

**APPLICATION SUBMITTAL CHECKLIST**  
**ELIGIBLE FACILITIES REQUEST**

- **SIGNED WIRELESS APPLICATION.**
- **FEE.** Please refer to the Master Fee Schedule and verify with staff.
- **PROJECT DESCRIPTION.** A written summary describing the proposed project.
- **ORIGINAL ENTITLEMENT APPROVAL.** Copies of the original entitlement approval(s) for the existing facility.
- **REGULATORY AUTHORIZATION.** The applicant shall submit evidence of the applicant's regulatory status under federal and California law to provide the services and construct the facility proposed in the application, if the project is located in the public right-of-way.
- **PROJECT PLANS.**
  - Quantity:**
    - **Electronic Version:** plans shall be submitted via email or file share link.
    - **Paper Copies:**
      - 1 set full size 24" x 36" collated and stapled
      - 4 sets reduced to 11" x 17" collated and stapled
  - Plan Content:**
    - The date of preparation and dates of each revision.
    - Fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets.
    - Numbered in proper sequence.
- **PHOTOS.** Photos of the project site and adjacent development with the location noted.
- **PHOTO SIMULATIONS.** and photo simulations that show the existing location and proposed facility in context from at least three vantage points within the public streets or other publicly accessible spaces, together with a vicinity map that shows the proposed site location and the photo location for each vantage point.
- **RF COMPLIANCE REPORT.** An RF exposure compliance report that certifies that the proposed facility will comply with applicable federal RF exposure standards and exposure limits. The RF report must be prepared and certified by a licensed engineer. The RF report must include the actual frequency and power levels (in watts ERP) for all existing and proposed antennas at the site and exhibits that show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC) and also the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC). Each such boundary shall be clearly marked and identified for every transmitting antenna at the project site.