the lowest-mounted transmitting antenna
  - B. If the facility is not "categorically excluded" under the FCC regulations for RF emissions, provide a technically-detailed report certified by a qualified radio frequency engineer indicating the following:
    - i. The amount of RF emissions expected from the proposed facility, expressed in effective radiated power (ERP) units of measure
    - ii. The cumulative impacts of the other existing facilities at the site to the extent permitted by federal law, including co-located facilities
    - iii. The proposed facility - individually or combined with the cumulative emissions of on-site facilities - will not exceed applicable standards set by the FCC.
9. **Noise study** If cooling equipment or a back-up generator is proposed, submit a noise study prepared by a qualified acoustic engineer documenting that the level of noise to be emitted by the proposed facility, based on information derived from the manufacturer's specifications, will comply with the City's noise standards. Back-up power generation devices may be subject to additional permitting requirements by the Bay Area Air Quality Management District.

10. **Authority to locate in Public Right of Way (PROW)** If the facility will be located in the public right-of-way, describe or provide the following:
  - A. The applicant's authority to locate the facility in the PROW (i.e., state law, federal law or franchise agreement)
  - B. A copy of the Certificate of Public Convenience and Necessity (CPCN), if applicable
  - C. Explanation as to whether (i) the applicant intends to install its equipment on existing infrastructure (e.g., a streetlight standard), or to replace the existing infrastructure, and who the applicant believes owns and controls that infrastructure, or (ii) the applicant intends to install new infrastructure (e.g., a new pole upon or in which the wireless communication facilities will be located)
  - D. Estimated cost to remove the facility and restore the site to equal or better condition after the facility is no longer in use
  
11. **Basis for determinations** Provide a written description in support of each of the following statements (determinations required by CMC 12.08.080):
  - A. The issuance of the encroachment permit would not endanger public health, safety or welfare, or the surrounding property
  - B. The issuance of the encroachment permit would not unreasonably interfere with the intended use of a City right-of-way or easement or property and meets the Americans with Disabilities Act accessibility requirements
  - C. The issuance of the encroachment permit would not have an adverse impact on the welfare of the community or on the community's appearance or aesthetics
  - D. The issuance of the encroachment permit would not cause an unnecessary change in the character of the community
  - E. The issuance of the encroachment permit would not be detrimental to the interests of the general public
  
12. **Section 6409 project information** Provide a narrative description and any supporting documentation in response to the following questions if you indicated above that your project is subject to Section 6409.
  - A. If your project does not involve excavation, tower installation, or tower modification in the public ROW, answer the following questions:
    - i. Does the project propose a height increase of less than 10% or no more than one additional antenna not more than 20 feet in height (whichever is greater)?
    - ii. Does the project propose a width increase of less than 20 feet?
    - iii. Will the project require excavation near the ground-mounted equipment?
    - iv. Will the project preserve all existing concealment elements of the current tower or base station?
    - v. Will the proposed collocation preserve all prior conditions of approval that do not conflict with FCC regulations for a substantial change?
    - vi. Does the project propose adding four or fewer additional equipment cabinets?

- B. If your project involves excavation, tower or base station installation, or tower or base station modification in the public ROW, answer the following questions:
- i. Does the project propose a height increase of less than 10% or 10 feet (whichever is greater)?
  - ii. Does the project propose a width increase of less than 6 feet?
  - iii. Does the project propose excavation entirely within the anticipated lease area of private property?
  - iv. Will the project preserve all existing concealment elements of the current tower or base station?
  - v. Will the proposed collocation preserve all prior conditions of approval that do not conflict with FCC regulations for a substantial change?
  - vi. Does the project propose adding four or fewer additional equipment cabinets?