

ADDITIONAL SUBMITTAL REQUIREMENTS WIRELESS COMMUNICATIONS FACILITIES

The following information is required for the review of wireless communications facilities (WCF) in addition to the [Architectural Review](#) and/or [Conditional Use Permit](#) requirements. See Palo Alto Municipal Code [18.42.110](#) for additional information.

*** For projects subject to Staff Level Architectural Review only that are located within 150' of a residential use or zone, a corresponding 150' radius public notice of the tentative Director's Decision will be mailed out by staff. Applicable fees apply.

<input type="checkbox"/>	Prior to application submittal, the applicant shall meet with City staff to review the project details, subject to applicable fees. Additional pre-application meetings may be required.
<input type="checkbox"/>	Prior to the application submittal, a noticed Community Meeting shall be hosted by the applicant to provide outreach to the neighborhood around the project site; all residents and property owners within 600' of the project site shall be notified of the meeting. Please discuss meeting logistics with planning staff. <i>The community meeting may be waived by the Planning Director based on the project scope.</i>
<input type="checkbox"/>	Detailed statement, including correspondence, documenting efforts to negotiate collocation with existing wireless facilities in the area.
<input type="checkbox"/>	Detailed statement documenting the consideration of alternative project locations.
<input type="checkbox"/>	Detailed statement justifying the need for the tower and/or antenna site, including information such as network design, search ring, and specific site selection criteria.
<input type="checkbox"/>	Radio Frequency Report, prepared by a professional engineer, which discusses and confirms the project's compliance with the FCC regulations. The City may elect to have an outside consultant to perform a peer review of this report at the applicant's expense.
<input type="checkbox"/>	Color copies (three) of service coverage maps with legend and other necessary graphics that demonstrate the need for the proposed tower site (additional copies may be requested).
<input type="checkbox"/>	List of all existing or approved future antenna locations, including the street address, within the City limits. Each site listed should include the type of installation (e.g. roof-mounted, mono-pole, faux tree, etc.).
<input type="checkbox"/>	Submit two copies of the completed " Optional Checklist for Local Governments To Determine Whether a Facility is Categorically Excluded " form (Fire Department shall review).
<input type="checkbox"/>	Statement describing the measures taken to minimize visual impacts of the project (e.g. substantial setback from major roads, trees, stealth design, slim line monopole). Include other proposed site enhancements that the project site will benefit from.
<input type="checkbox"/>	Identify on a location map the distance and location of the nearest residence(s) within 600 feet from the proposed tower or antenna site.
<input type="checkbox"/>	The project's associated Building Permit, Street Work Permit, Utility Permit and/or Public Works Encroachment Permit must be filed prior to the submittal of the WCF planning application. List the permit numbers for these permits: _____

The information identified above must be provided in order to accept the application for review. Additional information may be required upon review of the submitted materials.