

**APPLICATION SUBMITTAL CHECKLIST**

Applications for proposed cellular equipment upgrades at City-owned sites shall submit the following:

1. **REVIEW FEE.** The City of Antioch shall charge a fee of **\$1040.00** based on the current rate of the Master Fee Schedule to pay for staff hours and materials spent on application processing. A check shall be attached with application.
2. **DEVELOPMENT APPLICATION FORM.** Submit completed development application form that can be found attached below.
3. **CONSENT LETTER.** A letter requesting and listing all work to be done on existing cell sites shall be provided and to be signed by city manager upon Design Review approval.
4. **LAND LEASE AGREEMENT.** Submit a copy of existing land lease with any amendment.
5. **100% CONSTRUCTION DRAWINGS (100% CD'S).** Construction Drawings with description of work shall be prepared, signed and stamped by a California licensed or registered engineer, that depict all the existing and proposed improvements, equipment and conditions related to the proposed project, which includes without limitation any and 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. **One set (1) Full-Size 24" x 36", Three sets (3) Reduced-Size 11" x 17", and a digital set in .pdf format** shall be emailed to staff or provided on a USB flash-drive attached to application. Staff may request additional plan sets if necessary.
6. **"BEFORE" AND "AFTER" PHOTO-SIMULATIONS.** Submit site photographs and photo simulations that 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 (N-S-E-W).
7. **STRUCTURAL ANALYSIS REPORT.** 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.

8. **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 an RF 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.

**ADDITIONAL INFORMATION**

- **ADMINISTRATIVE USE PERMIT.** Concurrent with submittals, applicants must apply for an administrative use permit for any modification to cell sites if an existing lease agreement shows exemption. If there is a lease agreement exempting this, please include a copy with application. Information on applying for an administrative use permit can be found at: <https://www.antiochca.gov/fc/community-development/planning/wireless-eligible-facilities.pdf>.
- **BUILDING PERMIT.** Upon acceptance and approval of all submitted application materials and required fees, the signed consent letter will be returned to you and you will be directed to contact the Building Department at **(925) 779-7065** to obtain a building permit prior to start of work.
- **EXCAVATION WORK.** An encroachment permit is required for excavation work performed on city cell sites. The City does not allow trenching across existing on-site roads; instead, jack and bore methods must be utilized on cell sites. An encroachment permit is required prior to any excavation work. To apply for an encroachment permit, please contact engineering permitting services at **(925) 779-7080**. A City inspector shall inspect all site work and verify that any damages (roads, fence, irrigation, etc.) from project related activities is promptly repaired by the leaseholder or its representative. For excavation work on City water tank sites, please in addition contact the Water Treatment Plant at **(925) 779-7027**.

- **CITY WATER TANK SITES.** Beginning March 28, 2013, the following access requirements for cellular contractors working at City water tank sites are in effect:
  - Any contractor for the applicant shall be required to provide 24-hours advance notice by calling the Water Treatment Plant at **(925) 779-7027** and shall provide the following information on a sign-in sheet prior to working:
    - Name and phone number of contractor performing work on the site
    - Name, phone number and site number of cell provider (if different from leaseholder) that contractor is working for
    - Site number of lease holder and a copy of the land lease agreement (if requested)
    - Copy of Building Permit
    - Time period for which access is requested
  - Contractors for the applicant shall leave a \$100 deposit with the City's Water Treatment Plant Supervisor at 401 Putnam Street, Antioch, CA, to obtain key access to the City's water tank site. The \$100 deposit will be refunded when the key is returned to the Water Treatment Plant. This is to ensure the return of keys as contractors routinely fail to return keys.
  - Neither the applicant nor the contractor shall use any surrounding area not exclusively leased by the applicant as a staging or storage area, nor shall the applicant or the contractor park or leave vehicles or construction equipment on any access road or any surrounding area not exclusively leased by the applicant.
  - Any contractor for the applicant shall obtain written approval prior to performing any construction work on City property that is not explicitly shown on the approved plans. Any deviations from the approved plans shall be approved by City staff prior to construction.

**CITY OF ANTIOCH  
DEVELOPMENT APPLICATION**



<b>AGENT/DESIGNER</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone #</b>	
<b>Email</b>	
<b>Signature</b>	

<b>ANY OTHER PERSON THAT YOU WOULD LIKE THE CITY TO NOTIFY OF THE PUBLIC HEARING</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone #</b>	
<b>Email</b>	
<b>Signature</b>	

<b>FOR OFFICE USE ONLY</b>	
Date Received:	File No.:
Title:	Account No.:
Type of Application:	Notes: