



WIRELESS COMMUNICATIONS FACILITIES SUBMITTAL REQUIREMENTS CHECKLIST TIER 1 PROJECT

The following information is required for the review of proposed Tier 1 wireless communications facilities. Tier 1 wireless communications facilities are eligible facilities requests within the meaning of 47 U.S.C. §1455(a), 47 CFR § 1.40001, and Palo Alto Municipal Code [18.42.110](#).

Instructions: Complete all sections applicable to the project. If an item does not apply to the particular project, write “N/A” (not applicable). Where noted, provide information about the particular project and provide supporting documentation on separate sheets of paper where required or as is otherwise necessary. In planning a project and filling out this checklist:

- Measure a change in height: (a) for deployments that are or will be separated horizontally, from the original support structure; and (b) for all others, from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to February 22, 2012.
- The baseline against which to measure or compare any changes is the dimensions that were approved prior to February 22, 2012.

The information identified below must be provided in order to accept the application for review. The submission of an incomplete application may result in rejection of the application or a delay in processing the application.

Project Address: _____

Project Description: _____

Pre-Submittal Requirements	
<input type="checkbox"/>	The applicant shall meet with City staff to review the project details to confirm application type and review process. Please call the Planning Division at 650-329-2442 to request a meeting with a Planner.
Application Requirements	
<input type="checkbox"/>	Project is an Eligible Facilities Request as defined in 18.42.110(b)(5).
For a collocation on a tower not located in the public rights-of-way:	
<input type="checkbox"/>	The height of the tower will increase by _____ (must be less than (1) 10%, or (2) the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet (whichever is greater)).
<input type="checkbox"/>	Any added appurtenance to the body of the tower will protrude from the edge of the tower by _____ (must be less than (1) 20 feet, or (2) the width of the tower at the level of the

	appurtenance (whichever is greater)).
For a collocation on a tower located in the public rights-of-way or on a base station:	
<input type="checkbox"/>	The height of the tower or base station will increase by _____ (must be less than 10% or 10 feet (whichever is greater)).
<input type="checkbox"/>	Any added appurtenance to the body of the tower or base station will protrude from the edge of that structure by _____ (must be less than 6 feet).
<input type="checkbox"/>	Any ground cabinets to be installed are _____ in size (must be less than 10% larger in height or overall volume than any other ground cabinets associated with the tower or base station). Provide cabinet dimensions on plans.
<input type="checkbox"/>	There will be _____ new equipment cabinets installed on the ground (if there is no pre-existing ground cabinet associated with the tower or base station, no new equipment cabinets may be installed on the ground). Provide cabinet dimensions on plans.
For all applications:	
<input type="checkbox"/>	The number of equipment cabinets for the technology involved is _____ (must not exceed the standard number of _____ new equipment cabinets for the technology involved or be more than 4 cabinets).
<input type="checkbox"/>	There is no excavation or deployment outside of the current site of the tower or base station.
<input type="checkbox"/>	The proposed modification does not defeat the preexisting concealment/camouflage elements of the tower or base station.
<input type="checkbox"/>	The proposed modification complies with the conditions associated with the prior siting approval of construction or modification of the tower or base station (unless the non-compliance is due to an increase in height, increase in width, addition of cabinets, or new excavation that is otherwise in compliance with Section 18.42.110).
Submittal Requirements	
<input type="checkbox"/>	Planning Application Form . Items 1-5 completed and property owner has signed form.
<input type="checkbox"/>	<p>Seven copies of reduced-size (maximum 18" x 24") plan set, which includes but not limited to:</p> <ul style="list-style-type: none"> • Detailed Site Plan of Project Area: showing existing conditions and proposed changes <ul style="list-style-type: none"> ___ Show property line / entire parcel ___ Scale (1/8 inch minimum) ___ North arrow (orient all sheets in the same directions) ___ Dimensioned property lines ___ Any underlining lot lines ___ Footprint of all buildings and structures on the site ___ Dimensioned parking area, driveways, and sidewalks ___ Zoning setback lines (including Stanford setback lines if applicable) ___ Existing and proposed signs ___ Light fixtures, bicycle parking, trash and recycling (including proposed containers or related equipment), enclosures, fences ___ Improvements in the public right-of-way, including streets, curbs, sidewalks and street trees within 30 feet of the property ___ Underground utilities (sewer, gas, electric, water)

	<ul style="list-style-type: none"> <input type="checkbox"/> Location of backflow preventers, above-ground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc. <input type="checkbox"/> Any easements or encumbrances across the property <input type="checkbox"/> Creeks or waterways on or adjacent to the property, indicate 'top of bank'. <input type="checkbox"/> Tree location, species, size, dripline area, including trees located on neighboring property that overhang the project site, consistent with the city Tree Technical Manual, Section 1.28 • Building/ Project Elevations: show existing conditions to remain and proposed changes <ul style="list-style-type: none"> <input type="checkbox"/> Elevations of all sides of the buildings/ project <input type="checkbox"/> Outlines of adjacent buildings/ project <input type="checkbox"/> Height limit, daylight plane of the buildings/ project <input type="checkbox"/> All window, door, eaves, skylights, chimneys, rain water leaders, roof equipment and screens, and other appurtenances on the building exterior <input type="checkbox"/> Type, finish, material, and color of all surfaces <input type="checkbox"/> All signs and lighting on the building • Sections: <ul style="list-style-type: none"> <input type="checkbox"/> Provide illustrative wall section from parapet to foundation showing foundation, wall, windows, and doors, parapet, cornice, eave, roof (drawing should be at a minimum 1/2" = 1' scale) <input type="checkbox"/> Provide other details as needed • Landscape Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Statement of Design Intent: written statement outlining the concept of the landscape design <input type="checkbox"/> Show common usable open space and private open space dimensioned <input type="checkbox"/> Schematic Landscape Plan <ol style="list-style-type: none"> a. Trees and vegetation to be removed, retained, and planted b. Location, species, quantities, and size of all proposed plant materials (plant list) <ul style="list-style-type: none"> <input type="checkbox"/> Tentative plant list <input type="checkbox"/> Fences, trellises, pots, etc. <input type="checkbox"/> Trash enclosures, bicycle enclosures, etc. (must be screened with shrubbery) <input type="checkbox"/> Location of backflow preventers, electrical utilities, etc <input type="checkbox"/> Drainage plan to conform with the Storm Water Pollution Prevention Plan (SWPPP), (contact Public Works Engineering (650) 329-2151 for requirements) (The final planting and irrigation plan must be approved by Planning and Utilities Marketing prior to building permit approval) • Schematic details: <p>Appropriate architectural details to indicate the quality and nature of the design, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details showing how adjacent, dissimilar materials connect. Examples include: siding to windows, siding to roofs and parapets, eaves, railings, corners, connections to existing structures <input type="checkbox"/> Details showing attachments to buildings, when these occur (such as railings and awnings) <input type="checkbox"/> Details of proposed landscape elements (fences, trellises, trash enclosures, bicycle enclosures, etc.). • Photo Simulation: showing project with existing context and site condition • 3-Dimensional images: massing model, axonometric or perspective drawings from the most visible locations. 3D images may be physical models, hand drawings, or computer
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	generated.
<input type="checkbox"/>	USB flash drive or CD-ROM containing proposed site plan, elevations and perspectives. The plans shall be PDF format for posting on the City's website. The file should be generally 4-6 pages in total, and optimized for printing to 11 inch by 17 inch paper. Revised and final electronic plan sets shall be provided as needed.
<input type="checkbox"/>	Two copies of 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 perform a peer review of this report at the applicant's expense.
<input type="checkbox"/>	Two copies of the completed FCC – Local and State Government Advisory Committee " Optional Checklist for Local Governments To Determine Whether a Facility is Categorically Excluded " form (Fire Department shall review).
<input type="checkbox"/>	Seven copies of Detailed Statement describing: <ul style="list-style-type: none"> • The scope of work to be done; • The justification of how the project is qualified as a Tier 1 project; • The existing and proposed use; • The purpose of the proposed changes; • 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 will benefit the project site.
<input type="checkbox"/>	Two copies of Hazardous Materials Disclosure Checklist .
<input type="checkbox"/>	Applicable fee .
<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 Tier 1 planning application. List the permit numbers for these permits: _____
<input type="checkbox"/>	If this project is an amendment of existing planning entitlement(s), provide existing application(s) numbers: _____

Certification Under Penalty of Perjury

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____(date) at _____ (location), California.

Name (print): _____

Signature: _____

Relationship to the Applicant of Record: _____

Appointments are required to submit all applications. Please call the Planning Division at (650) 329-2442 to make your submittal appointment.