



CITY OF SAN RAMON

Planning Services Division
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WIRELESS TELECOMMUNICATIONS FACILITIES SUBMITTAL REQUIREMENTS

The following items are required for a complete application. Please review this list with the Planning Services Division to confirm specific requirements and to determine if additional information or other applications are required.

Required Plan Submittal:

- **Plan Sets:** - Three (3) sets of full sized plans (24 in. x 36 in.) collated and folded to 8-1/2 in. x 11 in.;;
- Ten (10) sets of reduced plans (11 in. x 17 in.); and
- One (1) set of reduced plans (8-1/2 in. x 11 in.)
- **Digital Set:** One (1) copy of the submitted plan set in PDF format and photos
- **Scale:** Drawn to a scale of at least 1/8 in. = 1 ft. for architectural plans and 1 in. = 40 ft. for engineering plans
- **All Plans:** Fully dimensioned and include a north arrow, graphic scale, scale bar, site address, and date

Submittal Requirements:

- 1. Application Form.** Include signature(s) and/or a letter from the legal property owner(s) and applicant.
- 2. Copyright Release Form** – completed and signed.
- 3. Application Fee.** See the Planning Services Fee Schedule. We accept cash, credit card (Visa, MasterCard and American Express) or checks (make check payable to City of San Ramon).
- 4. Title Report.** Prepared within the last three months.
- 5. Public Hearing/Meeting Noticing List** (see noticing handout).
- 6. Application Processing Timeline Questionnaire.** Complete and submit with other submittal requirements.
- 7. Written Statement.** Describe in detail the characteristics of the proposed wireless telecommunications facility, including:
 - a) Number, size and location of proposed and existing antennas;

- b) Height of all proposed facilities measured from ground level at the center of proposed structure. In the case of a building/structure-mounted facility, the total height shall include the height of the building/structure on which it is mounted;
 - c) Equipment and/or facility enclosure specifications including type, size, materials and colors;
 - d) Colors and materials of antennas and supporting structures necessary to house or hold the facility;
 - e) A description and specifications of any proposed lighting for the facility;
 - f) A description of any temporary or permanent back-up power sources;
 - g) A written justification of why proposed height and location are necessary and why the height cannot be further reduced;
 - h) A description of the anticipated construction and installation schedule;
 - i) Any other relevant information.
- 8. FCC Compliance.** Documentation verifying compliance with applicable Federal Communications Commission (FCC) standards and requirements to provide the proposed services.
- 9. Radio Frequency (RF) Report.** A Radio Frequency (RF) Report shall meet the following standards:
- a) NIER Professional: A National Institute of Environmental Research (NIER) Professional, experienced in performing environmental measurements of radio frequency exposure and its health effects, shall prepare an RF emission analysis;
 - b) RF Emission Analysis: Include emissions from the proposed wireless telecommunication facility and its equipment in combination with any existing facilities on site. The total combined shall not exceed the current FCC adopted standards for human exposure to RF fields;
 - c) RF Emission Statement: The RF emission analysis shall explicitly state the following:
 - “Operation of the proposed facility in addition to the ambient RF emission levels will not exceed current FCC adopted standards with regard to human exposure as defined by the FCC.”
- 10. Service Network Coverage and/or Capacity Map.** A service network coverage and/or capacity maps shall include the following:

- a) Existing Coverage/Capacity Map: Provide a map of the existing service network coverage within the San Ramon city limit and the sphere of influence.
- b) Proposed Coverage/Capacity Map: Provide a map of the proposed service network coverage for the proposed wireless telecommunications facility within the San Ramon city limit and sphere of influence.
- c) Network Coverage/Capacity Map: Provide a map of the service network coverage by the proposed wireless telecommunications facility and by other wireless telecommunications facilities on the same network.

11. Gap Coverage. Answer the following question and, if applicable, provide further information:

Does the proposed wireless telecommunications facility provide significant new network coverage in an area not already served by the applicant's network?
(Yes/No)

If Yes, provide the following information whether the proposed wireless telecommunications facility is intended to close a "significant gap" in the applicant's network coverage:

- a) Description of Gap Coverage: Provide a detailed description identifying the geographic area of the claimed significant gap.
- b) Definition of Significant Gap: Provide a detailed explanation of the definition of a significant gap.
- c) Weak Signals/Voids in Network Coverage: Does the proposed wireless telecommunications facility intend to improve weak signals or fill a void in network coverage?
- d) "Drive-Test": Provide any "drive-test" data conducted within the claimed significant gap area.
- e) Public Safety Risk: Does the claimed significant gap pose a public safety risk?
- f) Least Intrusive Means: Is the proposed wireless telecommunications facility the least intrusive means to close the claimed significant gap? Explain how.

12. Site Plan. Plan shall be fully dimensioned and drawn at 1 in. = 40 ft. or larger and shall include the following:

- a) Vicinity Map: Show the location and boundaries of the project and adjacent streets (may be on the cover sheet);
- b) Legal boundaries: Indicate the dimensions of the legal boundaries of the property, including easements and right-of-ways;

- c) Buildings, Structures, and Improvements: Include the outside dimensions and use of all existing and proposed buildings, structures, towers, antennas, utility lines, driveways, and parking areas;
 - d) Setbacks: Indicate the setback distance from all property lines to the proposed structure(s);
 - e) Topography: Site topography of areas exceeding 5% slope. Contour lines shall be at a 5-foot interval minimum;
 - f) Grading Specifications: Provide grading specifications for any cuts or fills exceeding 4 ft. in height and/or where 50 cubic yards or more are removed/disturbed on site;
 - g) Signage: A description and specifications of proposed signage (see Zoning Ordinance for sign requirements);
- 13. Floor Plans.** Plans shall be fully dimensioned and drawn at 1/8 in. = 1 ft. or larger scale showing the walls and layout of all proposed equipment locations.
- 14. Building Elevations.** Plans shall be fully dimensioned and drawn at 1/8 in. = 1 ft. or larger scale and shall include the following:
- a) Elevations and Cross-Section: Display topography with all proposed facilities including tower, equipment shelter and existing buildings;
 - b) Height: Building and/or tower height measured from finished grade;
 - c) Height Comparison: Height comparison to any nearby buildings or trees, or other applicable structures and natural landforms part of the site's background and foreground landscape;
 - d) Color and Materials: Specifications of roof, wall, towers and antenna including, but not limited to, materials, colors and dimensions;
 - e) Related Structures: Include any fencing, air conditioning, and lighting locations associated with the application; and
 - f) Rooftop Equipment: Any existing rooftop features such as vents, chimneys, antennas, and mechanical screens or rooms;
- 15. Photo Simulations.** An existing and proposed photo simulation taken from key points as seen from the public right-of-way and as identified by City staff based on an initial consultation. Photo simulations shall clearly label proposed structures. (provide a digital copy to the Planning Services Division)

- 16. Alternative Site Analysis.** If alternative sites have been considered prior to submitting an application for the proposed wireless telecommunications facility, please include the following:
 - a) Alternative Locations: Provide the physical address for each alternative site location the applicant has considered in connection with the proposed wireless telecommunication facility.
 - b) Explanation: Provide a detailed technical explanation as to why each alternative site was disfavored over the proposed wireless telecommunications facility.
 - c) Proposed Location: Is the proposed wireless telecommunication facility the only location within the San Ramon city limits and sphere of influence which can meet the objectives of the project? Please explain.

- 17. Address Assignment.** A unique address shall be assigned for the physical wireless telecommunication facility. An Address Assignment application, with appropriate fees, shall be submitted to the Planning/Community Development Department.

- 18. Additional Items.** Depending upon the specific nature of the request, the Zoning Administrator may waive submittal requirements not applicable to an application or may require additional information to process an application, including, but not limited to the following:
 - a) A landscape plan;
 - b) A report prepared by a certified Arborist;
 - c) A noise impact analysis prepared by an acoustical engineer;
 - d) A story pole or site mock-up;
 - e) A geologic hazard report;
 - f) A biological survey;
