



City of San Clemente Planning Division

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WIRELESS PERMIT APPLICATION INSTRUCTIONS

These instructions are intended to help applicants complete the application for Wireless Permits under SCMC 17.16.075 for small cell facilities.

This Packet Includes:

- Application form
- Application supplement
- Notification Certification Template
- Standard Conditions of Approval

Please reference the Design and Development Standards for Small Cell Facilities available on the City's website to ensure your project complies with these standards.

Application Procedure:

- *Batching.* Up to five facilities may be requested on one Wireless Permit Application. Each of the facilities must be substantially the same type (e.g. lightpole), same location type (e.g. right of way), same design (e.g. pole top mounted with no ground equipment) to be included in a batch. Once batched the facilities are considered one application and will be considered together unless the applicant submits revised application materials withdrawing one or more facilities from the batch application.
- *Number of applications.* Any individual applicant or associated applicant shall not submit more than two applications, or up to 10 facilities, whichever is greater, during any 60-day period.
- *Pre-application meeting.* Pre-application meetings are encouraged, but not required. They can be scheduled on regular business days from 7:30 – 12:30 and 2:30-5:30 Monday – Thursday.
- *Application filing.* Applications shall be filed in-person. An appointment is required to submit Wireless Permit Applications. Appointments can be scheduled on regular business days from 7:30a.m.-12:30p.m. and 2:30p.m.-5:30p.m. Monday – Thursday. Appointments for Wireless Permit submittal will not be scheduled the week before the City's winter furlough. Applications must contain all information required in the application materials, or they will not be accepted.
- *Re-submittals.* Re-submittals of modified materials are only accepted in person. An appointment for re-submittal is required with the assigned project planner to re-submit application materials. If the project planner is unavailable for such time that it would be considered an effective prohibition of service for the applicant to wait, a re-submittal appointment will be scheduled with an alternate planner. Re-submittal appointments can be scheduled on regular business days from 7:30a.m.-12:30p.m. and 2:30p.m.-5:30p.m. Monday – Thursday. Re-submittal appointments will not be scheduled the week before the City's winter furlough. If the application was deemed incomplete, resubmittals must contain all information requested in the incomplete letter, or they will not be accepted.

Application Requirements:

The following are required for each application:

- Completed Small Cell Application Form. Form must be signed. Please ensure all requested information is provided. Incomplete forms will not be accepted.
- Application Supplement Form. Incomplete forms will not be accepted.
- Application Fee
- Letter of Authorization from Property Owner (for non-ROW applications)
- Letter of Authorization from Wireless Carrier, if applicable
- For each facility requested the following additional materials are required:
 - Three sets of project plans (24" x 36"). Project plans must be drawn to a standard Architect or Engineer scale.
 - Photosimulations. Photosimulations must show the site from at least three perspectives and contain accurate, current photographs and a photographic location map/key.
 - RF Exposure Compliance Analysis. Demonstrating full compliance with all FCC RF exposure limitations.
 - Coverage/Service Maps. Maps should demonstrate service levels with and without the proposed facility. Maps should include the location and expected service of other approved (but not yet constructed/operational) or proposed facilities in the vicinity.
 - Project Narrative. Narrative with supporting data describing the need for the proposed facility, including what the service goal is and how this service goal cannot be achieved without the proposed facility. If an exception to any of the standards for small cell facilities is requested, please include this discussion in the narrative. If an exception to stealthing or design criteria is requested, please discuss how strict application of the standards would prevent the deployment of the service and, if available, provide at least three design/stealthing alternatives.
 - Alternatives analysis. Applicant must provide an analysis of at least three alternative locations within 500 feet of the proposed site.
 - USB Drive or Disk containing one PFD copy of each of the above (plans, sims, RF analysis, coverage maps, narrative, alternatives analysis, exception request). Please follow a naming convention for each PDF that makes clear what each document is.
 - Notification Materials. A radius map, mailing list, and four sets of addressed, stamped envelopes (with the City of San Clemente as the return address) for all property owners within a 500-foot radius of the subject site. Include the attached Notification Certification or other similar certification.



Application _____

CITY OF SAN CLEMENTE

Wireless Permit Application (Small Cells)

Applicant

Name: _____

Phone: _____ Email: _____

Project

General Project Description: _____

Type of Facility (i.e. streetlight, utility pole, building, etc): _____

Attach a list of facilities to be permitted. See instructions for inclusion. Each Wireless Facility Permit Application may contain up to five (5) facilities.

List Attached

Is an exception requested for any facility(ies) in this application? No Yes

If yes, please attach a brief description of the exception(s) requested. Description attached

Please submit the following:

- Application Supplement form
- Application Fee: _____
- Letter of Authorization from Property Owner (for non-ROW applications)
- Letter of Authorization from Wireless Carrier

For each facility submit the following:

- Three Sets of Project Plans (24" x 36")
- Photosimulations
- RF Compliance Analysis
- Coverage/Service maps (see instructions)
- Project Narrative (see instructions)
- Alternatives Analysis (see instructions)
- Thumb Drive or Disk of Files (see instructions)
- Noticing Materials (see instructions)

APPLICANT'S CERTIFICATION

As the Applicant/Representative for the Applicant, I acknowledge that the above information and supporting documents are, to the best of my knowledge, an accurate and complete representation of the proposed project. I understand that the City of San Clemente will rely on my responses to evaluate whether to process this application in accordance with the Municipal Code and FCC regulations and I acknowledge that any inaccuracies may result in the application being deemed incomplete or disapproved.

Applicant Name: _____ **Company:** _____

Signature: _____ **Date:** _____

**CITY OF SAN CLEMENTE
APPLICATION FORM SUPPLEMENT FOR
WIRELESS PERMITS (Small Cells)**

1. Purpose of Wireless Facility(ies)

Is (are) the proposed wireless communications facility(ies) to be used for the provision of “personal wireless services” as defined by 47 U.S.C. Section 332(c)(7)(C)(i) on a sole or comingled basis?

No. Specify the type(s) of wireless communications services to be provided using the proposed facility(ies): _____

Yes. Specify the type(s) of personal wireless services: _____

2. Type of Application

Please check the applicable box and provide the information required below as an attachment to this Application, along with a written explanation identifying the facts relied upon to support the claimed treatment.

Collocation – Small Cell Facility (Existing Structure). Applicant asserts that the application is being submitted for approval of a Collocation of a Small Wireless Facility, that is, the proposed facility both meets the definition of “small wireless facility” and is a “collocation” (both as defined by 47 C.F.R. § 1.6002). Replacements of existing structures are not “collocations”. ***The applicable FCC shot clock is sixty (60) days.***

Small Cell Facility (New Structure). Applicant asserts that the application is being submitted for approval to deploy a Small Wireless Facility(ies) (as defined by 47 C.F.R. § 1.6002(l)) involving placement of a new structure(s). Replacements of existing structures are considered new structures. ***The applicable FCC shot clock is ninety (90) days.***

3. Authorization to Use Existing Structure Owned by Third Party

a) Is (are) the proposed wireless facility(ies) to be attached to a structure(s) owned or controlled by a third party (not the owner of the proposed wireless facility(ies))?

No. If no, skip to number 4, below.

Yes. If yes, Continue to letter b)

b) If the answer to a) was yes, identify the owner as one of the following:

- Other: _____ (insert name). If Other, provide a copy of the authorization or license to use the structure. Skip to number 4, below.
 - The City. If the City, continue to letter c)
- c) If you selected the City, select one of the following:
- I have a master license or other agreement with the City for use of the facility. [If you check this box, provide the document.]
 - I have no license or other agreement, but I am applying/have applied for one. [If you check this box, the application must be provided, along with payment or proof of payment of required fees.]
 - I have no license or other agreement, and have not applied for a license or other agreement. By checking this box and signing below, you acknowledge and agree that the permit applied for is not a substitute for a license or other agreement to use the City facility, and if you have no license or other agreement with the City at the time that an approval of this permit is granted, such approval may be conditioned on you applying for, or otherwise obtaining separately, that license or other agreement with the City. Further, you waive the right to claim that any FCC shot clock applies to your request for the license or other agreement.¹

Agreed: _____

4. Other Permits Required

- a) Based on the work proposed in connection with this project, identify any and all additional permits, approvals, or agreements (“Ancillary Permissions”) that will be required for any work within the boundaries of the City in order to deploy the wireless facilities which you contend must be issued (absent agreement or exceptional circumstances) no later than by the same time the City must take action on the wireless application. It is your responsibility to review Code and policies and other state or FCC regulations applicable to the deployment of the wireless facility within the City and identify every Ancillary Permission that will be sought in conjunction with that deployment. The failure to conduct the investigation and to accurately identify all Ancillary Permissions may be grounds for denying the application or for declaring it incomplete. For example, if the wireless facility would be placed on a structure where historical review would be required at the state, federal or local level, the applications required for that review must be identified. Please check whether the work proposed will require:

¹We encourage informal discussions with respect to use of City-owned or -controlled facilities prior to filing an application.

- a) ___ Encroachment Permit
 - b) ___ Building Permit
 - c) ___ Traffic Control Permit
 - d) ___ Excavation Permit
 - e) ___ Coastal Development Permit
 - f) ___ Other(s). Identify: _____
-

Alternatively, rather than identifying all Ancillary Permissions now, you may agree as follows by signing below: "I agree that, except for those applications identified and submitted in response to Question 3 (below) separately for any and all required Ancillary Permissions; any deadlines for action on any Ancillary Permissions will run from the date of those applications, and not from the date of this application; and that no work may be undertaken should this wireless application be granted, or granted subject to conditions, until and unless the same are obtained."

Agreed: _____

- b) Please provide an attachment that identifies that Ancillary Permission you seek now, and with respect to that Ancillary Permission, include the following completed checklist:
 - I have the required permit. [If you check this box, attached the required permit.]
 - I have no permit, but I am applying or have applied for one. [If you check this box, the application must be provided and all fees or proof of fee payment provided.]