



CITY OF  
**PALO  
ALTO**

**TIER 2 WIRELESS COMMUNICATIONS FACILITIES  
PROPOSED FOR THE PUBLIC RIGHT-OF-WAY  
APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST**

In-person appointments are required to submit all applications. Appointments can be scheduled by calling the Planning Division at (650) 329-2442 or scheduled in-person at the City’s Development Center, located at 285 Hamilton Avenue.

The following information is required for the review of Tier 2 Wireless Communications Facilities (WCF) as defined in Palo Alto Municipal Code [18.42.110](#) and proposed for location in the public right-of-way.

**Instructions:** Complete and submit all items listed in the checklist below that are applicable to the application. The information identified below must be provided in order to accept the application as complete for review. If an item does not apply, write “N/A” (not applicable). The Planning Department is available to answer applicant questions in advance of application submittal and can be contacted at 650-329-2442.

**Project Location(s)/Address(es):** \_\_\_\_\_

**Project Description (include Applicant name and Carrier name):** \_\_\_\_\_

<b>Application Basic Information</b> (Please circle the applicable response):	
Y, N, or N/A	Materials contain more than one wireless communication facility and the applications are batched.
Y, N, or N/A	Materials show one or more wireless communication facility designs that meet all of the City’s rules, regulations, and Objective Standards ( <b>Refer to City Council Action on December 16, 2019</b> ).
Y, N, or N/A	Materials request one or more WCF exception requests to the City’s rules, regulations, or Objective Standards.
Y, N, or N/A	Materials show one or more wireless communication facilities that qualify as a “small wireless facility,” as defined by any valid regulations adopted by the FCC.
Y, N, or N/A	Materials show one or more wireless communication facilities that <u>do not</u> qualify as a “small wireless facility,” as defined by any valid regulations adopted by the FCC.
Y, N, or N/A	Materials show one or more wireless communication facilities that are subject to the applicant’s Master License Agreement.
Y, N, or N/A	Materials show one or more wireless communication facilities that <u>are not</u> subject to a Master License Agreement.
<b>Application Submittal Requirements:</b> Additional copies of application materials may be required if the application is referred after intake for review by the Architectural Review Board, City Council, Responsible Agency, or other reviewing body.	
<input type="checkbox"/>	<b>Application Forms.</b> Per PAMC Section 18.42.110(d) and PAMC Section 18.42.110(e), all required application forms and required application materials necessary to initiate and process all entitlement and all permit reviews and decisions shall be submitted so that they can be processed concurrently. Application forms include the <a href="#">Planning Application</a> with original wet signatures of the applicant and property owner(s). The Planning Application Number will be assigned at application intake. Copies of <u>completed</u> additional application forms are also required, as applicable, including but not limited to: <a href="#">Building Permit Application</a> , <a href="#">Excavating and Grading Permit Application</a> , <a href="#">Electrical or Other Utilities Permit Application</a> , <a href="#">Street Work Permit Application</a> ,

	<p><a href="#">Insurance Certificate</a>, and/or an <a href="#">Encroachment Permit Application</a>. A Master License Agreement Exhibit (commonly referred to as Exhibit G) and a Utility Map Request will have likely been submitted to the City’s Utilities Department as part of the applicant team gathering information necessary to investigate siting and prepare project plans and do not constitute entitlement or permit filing.</p> <p><b>List the numbers and dates submitted for each applicable application and permit:</b></p> <ul style="list-style-type: none"> <li>• Planning Application Number &amp; Date Submitted: _____</li> <li>• Building Permit Application Number &amp; Date Submitted: _____</li> <li>• Excavation and Grading Permit Application Number &amp; Date Submitted: _____</li> <li>• Street Work Permit Application Number &amp; Date Submitted: _____</li> <li>• Encroachment Permit Application Number &amp; Date Submitted: _____</li> <li>• Insurance Certificate Submittal Information &amp; Date Submitted: _____</li> <li>• Electrical Permit Application Number &amp; Date Submitted: _____</li> <li>• Other Application Number(s) &amp; Date(s) Submitted: _____</li> <li>• Master License Agreement Exhibit Tracking Information &amp; Date Submitted: _____</li> <li>• Utility Map Request Form Tracking Information &amp; Date Submitted: _____</li> </ul>
<input type="checkbox"/>	<p><b>One (1) hardcopy of this TIER 2 WIRELESS COMMUNICATIONS FACILITIES PROPOSED FOR THE PUBLIC RIGHT-OF-WAY APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST</b> completed and signed.</p>
<input type="checkbox"/>	<p><b>One (1) hardcopy of the <a href="#">Cost Recovery Form</a></b> with original wet signature of applicant. A signed cost recovery agreement may substitute for the cost recovery form.</p>
<input type="checkbox"/>	<p><b>Application Fees/Deposits.</b> Application submittal fees/deposits shall be invoiced and submitted during application intake. For batched applications, an invoice shall be prepared and the fees/deposits paid for each proposed location, unless the applicant coordinates with the City to prepare a mutually agreed upon separate cost recovery agreement. Consistent with the City’s Municipal Fee Schedule, a separate deposit(s) may also be necessary to submit after application intake to cover the cost of the City’s use of consultants to conduct independent review of application material(s) and/or serve as an extension of staff to conduct application reviews.</p>
<input type="checkbox"/>	<p><b>Application numbers</b> for any existing and/or approved wireless communication facilities at the proposed location and/or within 1,500 feet of the proposed WCF location on either public or private property:</p> <p>_____</p>
<input type="checkbox"/>	<p><b>One (1) electronic copy of all application materials</b> listed in this checklist.</p>
<input type="checkbox"/>	<p><b>Three (3) hardcopies of a Radio Frequency Report</b>, prepared by a professional engineer, that discusses and confirms the wireless communication facility planned compliance with the FCC regulations. The report shall include a list of the proposed equipment models, frequency bands, power, azimuths, minimum and maximum downtilts, distances to ground and adjacent single and multiple-story buildings, clarification if there are any other nearby wireless facilities considered as part of the analysis of cumulative conditions, a description of the standards, equations, and other methodology utilized, color maps and/or statements of distances and zones for public and occupational exclusion and/or exposure limits, and required signage and any other measures necessary for the facility to operate in compliance with FCC standards. The City may elect to have an outside consultant to perform a peer review of this report at the applicant's expense.</p>
<input type="checkbox"/>	<p><b>One (1) hardcopy of the manufacturer’s specifications</b> for proposed equipment, including power operations and noise generation information.</p>
<input type="checkbox"/>	<p><b>Three (3) color hardcopies of existing and proposed coverage and capacity maps</b> with a legend and other graphics that describe the goals for the proposed wireless communication facility.</p>
<input type="checkbox"/>	<p><b>Three (3) hardcopies of the completed <a href="#">“A Local Government Official’s Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance - APPENDIX A Optional</a></b></p>

	<b><u>Checklist for Local Government To Determine Whether a Facility is Categorically Excluded</u></b> ” form.
<input type="checkbox"/>	<b>Three (3) hardcopies of the completed “HAZARDOUS MATERIALS DISCLOSURE CHECKLIST”</b> form.
<input type="checkbox"/>	<b>Three (3) hardcopies of the completed “ENVIRONMENTAL IMPACT ASSESSMENT WORKSHEET”</b> form.
<input type="checkbox"/>	<b>One (1) hardcopy of a list of all of the carrier’s existing or entitled antenna locations</b> , including the street address and latitude/longitude coordinates, within the City limits. Each site listed should include the type of installation (e.g. roof-mounted, monopole, faux tree, etc.).
<input type="checkbox"/>	<b>One (1) color hardcopy of the location map</b> from the project plans printed on 11” x 17” paper.
<input type="checkbox"/>	<b>One (1) color and materials board</b> including samples of actual colors and materials mounted on 8” x 14” foam board to be retained by the city as part of the permanent file.
<input type="checkbox"/>	<b>Three (3) hardcopies of a Tree Protection Report (TPR) and arborist assessment.</b> Report shall be required for any new facility or construction within the tree protection zone (TPZ) of a protected and/or designated tree, and may be required for others, including street trees as deemed necessary by the City Arborist. The report shall be consistent with the City Tree Technical Manual and shall be prepared by an ISA certified Arborist. See Overview of Regulated Trees. If required, this report shall also be incorporated into the project plans.
<input type="checkbox"/>	<p><b>Twelve (12) color hardcopies of a project description</b> that includes the following information, at minimum:</p> <ul style="list-style-type: none"> <li>• the existing and proposed use at the proposed location,</li> <li>• the proposed wireless carrier,</li> <li>• the purpose and goals for the wireless facility (e.g. network design, frequency bands, new technology use),</li> <li>• the proposed scope of work, including work above and below ground,</li> <li>• the dimensions and volume of the antenna and the dimensions and volume of other additional equipment and the overall facility,</li> <li>• the efforts taken to minimize visual impacts of the proposed design (e.g. substantial setback from major roads, presence of trees, stealth design, slim line monopole, reducing the number of proposed facilities, increasing distances from nearby windows and other openings; placing some equipment in an underground vault, avoidance of scenic corridors or gateways, avoidance of nearby historic buildings),</li> <li>• map and the pole numbers for the alternative project locations considered, including in regard to network design, search ring/polygons, and specific site selection criteria, as well as a description of the reasons why these alternatives were not selected as the WCF proposed,</li> <li>• graphic portrayal and description of the proposed design and the alternative designs considered,</li> <li>• the efforts to locate at existing wireless facilities,</li> <li>• the basis of how the project qualifies as a Tier 2 WCF under PAMC Section 18.42.110,</li> <li>• identification of the underlying Master License Agreement, if any,</li> <li>• statement that clarifies if the application materials contain more than one wireless communication facility,</li> <li>• statement that clarifies that either the application materials show one or more wireless communication facilities that meet all of the City’s rules, regulations, and Objective Standards or a detailed statement detailing any and all requested WCF exceptions to any of the City’s rules, regulations, or Objective Standards (See PAMC Section 18.42.110(k) for more information on requesting exceptions. The WCF exception(s) must satisfy the requirements of PAMC Section 18.42.110(k) and demonstrate why the rule, regulation, or Objective Standard is infeasible),</li> </ul>

	<ul style="list-style-type: none"> <li>• clarification of the materials, colors, and construction methods to be used,</li> <li>• clarification if one or more wireless communication facilities will generate any noise,</li> <li>• clarification on how any future expansion, including the addition of 5G equipment if not currently proposed, would be designed in accordance with applicable laws and the City’s Objective Standards,</li> <li>• list of all wireless communication facilities proposed in application, including the applicant site identification number, closest adjacent APN, address of closest adjacent APN, existing zoning district, existing underground utility district number (if any), existing pole number, existing pole height, proposed pole height with facility, and proposed color of facility.</li> </ul>
<input type="checkbox"/>	<p><b>Twelve (12) hardcopies of a reduced-size (minimum of 11” x 17” and maximum 18” x 24”) set of bound project plans</b> that include a north arrow, a graphic scale, and a notation of the drawing scale as either at 1/8” or 1/4” scale. All sheets shall be oriented in the same direction. Plans shall be legible and internally consistent. Plans shall include all information necessary for permitting and construction, as they will be the same plans submitted for Electrical permits, Street Work Permits, and/or Encroachment Permits. Applicants are encouraged to provide additional information where helpful.</p> <p><b>Project data and site information</b> listing the wireless communication facility(ties) proposed in the application, applicant site identification number(s), latitude/longitude coordinates, elevation(s), closest adjacent parcels, address(es) of closest adjacent parcels, historic status of closest adjacent parcels, roadway type at the proposed location (expressway, arterial, residential arterial, collector, or local roadway), existing zoning district(s), existing underground utility district number (if any), existing pole number(s), and a brief description of work.</p> <p><b>Vicinity map</b> showing the location of the proposed wireless communication facility within the City of Palo Alto.</p> <p><b>Location map</b> showing north arrow, scale, parcel lines, and the distance and location of scenic routes, residence(s), schools, and other WCF facilities within 600 feet of the proposed wireless communication facility.</p> <p><b>Stamped and signed site survey</b> of the wireless communication facility site area and pole completed within the last 12 months serving as the basis for other plan sheets.</p> <p><b>Stamped and signed structural/loading calculations</b> completed for the proposed wireless communication facility design.</p> <p><b>Separate and detailed existing and proposed site/landscape/utility plans</b> of the wireless communication facility site area including the following information:</p> <ul style="list-style-type: none"> <li>• North arrow (orient all sheets in the same direction),</li> <li>• Scale (1/8 minimum),</li> <li>• Dimensioned property lines and location of the right of way, including streets, paths, curb lines, sidewalks, planting strips, driveways, curb cuts, and utility lines,</li> <li>• Dimensioned residential zone of exclusion area, if the WCF is proposed in a residential zoning district,</li> <li>• Existing and proposed above ground and underground site improvements in the right-of-way within 50 feet of the proposed wireless communication facility, including signs, light fixtures, bicycle parking, trash and recycling (including proposed containers or related equipment), enclosures, fences, backflow preventers, above-ground electrical utilities,</li> </ul>

boxes, transformers, meter mains, fire standpipes, vaults, underground utilities (sewer, gas, electric, water), communication facilities (fiber optic, conduit and any other facilities), and similar. (Applicants must submit a Utility Map Request form in order to receive existing underground utilities information),

- Easements, encumbrances, and/or roadway special setback lines,
- Proposed species and size for any new trees and the location, species, size, dripline area, and any necessary tree protection zone (TPZ) for all existing trees within 50 feet of the site area, including trees on neighboring properties that overhang the wireless communication facility site area. Dimension the distance from trees to the work area when the tree is located closer than 10' to proposed construction,
- Footprint of all buildings and structures on adjacent parcels with distances from the proposed WCF indicated,
- Creeks or waterways on or adjacent to the site,
- Azimuth direction(s),
- Distance to closest habitable/occupied structure for each azimuth proposed or distance to closest habitable/occupied structures in each direction if an omni-directional antenna is proposed,
- Pole quadrants showing proposed and existing risers, location of climbing space and/or working space and location of proposed and existing attached equipment,
- Single line diagram, equipment grounding diagrams, and panel schedule,
- Plan showing all proposed conduits or substructures, location of directional bores, receiving and exit pits indicated, size(s) of bore pits, boring profiles at utility crossings, location, size and extent of trenching, location and size of potholing, and volume of soil to be disturbed in cubic feet.

**Additional information** to include in project plans:

- Information necessary to determine GO 95 compliance,
- Model number and manufacturer dimensioned diagrams of proposed equipment, mounting brackets, shrouding, underground vaults and associated equipment,
- Manufacturer's pole specifications, decorative features (if any) and details,
- Equipment volume information summary with dimensioned front and side elevations that can be used to confirm equipment volume.

**Project elevations, sections, and schematic details:**

- Elevations showing all existing conditions, including all existing pole features and attachments and all proposed pole features and attachments. Elevations shall include all sides of the wireless communication facility, all existing and proposed signage and lighting, notation of grade elevation from where the maximum height is measured, notations of the type, colors, materials and finish for all project elements, notations of the height and dimensions for all project elements, and notations of the point of service for power, fiber, and similar,
- Illustrative vertical section including foundation to maximum height in context with surrounding site features, such as curb lines, sidewalks, electrical lines, communication lines, landscaping features, trees, and underground structures (drawing should be at a minimum of  $\frac{1}{2}'' = 1'$  scale),
- Illustrative horizontal section(s) showing the attachments and clearances for equipment and conduit mounted to pole(s),
- Schematic details demonstrating the quality and nature of the wireless communication facility design and code compliance of the design, including details of structural

	<p>connections and attachments and the aesthetic details of how adjacent, dissimilar materials connect. Examples include: mounting of the equipment to poles and wires and cabling behind shrouds or internal to the pole,</p> <ul style="list-style-type: none"> <li>• Details, colors, and text of all new safety, power disconnect, and other signage and location/method of attachment.</li> </ul> <p><b>Color photographs:</b> Photos of the existing site showing the relationship of the proposed wireless communication facility to adjacent buildings and to the neighborhood.</p> <p><b>Color visual simulation(s):</b> Visual simulations prepared to scale comparing existing and proposed conditions and context utilizing views consistent with the existing and proposed elevations.</p> <p><b>Lighting plan</b> (if any changes to existing lighting are proposed or required) showing photometric drawings including foot-candle numbers and catalog cut sheets of proposed exterior fixtures.</p> <p><b>Urban Forestry Division Standard Tree Protection Plan Sheet (T-1)</b> filled out and signed by the property owner or applicant. When required, include completed Tree Protection Report(s) as Sheet T-2 and T-3.</p> <p><b>Current City Standard Specifications sheets:</b> <a href="#">DWGs 401, 402, 403, 404, and 405</a>.</p> <p><b>Standard Public Works Engineering Services Standard Sheets</b> (<a href="#">Stormwater Pollution Prevention</a> and <a href="#">Standard Conditions</a>).</p> <p><a href="#">Traffic Logistics and Control Plan</a>.</p>
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**Does Applicant seek an exception from any of the City’s rules, regulations, or Objective Standards applicable to the application?**

Yes       No

*(If “Yes,” provide a description of the specific exceptions sought and the manner in which the application complies with all applicable rules, regulations, and Objective Standards to the greatest extent feasible.)*

**Does Applicant allege that strict application on a City rule, regulation, or Objective Standard or failure to approve this application will violate preemptive state or federal law?**

Yes       No

*(If “Yes,” provide all documentation to support allegation.)*

**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:** \_\_\_\_\_

**Please coordinate with Planning staff regarding the following items:**

- **One (1) hardcopy and one (1) electronic copy of a Community Meeting notice and affidavit** containing proof that the applicant noticed and hosted the community meeting and a summary of comments received at the community meeting and what, if any, changes were made to the application as a result of the meeting, per PAMC Section 18.42.100(d)(7). This item may be submitted up to 15 days after initial application submittal.
- **One (1) electronic copy of photos showing notice board sign installation.** During the intake appointment, the applicant will receive a notice board sign from the City for each proposed wireless communication facility location. The applicant shall affix a site plan, elevation, and streetscape image of the proposed wireless facility design to the notice board sign. The notice board sign shall be prominently displayed so that it can be viewed from the sidewalk or elsewhere in the public right of way and shall remain in place until any entitlement decision is effective. Photographs of the notice board sign installed at the proposed location shall be submitted to the City within three (3) days of application submittal.