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## **Use Permit Application – Personal Wireless Facility Submittal Checklist**

All applicants for a wireless communications facility shall complete this Submittal Checklist and attach all required documentation as described herein. Applicants shall submit electronic and searchable copies of the documentation to [montereyplanning@monterey.org](mailto:montereyplanning@monterey.org). You are hereby notified that the electronic materials shall be posted online for public viewing.

Please note that each application for a Personal Wireless Facility in addition must include a complete Planning Project Application, available online at [City of Monterey, CA](#) Digital signatures are required. Digital signatures must comply with Cal. Gov. Code section 16.5. You may also be required to submit additional applications with this application as prescribed in the application form and discussed below.

Any questions about the Submittal Checklist or the application process for wireless communication facilities should be directed to the Planning Office at (831) 646-3885.

### **Process**

Before the application submittal, applicants are strongly encouraged to schedule and attend a voluntary presubmittal conference with City staff for all wireless communications facilities applications. All wireless permit applications shall be submitted to the City at a prescheduled appointment with the Community Development Director and/or designee.

**Initial Property Owner Notification.** Prior to the pre-scheduled application submittal appointment, the applicant shall obtain an initial draft public notice and list of property owners within 150 feet from each corner of the site and 300 feet of the site boundaries from City staff. The applicant shall mail the initial project notice to all property owners on the list on the day the application is filed and a proof of service and provide proof of mailing the notice as part of the application materials submitted to the City at the prescheduled appointment described above.

During the application submittal appointment, or thereafter, the Community Development Director or their designee shall review the application materials and determine whether the application is complete. If the application is found to be complete, the Community Development Director shall refer the application to the Planning Commission for a public hearing. If the application is not complete, the Community Development Director or designee shall issue in writing an incomplete letter describing which required application materials are missing from the application packet.

If the applicant contends that there are any additional permits or authorizations that

must be acted upon by the same date (or sooner) than the City must act upon the application for a wireless permit, the application must contain *any and all such* additional authorizations, agreements, or permit application(s) needed to actually deploy the facility ("Ancillary Applications") as well as all associated fees. (Traffic control plans may be one example). If the applicant agrees that there are no additional permits that must be acted upon by the same date (or sooner) than the City must act upon the application for a wireless permit, the applicant may file for other required authorizations, agreements and permits later. Without such an agreement, any application submitted without the Ancillary Applications and fees will be deemed incomplete, without the Ancillary Applications will be deemed denied, unless the omissions are corrected at the prescheduled appointment, or the Community Development Director determines that permitting submission of additional materials will not prevent the City from conducting, or the public from participating in, a timely review of the application.

The information required by Attachment A or B (as applicable) shall include an index with hyperlinks, with sections and subparts clearly identified, and it should be word searchable (although we understand some graphic materials may not be searchable). The goal is to permit the City to quickly determine whether or not the application is complete, and failure to submit in a proper format will be considered the failure to submit a complete form.

**A. Project Location**

Street Address \_\_\_\_\_

(For ROW, Closest Cross Streets): \_\_\_\_\_

Description of Location at Address (NE Corner of Roof/NE Corner of Intersection)  
\_\_\_\_\_

GPS Coordinates \_\_\_\_\_

If on existing utility pole or replacing an existing utility pole, pole number \_\_\_\_\_

**B. Application Submittal Date**

Date of Application Submittal: \_\_\_\_\_

**C. Fees**

The Application Fee was submitted on \_\_\_\_\_

**D. Contact Information**

*Applicant[s] must be the person or persons seeking approval, and must include the person or persons responsible for ensuring compliance with requirements of the application, and authorized to make the representations in the application]*

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Facility Owner/Operator [identify separately each person who will own any part of the Facility, and each person who will provide wireless services via the facility. Add sheets as necessary]*

*Identify number of Owner/operators* \_\_\_\_\_

Owner/Operator Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Person Responsible for Answering Questions Regarding this Application*

Name: \_\_\_\_\_

Title/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**E. Required Information**

1. Is the proposed wireless communications facility to be used for the provision of "personal wireless services" as defined by 47 U.S.C. Section 332(c)(7)(C)(i), on a sole or comingled basis?

- No. Specify the type(s) of wireless communications services to be provided using the proposed facility: \_\_\_\_\_
- Yes. Specify the type(s) of personal wireless services: \_\_\_\_\_

2. Is the proposed wireless communications facility part of a distributed antenna system ("DAS")?

- No.
- Yes. [*All applications for wireless communications facilities comprising the DAS must be submitted contemporaneously.*]

If you answered "yes" to this question:

- I am simultaneously filing applications for all facilities comprising the DAS network.
- I am not submitting applications for all facilities comprising the DAS network.

3. Is the proposed wireless communications facility to be attached to a structure owned or controlled by the City of Monterey?

- No.
- Yes.

If you answered "yes" to this question, select one of the following:

- I have a master lease or other agreement with the City for use of the facility. [If you check this box, provide the document.]
- I have no lease or other agreement, but I am applying/have applied for one. [If you check this box, the application must be provided, along with payment or proof of payment of required fees.]
- I have no lease or other agreement, and have not applied for a lease or other agreement. [If you check this box, we must deny this application unless you agree, by signing below, that you will apply for, or otherwise obtain separately that lease or other agreement; that you agree that any deadline for action on that application will not begin to run until the complete application is submitted; and agree that any time for action on this application is tolled until and unless a complete application for a lease or other agreement is applied for, or the lease or other agreement is obtained.]

4. Is the proposed wireless communications facility in a Coastal Zone?

- No.
- Yes.

If you answered yes to this question, please check one of the following:

- I do not require a Coastal Permit. [If you check this box, explain why by separate attachment.]
- I have the required permit. [If you check this box, attach the required permit.]
- I have no Coastal Permit, but I am applying/have applied for one. [If you check this box, the application must be provided.]
- I have no Coastal Permit, and have not applied for one. [If you check this box, we must deny this application, unless you agree, by signing below, that you will apply separately for the that permit; that any deadline for action on the application will not begin to run until the complete application is submitted; and that no work may be undertaken should this wireless application be granted, or granted subject to conditions, until and unless that permit is obtained.]

5. Based on the work proposed in connection with this project, identify all Ancillary Applications that will be required for any work within the boundaries of the City of Monterey in order to deploy the wireless facilities which you contend must be issued (absent agreement or exceptional circumstances) no later than by the same time the City must take action on the wireless application. It is your responsibility to review City Code and regulations and other state or FCC regulations applicable to the deployment of the wireless facility within the City of Monterey and identify every Ancillary Application that will be sought in conjunction with that deployment. The failure to conduct the investigation and to accurately identify all Ancillary Applications will be grounds for denying the application, or for declaring it incomplete. For example, if the wireless facility were placed on a structure where historical review would be required at the state, federal or local level, the applications required for that review must be identified. Please check whether the work proposed will require:

- a) \_\_\_ Building Permit
- b) \_\_\_ Electrical Permit
- c) \_\_\_ Traffic Control Permit
- d) \_\_\_ Excavation Permit
- e) \_\_\_ Architectural Review Permit
- f) \_\_\_ Other [identify] \_\_\_\_\_

Alternatively, rather than identifying all Ancillary Permissions now, you may agree as follows by signing below: "I agree that, except for those applications identified and

submitted in response to question 6, I will apply separately for any and all required Ancillary Applications; any deadlines for action on any Ancillary Applications will run from the date of those applications, and not from the date of this application; and that no work may be undertaken should this wireless application be granted, or granted subject to conditions, until and unless the same are obtained." \_\_\_\_\_ Applicant Initials

6. Please provide an attachment that identifies that Ancillary Application you seek now, and with respect to that Ancillary Application, includes the following, completed checklist:

- I have the required permit [If you check this box, attach the required permit]
- I have no permit, but I am applying/have applied for one. [If you check this box, the application must be provided, and all fees or proof of fee payment provided.]

7. Is the proposed wireless communications facility in a High Hazard Zone ("HHZ") (as demarcated on the current version of the California Public Utility Commission Fire-Threat Map).

- No.
- Yes.

If you answered yes to this question, please answer the following:

- a) Identify the structure or proposed structure to which the facility will be attached, and the owner of the structure. \_\_\_\_\_.
- b) Check one of the following:

- The facility is being installed on a structure that applicant contends is, or will be, under the jurisdiction of General Order ("GO") 95 ("GO 95"), or GO 165, or GO 166. If you checked this box, attach sworn statements by a licensed professional engineer attesting to: (1) the specific HHZ in which the wireless facility will be located; (2) whether the structure has been inspected; (3) whether the structure, any existing facilities, and any planned structures and facilities would comply with standards for placement on structures in an HHZ; and (4) whether all required Fire Prevention Plans are in place. If existing or proposed structures or facilities are or will be non-compliant in any respect, the application shall identify steps proposed to ensure the structure and existing and proposed facilities are compliant.

- The facility is NOT being installed on a structure that applicant contends is, or will be, under the jurisdiction of General Order (“GO”) 95 (“GO 95”), or GO 165, or GO 166.

If you checked this box, submit a sworn statement by licensed professional engineer attesting to: (1) the specific HHZ in which the wireless facilities will be located, as demarcated on the current version of the California Public Utility Commission Fire-Threat Map; (2) a description of the steps the applicant has taken to reduce hazards to public safety, including fire safety hazards, that may be caused by the proposed wireless facility; and (3) the steps applicant proposes to take to maintain the safety of the wireless facility, which steps shall be at least as rigorous as if GO 95, 165, and GO 166 applied. (MCC 38- 112.4.E.1(d))

8. Please check the applicable box and provide the information required below as an attachment to this Submittal Checklist, along with a written explanation identifying the facts relied upon to support the claimed treatment.

- Eligible Facilities Requests. Applicant asserts that the application qualifies as a Section 6409 “eligible facilities request” (as defined in 47 CFR § 1.40001(b)(3))<sup>2</sup>, and, in addition to the materials required above, submits the information required in **Attachment A. The applicable FCC shot clock is for sixty (60) days.**

- Collocation – Small Wireless Facility (Existing Structure). Applicant asserts application is being submitted for approval of a collocation (as defined by 47 C.F.R. § 1.6002(l)) of a Small Wireless Facility (as defined by 47 C.F.R. § 1.6002(g))<sup>3</sup> that qualifies for the 60-day shot clock in *Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment*, Declaratory Ruling and Report and Order, FCC-18-133 (rel. September 27, 2018), and, in addition to the materials

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<sup>2</sup> References to regulations include such regulations as may be amended from time to time.

<sup>3</sup> Pursuant to the FCC’s rules, a “Small Wireless Facility” is a facility that meets the following conditions:

(1) The facilities—

(i) are mounted on structures 50 feet or less in height including their antennas as defined in section 1.1320(d), or

(ii) on structures no more than 10 percent taller than other adjacent structures, or

(iii) extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater;

(2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined in the definition of antenna in section 1.1320(d)), is no more than three cubic feet in volume;

(3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;

(4) The facilities do not require antenna structure registration under part 17 of this chapter;

(5) The facilities are not located on Tribal lands, as defined under 36 CFR 800.16(x); and

(6) The facilities do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in section 1.1307(b).

required above, submits the information required in **Attachment A. The applicable FCC shot clock is sixty (60) days.**

Small Wireless Facility (New Structure). Applicant asserts application is being submitted for approval to deploy a Small Wireless Facility (as defined by 47 C.F.R. § 1.6002(l)) on a new structure, that qualifies for the 90-day shot clock in *Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment*, Declaratory Ruling and Report and Order, FCC-18-133 (rel. September 27, 2018), and, in addition to the materials required above, submits the information required in **Attachment B. The applicable FCC shot clock ninety (90) days.**

Collocation or Modification – Substantial Change. Applicant asserts application is being submitted for approval of a collocation or modification that qualifies for the 90- day shot clock in *In re Petition for Declaratory Ruling*, 24 FCC Rcd. 13994 (2009) and *In the Matter of Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, Report and Order*, 29 FCC Rcd. 12865 (2014), and, in addition to the materials required above, submits the information required in **Attachment B. The applicable FCC shot clock is ninety (90) days.**

New facilities and other Application Subject to FCC Shot Clocks. Applicant asserts application qualifies for the 150-day shot clock in *In re Petition for Declaratory Ruling*, 24 FCC Rcd. 13994 (2009) and *In the Matter of Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, Report and Order*, 29 FCC Rcd. 12865 (2014), and, in addition to the materials required above, submits the information required in **Attachment B. The applicable FCC shot clock is one-hundred and fifty (150) days.**

G. For all architectural drawings relating to the application, please have the design professional or the owner of the copyright relating to the architectural drawings, indicate by checking the box below and signature that the City has your permission to post the architectural drawings on the City’s website in conjunction with the Application, related public meetings and meeting agendas distributed to the public.

No

Yes                      Signature: \_\_\_\_\_

**CERTIFICATION**

I (we) hereby certify under penalty of perjury that (1) after diligent investigation, the information provided pursuant to this Submittal Checklist is true, accurate, and complete to the best of my (our) knowledge and belief, and that before commencing, during performance of, and (2) upon completion of the work proposed, the permitted wireless communication facility will comply with all applicable laws, regulation, practices or other requirements under federal, state or



local law, including, but not limited to, building and electrical codes, the FCC's radio frequency emissions standards, and the requirements of the Americans with Disabilities Act.

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Applicant's Signature

Date

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Applicant's Printed Name

## Attachment A – Application Requirements - Eligible Facilities Request

	REQUIREMENT	APPLICANT CONFIRMATION AND EXPLANATION (Where Possible Plan Page #)
A	Signed proof that applicant is authorized by the owner of the structure and/or property to install and operate the proposed wireless communication facility.	
B	<p>A project description letter summarizing why the applicant believes the facility is an eligible facilities request, which shall include:</p> <ol style="list-style-type: none"> <li>1. A list of all facilities proposed to be installed (including antennas, cabinets and other associated equipment, power and fiber to the facility)</li> <li>2. A description of all changes to be made to the existing base station and tower, which description will, among other things, identifying precisely what changes will be made to the supporting structure.</li> <li>3. A description of all changes made to the facility from the date of the original installation (whether or not approved) and a description of the changes in height from January 22, 2012 until present.</li> <li>4. For each piece of equipment in the project, the manufacturer specification sheet(s); including the dimensions and weight of each piece of equipment;</li> <li>5. The height of each element of the base station or tower, as measured from the ground as existing and as modified; and the horizontal length of any extensions from the supporting structure;</li> <li>6. A description of any equipment cabinets that will be associated with the structure, their dimensions and locations on the supporting structure or on the ground.</li> <li>7. A description of the concealment elements associated with the wireless communication facility, including but not limited to painting and shielding;</li> <li>8. A description of any ground disturbance necessary to complete the proposed project</li> <li>9. A description of the site and any deployment outside the site necessary to complete the proposed project.</li> <li>10. A description of why this installation qualifies as a collocation within the meaning of the FCC rules.</li> </ol> <p><b>The application letter may cross-reference responsive information provided as part of the site plans provided.</b></p>	
C	<p>A report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the proposed installation will be compliant with the FCC's standards. The report must also contain the following:</p> <ol style="list-style-type: none"> <li>1. A description of each of the proposed antennas, including the height above grade, power and the directionality of each antenna (e.g., omni, directional, etc.).</li> <li>2. The frequency, modulation and class of service.</li> <li>3. A clear identification of areas, both vertically and horizontally, where exposure levels will exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account, and should show exposures based on "worst case" scenarios.</li> <li>4. A certification that the facility will comply with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner in which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated.</li> <li>5. If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit general public or occupational exposure, identify those</li> </ol>	

	REQUIREMENT	APPLICANT CONFIRMATION AND EXPLANATION (Where Possible Plan Page #)
D	<p>General site information and plans as follows:</p> <ol style="list-style-type: none"> <li>1. Two full-sized plan sets (24" x 36"); One reduced-size set in 11"x17", unless all details are legible in 8 1/2" x 11".</li> <li>2. Use a minimum 1/8" = 1' scale for Site Plans and 1/4" = 1' scale for all others.</li> <li>3. Electronic copy of plans in PDF form with all details legible.</li> <li>4. Include a north arrow on each plan sheet.</li> <li>5. Title Block with applicant's name, owner's name, contact information, and accurate date <ol style="list-style-type: none"> <li>A. Lot Area and Lot Coverage</li> <li>B. Floor Area Ratio (FAR) – Measure to outside of exterior walls, count stairs twice (if applicable)</li> <li>C. Tree Removal</li> <li>D. Grading Schedule</li> </ol> </li> <li>6. Elevations – Existing and proposed elevations of all proposed personal wireless service structures and appurtenances, and composite elevations from the street(s) showing the proposed project and all buildings on the site.</li> <li>7. The dimensions of each wireless facility, including its height and width, as well as total height measured from the ground.</li> <li>8. The dimensions of each of the following (if any) to be modified, as originally installed, and if different, as approved on February 22, 2012, and as currently installed: tower, support structure (whether a pole or building), antenna, equipment cabinets, radio units, and any other equipment to be placed on the node. Applicant must provide a fully- dimensioned section drawing showing the information in this paragraph.</li> </ol> <p>Depiction of fully-constructed proposed project, including improvements and location of existing and proposed wireless facilities.</p>	
E	<p>Visual Impact demonstration – <i>Existing and Proposed</i> - Unless the application is for a like-for-like replacement, scale drawings and photo simulations, photomontages, story poles, elevations and/or other visual or graphic illustrations necessary to determine potential visual impact of the proposed project, and to show all elements of the facility. Visual impact demonstrations shall include accurate scale and color of the proposed facility, as it would be seen from surrounding properties.</p>	
F	<p>A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:</p> <ol style="list-style-type: none"> <li>1. In the case of an attached wireless communication facility, documentation of the ability of the structure to accept the antennas, the proposed method of affixing the antennas and the precise point at which the antennas shall be mounted.</li> <li>2. In the case of a wireless communication facility with a support structure (e.g., monopole), documentation that the structure is capable of supporting the antennas and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas, and the precise point at which the antennas shall be mounted.</li> </ol> <p>A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) will be placed can safely support the wireless facility; and that all elements of the wireless facility comply with applicable safety standards</p>	

	REQUIREMENT	APPLICANT CONFIRMATION AND EXPLANATION (Where Possible Plan Page #)
G	<p>General site information and plans as follows:</p> <ol style="list-style-type: none"> <li>9. Two full-sized plan sets (24" x 36"); One reduced-size set in 11"x17", unless all details are legible in 8 1/2" x 11".</li> <li>10. Use a minimum 1/8" = 1' scale for Site Plans and 1/4" = 1' scale for all others.</li> <li>11. Electronic copy of plans in PDF form with all details legible.</li> <li>12. Include a north arrow on each plan sheet.</li> <li>13. Title Block with applicant's name, owner's name, contact information, and accurate date               <ol style="list-style-type: none"> <li>A. Lot Area and Lot Coverage</li> <li>B. Floor Area Ratio (FAR) – Measure to outside of exterior walls, count stairs twice (if applicable)</li> <li>C. Tree Removal</li> <li>D. Grading Schedule</li> </ol> </li> <li>14. Elevations – Existing and proposed elevations of all proposed personal wireless service structures and appurtenances, and composite elevations from the street(s) showing the proposed project and all buildings on the site.</li> <li>15. The dimensions of each wireless facility, including its height and width, as well as total height measured from the ground.</li> <li>16. The dimensions of each of the following (if any) to be modified, as originally installed, and if different, as approved on February 22, 2012, and as currently installed: tower, support structure (whether a pole or building), antenna, equipment cabinets, radio units, and any other equipment to be placed on the node. Applicant must provide a fully- dimensioned section drawing showing the information in this paragraph.</li> </ol> <p>Depiction of fully-constructed proposed project, including improvements and location of existing and proposed wireless facilities.</p>	
H	<p>A copy of the initial property owner notice and proof that it was mailed to all property owners within 300 feet of the project site prior to the pre-scheduled application submittal appointment.</p>	

## Attachment B – Application Requirements - Non-Eligible Facilities Request

	REQUIREMENT	APPLICANT CONFIRMATION AND EXPLANATION
A	<p>Written Authorizations. A written authorization signed by the owner(s) of the property and supporting structure consenting to the placement of the wireless communications facility as proposed. An authorization is not required as part of the application for placement on City-owned or controlled property, but appropriate consents and contracts shall be obtained before a permit may issue.</p>	
B	<p>Licenses. Evidence that the applicant and operator hold all current licenses and registrations from the FCC and California Secretary of State where such license(s) or registration(s) are necessary to provide wireless services using the proposed wireless communications facility.</p>	
C	<p>Notice and Proof of Service of Notice. Applicants shall mail notice of the application to all persons entitled to notice under Section 38 159. In addition to providing the information required by Section 38-159(D), the notice shall provide a brief description of the wireless communications facility and its location; identify what entities will own or operate any part of the wireless communications facility; state that the application may be reviewed online as posted by the Planning Department; and state that comments may be submitted to the Planning Department. The notice shall be mailed by the applicant on the day the application is filed and a proof of service on a form provided by the City shall be provided with the application.</p>	
D	<p>Effect of Deadlines. To the extent that filing of the wireless application would establish a deadline for action on any other permit, agreement, or other authorization that may be required in connection with the wireless communications facility, the application shall include complete copies of applications for every such required permit, including without limitation, electrical permits, building permits, traffic control permits, and excavation permits, with all engineering completed, and with all fees associated with each permit. Provided, such additional applications are not required if applicant agrees, in the application for the wireless communication facility, that any such deadline will not begin to run until a separate and complete application for those permits is submitted</p>	
E	<p>Project Description Letter. A full written description of the proposed facility and the work that will be required to install or modify it, which description shall include whether:</p> <ol style="list-style-type: none"> <li>i. the facility will be on a new, existing, or replacement supporting structure;</li> <li>ii. excavation work will be required and where it will occur;</li> <li>iii. foundational work will be required; and</li> <li>iv. if the application is for a modification to an existing wireless communications facility, or a support structure, the application shall identify whether the existing wireless facility or support structure was installed pursuant to a permit and if so provide the original permit and any permit modifications; describe any camouflage and concealment elements, and describe how the modifications to the facility or proposed support structure will maintain the concealment elements, and how it will preserve other requirements intended to camouflage or otherwise limit the visual impacts of a wireless communications facility, or support structure; and state whether the existing wireless communications facility or support structure is currently in compliance with such original permit and any permit modifications.</li> </ol>	

	REQUIREMENT	APPLICANT CONFIRMATION AND EXPLANATION
F	<p>Equipment Specifications. Specifications that show the dimensions (height, width, depth, and cubic feet) for all components of the proposed wireless communications facility and the support structure, and the weight of all components of the wireless communications facility and any replacement or new support structure. If the wireless communications facility will be placed on an existing or replacement support structure, the specifications shall include:</p> <ol style="list-style-type: none"> <li>i. a clear description of all components of the existing support structure, and how it is anchored/supported;</li> <li>ii. a clear description of all attachments to the existing support structure and their dimensions; and</li> <li>iii. a description of changes that will be made in connection with an attachment to, or replacement of, the existing structure, including but not limited to, steps that may be taken to strengthen or secure the supporting structure.</li> </ol>	
G	<p>Lease Area. If the wireless communication facility will be installed pursuant to a lease or license, a plan depicting the leased or licensed area in relationship to the proposed facility.</p>	
H	<p>Plot Plan. A plot plan of the lot, premises, or parcel of land showing the exact location of the proposed wireless facility (including all related equipment and cables), exact location and dimensions of all buildings, parking lots, walkways, property lines pertaining to the area leased or otherwise dedicated to the use of the wireless communications facility. For freestanding facilities, the plans shall indicate surrounding grade, structures, and landscaping from all sides. If new ground mounted equipment or structures (retaining walls, etc.) are proposed in the public right-of-way, a site survey with topography lines shown in 1' intervals be submitted. The survey should show all improvements in the public right of way within 10' of the proposed area of disturbance.</p>	
I	<p>Licensed Site Survey. If the project involves new ground mounted equipment, grading or fill, a site survey is required.</p>	
J	<p>Elevations and Roof Plan. Building elevations and roof plan including exact location and dimensions of equipment proposed. For freestanding facilities, the plans shall indicate surrounding grades, structures, and landscaping from all sides.</p>	
K	<p>Screening. Proposed landscaping and maintenance plan for the life of the facility and/or non-vegetative screening (including required safety fencing) plan for all aspects of the facility.</p>	
L	<p>Manufacturer's Updated Specification. Manufacturer's specifications, including installation and maintenance specifications, exact location of cables, wiring, materials, color, and any support devices that may be required</p>	
M	<p>Photographs and Photo Simulations. Accurate color photographs and photo simulations that show the proposed facility both close up at street level and in context of the site from reasonable line-of-sight locations from public streets or other viewpoints which would reasonably be expected to sustain the most significant adverse aesthetic impacts due to such factors as proximity to the site or their elevation relative to the site, together with a map that shows the photo location of each view angle.</p>	

	REQUIREMENT	APPLICANT CONFIRMATION AND EXPLANATION
N	<p>Hazard Compliance Certification. For placement of wireless communications facilities on utility poles, street light poles, or towers in the public rights-of-way, as part of the safety certification required by Section 38 112.4(E)(3)(o):</p> <ol style="list-style-type: none"> <li>i. If the application is for a wireless communications facility in a “High Hazard Zone” (“HHZ”) (as demarcated on the current version of the California Public Utility Commission Fire-Threat Map), and is to be placed on a supporting structure that applicant contends is or will be under the jurisdiction of General Order (“GO”) 95 (“GO 95”), or GO 165, or GO 166, the applicant shall submit documentation showing the HHZ where the wireless communications facility will be located and whether all required Fire Prevention Plans are in place. Applicant shall also submit documentation showing whether the supporting structure has been inspected and when; the results of the inspection (if any), and proof that the structure, any existing facilities, and planned structures and facilities will comply with standards for placement on structures in a HHZ. If existing or proposed structures or facilities are or will be non-compliant in any respect, the application shall identify what applicant will do to ensure the structure and existing and proposed facilities are compliant.</li> <li>ii. If the application is for a wireless communications facility in a HHZ on a supporting structure or tower that applicant contends is not under the jurisdiction of GO 95, GO 165, and GO 166, the applicant shall submit documentation showing: <ol style="list-style-type: none"> <li>a. The specific HHZ in which the wireless communications facilities will be located, as demarcated on the current version of the California Public Utility Commission Fire-Threat Map;</li> <li>b. A description of the steps the applicant has taken to reduce hazards to public safety, including fire safety hazards, that may be caused by the proposed wireless communications facility or any supporting structure; and</li> <li>c. What applicant will do to inspect and maintain the safety of the wireless communications facility, or any supporting structure which steps shall be at least as rigorous as if GO 95, GO 165, and GO 166 applied.</li> <li>d. The documentation shall be supported by sworn statements from qualified and California licensed engineers attesting that the wireless communications facility and any supporting structure as installed will comply with applicable law, and be as safe as facilities and structures which are subject to the General Orders.</li> </ol> </li> </ol>	
O	<p>Safety Certification. Applicant shall submit structural analyses prepared by a licensed or registered California engineer or engineers qualified to attest to the facts showing that the portions of the wireless communications facility placed on or within the tower or supporting structures will be safely supported by the tower, or supporting structure, and also showing that all components of the structure and the wireless communication facility comply with applicable safety standards.</p>	
P	<p>Noise study. A noise study certified by an acoustical engineer licensed by the State of California for the proposed facility and all associated equipment including environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators, demonstrating that the facility will comply with the city’s noise regulations when fully operational. For example, if a wireless communications facility is planned to include multiple cooling units, the noise study will be performed assuming that all the units will be in place and operational. The noise study shall 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. A study is not required if the proposed facility does not contain equipment that generates noise.</p>	

	REQUIREMENT	APPLICANT CONFIRMATION AND EXPLANATION
Q	Radio/antenna detail. Information regarding the radio units that are proposed to be installed at the site, including the manufacturer's name and specifications, and the actual frequencies and power levels (in watts effective radio power [ERP]) for the proposed wireless communications facility and for any existing wireless communications facility that shall be considered in determining compliance with FCC RF standards.	
R	Radio Frequency (RF) Compliance Report. Applicant shall submit a RF exposure compliance report prepared by a licensed RF engineer. The report shall include a certification by the engineer that the facility complies with FCC RF standards, be prepared in accordance with FCC guidelines, and include the calculations and information on which the engineer relied. The report shall clearly identify any areas where exposure would exceed occupational or general FCC exposure limits, vertically and horizontally, and shall include drawings that show those areas in relation to the proposed structure, adjoining buildings, and property lines. The report shall clearly identify any measures that shall be taken to ensure compliance with FCC rules. The report's analysis will be based on a "worst case" scenario, and assuming all antennas are operating at maximum output. The report shall be signed by the licensed RF engineer and include a certification, under penalty of perjury, that the content thereof is true and correct.	
S	Underground vault and venting plans, if any element of the wireless communications facility will be placed underground. The underground vault and venting plans shall include manufacturer's specifications for cover, color, materials, dimensions, and reveal at the sidewalk, and evidence that all enclosures will comply with California Public Utilities Code standards for underground utility enclosures.	
T	Master Plan. A master plan which identifies the location of the proposed facility in relation to all existing wireless communications facilities used by the wireless service providers that will use the facility; and if the facility proposed is part of a planned network, the approximate location of other planned facilities.	
U	For any wireless communications facility located within the Monterey Regional Airport Influence Area (AIA), the applicant shall provide written evidence to the City demonstrating the following: 1) applicant submittal to the FAA of the FAA Form 7460-1 (Notice of Proposed Construction or Alteration) or other equivalent FAA form notifying the FAA of the proposed construction or alteration of any wireless communications facility in the AIA that has the potential to obstruct or pose a hazard to air navigation, navigational aids, or navigational facilities, or has the potential to interfere with any aircraft flight components affecting air safety, except for minor alterations that do not have this potential; 2) written authorization from the FAA or other official FAA determination of no objection to the proposed construction or alteration; and 3) compliance with all applicable FAA and FCC rules, regulations, and standards.	



	REQUIREMENT	APPLICANT CONFIRMATION AND EXPLANATION
V	<p>If applicant contends that denial of the application would result in an effective prohibition under federal law, or otherwise violate federal law such that the application shall be approved, it shall provide all facts that it relies upon and clear and convincing evidence for that claim. Where the applicant is not a wireless service provider, the information shall be provided for the affected wireless service providers. Applicants who claim that denial would be a “prohibition” or “effective prohibition” are encouraged to address at least the following:</p> <ol style="list-style-type: none"> <li>i. If it is contended that compliance with an aesthetic standard is not reasonable, explain why in detail, and describe alternatives considered in determining whether service objectives for the wireless service provider could be reasonably satisfied by other means.</li> <li>ii. What existing or planned personal wireless services the affected wireless service provider would be effectively prohibited from providing if the application is denied.</li> <li>iii. The factual basis for any claim that denial will substantially impair a wireless service provider’s ability to provide a personal wireless service, and the information relied upon in support of that claim.</li> <li>iv. The factual basis for any claim that denial would result in a prohibition or effective prohibition under applicable precedent in the United States Court of Appeals for the Ninth Circuit, and the information relied upon in support of that claim.</li> <li>v. Current signal coverage, by providing maps showing existing coverage in the area to be serviced by the proposed facilities (including areas outside the City, if applicable). In order to be treated as probative, maps shall be dated, and based on data collected within the prior six months or less, to reflect all facilities installed inside and outside of the City as of the date of the application that may affect coverage.</li> <li>vi. The exact geographic area that would be served by the proposed facility, using coverage maps that describe the distances between the proposed and existing sites that show how the proposed service area fits into and is necessary to each affected wireless service provider’s provision of personal wireless services given existing facilities, and planned or pending modifications or additions to those facilities that that may affect the provision of services.</li> <li>vii. Alternatives considered within and outside the City prior to the submission of the application, including but not limited to alternatives that take advantage of software capabilities or reconfiguration of existing sites; the reason the alternative chosen was selected, and the reason other alternatives were not selected with supporting evidence; and why applicant contends existing sites could not be used to provide service.</li> <li>viii. Provide results of drive tests within the specific geographic areas where an effective prohibition is being claimed. In order to be treated as probative, maps shall be dated, and based on data collected within the prior six months or less, to reflect all facilities installed inside and outside of the City as of the date of the application that may affect coverage. The data shall specify the date and time of the test, the location in longitude and latitude of each point at which signal strength was recorded, and each signal strength recorded for each frequency at which the carrier provides personal wireless services to its customers. The signal strength data shall be provided in a separate table for each frequency. Drive test maps shall be submitted depicting the actual signal strengths recorded during the drive test for each frequency at which the carrier provides personal wireless services to its customers.</li> <li>ix. Provide dropped call records and denial of service records evidencing the number and percentage of calls within which the carrier’s customers were unable to initiate, maintain and conclude the use of the carrier’s personal wireless services without actual loss of service or interruption of service.</li> </ol>	