



## WIRELESS FACILITIES

### Submittal Requirements

To submit a **Planning Application for a Wireless Facility** that is not exempt from §6409 email this form and all submittal requirements included below as attached PDF documents or via file share link to [planning@albanyca.org](mailto:planning@albanyca.org). Respective fees will be invoiced and sent to the property owner/applicant once the application has been accepted.

☐ **Planning Application** – including:

- ☐ Detailed Project Description
- ☐ Signed Terms and Conditions of Application (page 2 of application); and
- ☐ Signed Online Posting Consent Form (page 2 of application) or
- ☐ Massing Diagram and Site Plan are prepared for posting as defined in CA Govt. Code Section & CA Govt. Code 65013.5(f)(3)

**Documentation** (you may include in one single PDF document)

- ☐ **Statement of Need** – Detailed narrative on how the proposed project and location of the proposed facility will increase existing service area capacity or extend the service provider's service area to cover any existing gap in service coverage. The narrative shall be quantifiable and verifiable.
- ☐ **Coverage Area** – Identify and describe the coverage area needing improvement. Specify area boundaries using street names or intersections. Provide existing and proposed (existing plus proposed) maps of coverage.
- ☐ **Description of Services** – Provide a description of the services the carrier proposes to offer or provide in conjunction with the proposed site.
- ☐ **For Monopoles only** – A narrative to demonstrate that the proposed facility cannot be placed on an existing building or co-located on an existing monopole or other tower.
- ☐ **Third Party Evaluation Statement** – A statement that the applicant agrees to pay the cost and administrative fees in case the Community Development Director deems it necessary to hire an independent qualified engineering consultant to evaluate any technical aspect of the proposed site, and that the applicant would provide to the engineer any information necessary to perform the evaluation. Proprietary information may need to be provided to the independent qualified engineer following the initial application submittal to verify need for the facility.
- ☐ **Noise Data** – Identify any equipment that may generate noise effects, such as air conditioning equipment, and provide manufacturer noise specifications for proposed equipment and/or noise measurements conducted for similar equipment. Provide a statement that the applicant agrees to pay the cost and administrative fees in case the Community Development Director deems it necessary to hire an independent qualified acoustic consultant to prepare or independently review an acoustic report.
- ☐ **Regulatory Compliance** – Include a written statement explaining if and how the proposed wireless facility application complies with all applicable Federal, State and Local codes and regulations for environmental, fire, flood, seismic and general life and safety protection.

- ❑ **Current Licenses and Approvals** – provide copies of all licenses and approvals required by the Federal Communications Commission (FCC), the California Public Utilities Commission (PUC) and any other agency of the Federal or State government that are applicable to the proposed site.
- ❑ **Radio Frequency Exposure Determination** – provide a report, prepared by an independent licensed engineer that includes engineering calculations and demonstrates that the proposed facility will comply with Federal Communications Commission (FCC) and Occupational Safety and Health Administration (OSHA) requirements for occupational and non-occupational exposure to radio frequency electromagnetic fields.
- ❑ **Photo Simulations** (for new and replacement facilities) – provide before and after photo simulations, and a map depicting where the photos were taken.

**Project plans.** All plans must be fully dimensioned, and include the name of person preparing plans, dates of preparation and revision, project address, graphic scale, north arrow, and legend describing all symbols and notations. Project plans shall include all of the following:

- ❑ **Site Survey** – Prepared and stamped by a licensed surveyor, including:
  - Property lines and lot dimensions
  - Dimensioned setbacks of all structures to nearest property line(s)
- ❑ **Site Plans** – including:
  - Existing and proposed structures, setback dimensions, adjacent properties and structures, right of way/easements and distance of proposed facility from residential uses. Include area of public right-of-way (ROW) between curb and property line along property frontage and indicate location of all street trees, utility boxes and poles, streetlamps, fire hydrants and other improvements within the ROW.
  - Detailed information on the number, type, power rating, frequency range and dimensions of antennas, equipment cabinets or shelters, and related ancillary equipment proposed to be installed.
  - The means used to secure all equipment and antennas to prevent movement or damage as a result of windstorms or earthquakes.
  - Detailed drawings and elevations for antennas and antenna mounts.
  - Detailed information on proposed screening of the site/facility from public view, including designs, distance from property lines and sample exterior materials and colors.
  - Where applicable, a plan showing existing and proposed landscaping, a landscape protection plan for construction, and landscape maintenance plan (including irrigation).
  - Building elevations – Required for projects proposing exterior changes to a building, including all exterior features and openings, finishes and materials, height, finished floor elevations and grade. Where appropriate, show adjacent features such as fences, landscaping, and other buildings and property lines.
  - Warning Signage – Site and elevation plans showing location of warning signage. Detailed information of individual warning signage identifying the name and phone number of a party to contact in event of an emergency shall be included in both in English. Details must include colors, dimensions, material of signage. Where a utility pole or light standard is utilized as a support structure, the signage shall be attached to the base of the pole or

standard.

- Lighting – Include location of all proposed exterior lighting and provide manufacturer light specifications for proposed equipment and/or light intensity measurements conducted for similar equipment. All exterior lighting must meet the performance City's performance standards ([A.M.C. §20.36.020.C](#)).

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- ❑ **Fees** – Planning fees will be invoiced and sent to the property owner/applicant once the application has been reviewed by staff and deemed complete for purposes of submittal. When obtaining more than one planning approval, the full amount for the highest fee will apply and ½ fee will be charged for any other. The application is deemed submitted on the date fees are paid in full.

**Fiscal Year 2024-2025 Planning Fees** (fees subject to change)

• Design Review – Administrative	\$1,592.22	Use Permit by Commission ...	\$2,955.35
• Design Review by Commission	\$3,637.43		
• Variance .....	\$5,455.63	Use Permit – Administrative .....	\$1,364.17

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For information on how to apply for a building permit see

<https://www.albanyca.gov/Departments/Community-Development/Building/Building-Permits>