



APPLICATION SUBMITTAL CHECKLIST SMALL CELL FACILITIES

- **SIGNED WIRELESS APPLICATION.**
- **FEE.** Please refer to the Master Fee Schedule and verify with staff.
- **PROJECT DESCRIPTION.** A detailed written summary that describes:
 - Proposal scope.
 - Explanation why the proposed wireless facility qualifies as a “small wireless facility” as defined by the FCC in 47 C.F.R. § 1.6002(l).
 - Whether and why the proposed support is a structure as defined by the FCC in 47 C.F.R. § 1.6002(m); and
 - Whether and why the proposed wireless facility meets each required finding for an administrative use permit as provided in subsection E.3.
 - *A complete written narrative analysis will state the applicable standard and all the facts that allow the City to conclude the standard has been met—bare conclusions not factually supported do not constitute a complete written analysis.*
- **TITLE REPORT.** The applicant must submit a title report issued within 30 days from the date the applicant filed the application.
- **CONSTRUCTION DRAWINGS.**
 - 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:**
 - Construction drawings prepared, signed and stamped by a licensed California architect or engineer that depict all the existing and proposed improvements, equipment and conditions related to the proposed project which includes:
 - All poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features.

- Cut sheets that contain the technical specifications for all existing and proposed antennas and accessory equipment, which includes without limitation the manufacturer, model number and physical dimensions;
 - Identify all structures within 50 feet from the proposed project site and call out such structures' overall height above ground level;
 - Plan for electric and data backhaul utilities, which shall include the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches, and points of connection;
 - Full compliance with all applicable health and safety laws, regulations or other rules, which includes without limitation all building codes, electric codes, local street standards and specifications, and public utility regulations and orders.
- **STRUCTURAL ANALYSIS.** Submit a report prepared and certified by an engineer that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, and any safety and construction standards required by the utility.
- **SITE SURVEY.** For any small wireless facility proposed to be located within the public rights-of-way, submit a survey prepared, signed and stamped by a California licensed or registered engineer. The survey must identify and depict all existing boundaries, encroachments and other structures within 250 feet from the proposed project site, which includes without limitation all:
- Traffic lanes;
 - All private properties and property lines;
 - Above and below-grade utilities and related structures and encroachments;
 - Fire hydrants, roadside call boxes and other public safety infrastructure;
 - Streetlights, decorative poles, traffic signals and permanent signage;
 - Sidewalks, driveways, parkways, curbs, gutters and storm drains;
 - Benches, trash cans, mailboxes, kiosks and other street furniture; and (viii) existing trees, planters and other landscaping features.
- **PHOTOS.** Submit site photographs.
- **PHOTO SIMULATIONS.** show the existing location and proposed small wireless 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.** Submit 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.

- **REGULATORY AUTHORIZATION.** Submit evidence of the applicant's regulatory status under federal and California law to provide the services and construct the small wireless facility proposed in the application.

- **ACOUSTIC ANALYSIS.** Submit an acoustic analysis prepared and certified by an engineer for the proposed small wireless facility and all associated equipment including all environmental control units, sump pumps, temporary backup power generators and permanent backup power generators demonstrating compliance with the City's noise regulations. The acoustic analysis must also include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines. In lieu of an acoustic analysis, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed equipment will not, both individually and cumulatively, exceed the applicable limits as provided in Antioch Municipal Code § 9-5.1901.