



PLANNING SERVICES DIVISION

2401 Crow Canyon Rd., San Ramon, CA 94583
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**RIGHT-OF-WAY USE PERMIT APPLICATION SUBMITTAL
REQUIREMENTS FOR SMALL WIRELESS FACILITIES AND OTHER
INFRASTRUCTURE DEPLOYMENTS WITHIN THE PUBLIC RIGHTS-
OF-WAY**

(CITY COUNCIL RESOLUTION NO. 2019-087 - SECTION 6 APPLICATION AND REVIEW PROCEDURES)

Purpose:

The following items are required pursuant to City Council Resolution No. 2019-087 for a ROW (Right-of-way) Use Permit application. Please review this list with the Planning Services Division to confirm project specific requirements and to determine if additional information is required.

Required Plan Submittal:

- **Plan Sets:** Three (3) sets of project plans collated and bound on 11 in. x 17 in.; and
- **Digital Set:** One (1) copy of the submitted plan set in PDF format
- **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, site address, and date

Submittal Requirements:

The detailed contents of the required items for filing an ROW Use Permit application shall be consistent with Section 6 (a) of Council Resolution No. 2019-087, which are summarized below:

- 1. Application Form:** The applicant shall submit a complete, duly executed ROW use permit application on the then-current form prepared by the Director
- 2. Planning Application Fee:** See the Planning Services Fee Schedule. We accept cash, credit cards (Visa, MasterCard, and American Express) or checks (make check payable to City of San Ramon).
- 3. Construction Drawings:** The applicant shall submit true and correct construction drawings, prepared, signed and stamped by a licensed or registered engineer.
- 4. Site Survey:** The applicant shall submit a survey prepared, signed and stamped by a licensed or registered engineer.

- 5. Photo Simulations:** The applicant shall 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.
- 6. Project Narrative and Justification:** The applicant shall submit a written statement that explains in plain factual detail whether and why the proposed facility qualifies as a "small wireless facility" as defined by the FCC in 47 C.F.R. § 1.6002(1).
- 7. RF Compliance Report:** The applicant shall submit an RF exposure compliance report that certifies that the proposed small wireless facility, both individually and cumulatively with all other emitters in the vicinity (if any), will comply with applicable federal RF exposure standards and exposure limits.
- 8. 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 small wireless facility proposed in the application.
- 9. Pole License Agreement:** For any small wireless facility proposed to be installed on any structure owned or controlled by the City and located within the public rights-of-way, the applicant shall submit an executed Pole License Agreement on a form prepared by the City that states the terms and conditions for such non-exclusive use by the applicant.
- 10. Title Report and Property Owner's Authorization:** For any small wireless facility proposed to be installed on a support structure not owned or controlled by the City, the applicant must submit a written authorization from the support structure owner(s) that authorizes the applicant to submit and accept a ROW use permit in connection with the subject property
- 11. Acoustic Analysis:** The applicant shall submit an acoustic analysis prepared and certified by a licensed 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.
- 12. Structural Analysis:** The applicant shall submit a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments.
- 13. Copyright Release Form:** Completed and signed