



TOWN OF SAN ANSELMO
PLANNING DEPARTMENT
 Phone: (415) 258-4617
 planning@townofsananselmo.org

Wireless Facilities Permit Application Checklist

INSTRUCTIONS:

Applicants must submit this completed Application Cover Page and this Application Checklist, together with all information and materials required in the Application Guidelines at the Planning Department website:

<https://www.townofsananselmo.org/1180/Application-Forms> through "Click Here to Apply for a Project." Town staff may deem the application incomplete if the applicant fails to include any required information or materials. **All starred (*) items in the checklist below are not required for a Section 6409 Approval. All items marked with an obelisk (†) are not required for an Emergency Standby Generator Approval.**

Applicant:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____
 E-mail: _____

Applicant or Authorized Representative's Signature:

Under penalty of perjury, the undersigned certifies on behalf of itself and the applicant that all statements, information, representations, disclosures, documents and plans submitted in this application, including but not limited to any supplements in this application, are true, correct and complete to the best of the undersigned's ability and knowledge.

Printed Name: _____ Date: _____

Proposed Site Location and Description:

Proposed Project Address: _____
 Project Description: _____
 Pole number for the streetlight or pole (if applicable): _____

Small Wireless Facility Batched Application: Yes No

If batched, number of applications in batch is: _____

Applicant's Request:

- USE PERMIT**
- SECTION 6409 APPROVAL**
- EMERGENCY STANDBY GENERATOR APPROVAL**
- OTHER** (describe request below)

APPLICATION CHECKLIST – REQUIRED MATERIALS

- 1. PRE-SUBMITTAL CONFERENCE (*recommended*)
- 2. APPLICATION FORM AND FEE
- 3. PEER AND INDEPENDENT CONSULTANT REVIEW DEPOSIT
- 4. COMMUNITY MEETING/NOTICE (*if applicable*)
- 5. PUBLIC HEARING NOTICE (*if applicable*)
- 6. PROJECT PLANS/CONSTRUCTION DRAWINGS
- 7. PHOTO SIMULATIONS†
- 8. REGULATORY AUTHORIZATIONS AND APPROVALS
- 9. PROPERTY OWNER'S AUTHORIZATION/NOTIFICATION
- 10. ENVIRONMENTAL ASSESSMENT
- 11. RF COMPLIANCE REPORT†
- 12. ACOUSTIC ANALYSIS†
- 13. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION*†
- 14. ALTERNATIVE SITES ANALYSIS*†
- 15. LANDSCAPE PLANS
- 16. SECTION 6409 EVALUATION (*if applicable*)
- 17. EMERGENCY STANDBY GENERATOR EVALUATION (*if applicable*)
- 18. WRITTEN FINDINGS*†
- 19. LIMITED EXCEPTION REQUESTS (*if applicable*)



APPLICATION GUIDELINES – REQUIRED MATERIALS

The following Application Guidelines contain the requirements for a complete wireless facility permit application. For the application to be deemed complete, the applicant must submit **all** applicable application materials in the Application Checklist in accordance with the Application Guidelines along with all other generally applicable materials required for the requested permit or approval. See the Town’s website or inquire with the Planning Department for any generally applicable application materials not contained in this application. All materials must be submitted in Portable Document Format (PDF).

Notes: All starred (*) items are ***not required*** for a Section 6409 Approval. All items marked with an obelisk (†) are not required for an Emergency Standby Generator Approval. After the Town issues the requested permit, the applicant must obtain all other required permits (including, without limitation and as applicable, building, electrical, plumbing, encroachment, etc.) prior to performing the installation.

1. PRE-SUBMITTAL CONFERENCE

The Town recommends that, before application submittal, the applicant schedule and attend a pre-submittal conference with the Planning Director (“Director”). The pre-submittal conference is intended to streamline the review process through informal discussion that includes, without limitation, the appropriate project classification and review process, any latent issues in connection with the proposed or existing wireless tower or base station, including compliance with generally applicable rules for public health and safety; potential concealment issues or concerns (if applicable); coordination with other Town departments responsible for application review; and application completeness issues. To mitigate unnecessary delays due to application incompleteness, applicants are encouraged (but not required) to bring any draft applications or other materials to the conference so that Town staff may provide informal feedback and guidance about whether such applications or other materials may be incomplete or unacceptable. The Director shall use reasonable efforts to provide the applicant with an appointment within five working days after the Director receives a written request and any applicable fee or deposit to reimburse the Town for its reasonable costs to provide the services rendered in the pre-submittal conference.

2. APPLICATION FORM AND FEE

Instructions: Complete the General Planning Department Application available on the Town’s website at <https://www.townofsananselmo.org/1180/Application-Forms> through “Click Here to Apply for a Project.” and submit the and submit the following fee(s) (July 2020 Fee Schedule):

- 2.1. Application for expanded telecommunication facilities – Administrative \$2,082.47 per facility.
- 2.2. Application for design review/use permit for telecommunication facilities (Planning Commission) \$3,782.94 per facility.

(Fees include \$328 Ross Valley Fire Department review fee, \$187.50 Building Official consultant review deposit, and 5% training fee.)

- 2.3. Provide a written statement about which shot clock the application asserts will apply to the application for the proposed project and explain the basis for this assertion. Label this statement and explanation “**Attachment 2.3 – Shot Clock Statement**” and attach them to this application.

3. PEER AND INDEPENDENT CONSULTANT REVIEW DEPOSIT

The Town requires an independent consultant review on any issue that involves specialized or expert knowledge in connection with wireless facilities deployment or permit applications for wireless facilities. A deposit is required in an amount equal to the estimated cost for the services to be provided, as determined by the Planning Director, which may include without limitation any costs incurred by the independent consultant to attend and participate in any meetings or hearings. The Director may request additional deposits as reasonably necessary to ensure sufficient funds are available to cover the reasonable costs in connection with the independent consultant’s services.

- 3.1. Deposit of \$10,000 to cover the cost of consultant review plus 25% overhead.

4. COMMUNITY MEETING/NOTICE

For an application for a macro wireless facility, prior to submitting an application, the applicant must conduct a noticed community meeting. For an application for a small wireless facility, prior to submitting an application, the applicant is strongly encouraged to conduct a noticed community meeting. The community meeting is intended to provide residents information about a potential application for a wireless facility and streamline the review process by providing applicants an opportunity to consider residents’ suggestions prior to submitting the application. Applicants are encouraged (but not required) to bring preliminary drawings or other materials that may assist the residents’ understanding of the proposed project. The applicant must provide notice in accordance with SAMC Article 16 (Noticing: Public Hearings: Zoning Applications), except as modified in this subsection, to the Town of San Anselmo and all property owners and legal occupants of parcels within 500 feet of the boundaries of the subject parcel on which the applicant intends to propose the facility or modification (or 500 feet of any proposed location within a right-of-way that is not on a parcel). The notice shall include a copy of the photo simulations, a copy of the RF compliance report, and a contact phone number that property owners may call with any questions. No general circulation or posted notice is required. The outside of the mailed envelope must indicate, “Notice of a nearby cellular antenna(s) proposal.”

Such community meetings must be held on a weekday evening starting no later than 7:00 p.m. on a date that is not a Town holiday in a location and conducted in a manner conducive to public interaction and conversation. The applicant shall inform the Town regarding the date, time and place of the meeting so that we may advertise it on Town social media. Meetings may be held by Zoom.

- 4.1. Provide the date, time and description of the Community Meeting and provide a copy of the mailed notice, envelope, enclosures and notice list. Label these materials “**Attachment 4 – Community Meeting**” and attach them to this application.

□ 5. PUBLIC HEARING NOTICE†

When the application has been deemed complete and a hearing date has been scheduled, the Town will provide the public notice required by the California Government Code and San Anselmo Municipal Code Article 16 (Noticing: Public Hearings: Zoning Applications) at the applicant’s expense, except as modified by this subsection. Notice shall be mailed to all property owners and legal occupants of parcels within 500 feet of the boundaries of the subject parcel on which the applicant intends to propose a facility or modification (or 500 feet of any proposed location within a right- of-way that is not on a parcel). The notice shall be mailed at least 10 days prior to the hearing. No general circulation or posted notice is required. The Town will obtain the most recent owner and mailing address information from the Marin County Assessor, 3501 Civic Center Drive, Room 208, San Rafael, CA 94903, (415) 473-7215. The notice shall also be posted at least 10 days prior to the hearing at each proposed site.

The notice of public hearing shall include the following: date, time, and place of public hearing, the name of the hearing body, a general explanation of the application, a general description in text and/or by diagram of the location of the property, and one photo simulation of the proposed facility. The Town will mail a copy of the California Department of Public Health handout “How to Reduce Exposure to Radiofrequency Energy from Cell Phones” (which may be found here: <https://www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHIB/CDPH%20Document%20Library/Cell-Phone-Guidance.pdf>) and a copy of the National Toxicology Program handout “Cell Phone Radiofrequency Radiation Studies” (which may be found here: https://www.niehs.nih.gov/health/materials/cell_phone_radiofrequency_radiation_studies_508.pdf). The outside of the mailed envelope must indicate “Notice of a nearby cellular antenna(s) proposal.”

□ 6. PROJECT PLANS/CONSTRUCTION DRAWINGS

Instructions: Provide one digital file of project plans in portable document format (PDF). The project plans shall be drawn to a scale of not less than 1/16" equals one foot. Project plans must contain all the following:

- 6.1. Cover Sheet

A complete cover sheet must include at a minimum:

- 6.1.1. a detailed project description that specifies the proposed installation and/or modifications including without limitation all physical elements such as antennas, radios, power services, all cables, mounts, and all other elements of the proposed project
- 6.1.2. site information that includes the proposed site address, site latitude and longitude (WGS 84 datum), zoning classification of the nearest private property, project team contact information, site map, and pole number (if applicable)
- 6.1.3. the geographic service area for the subject installation, accompanied by a plan and maps showing anticipated future installations and modifications for the following two years.
- 6.1.4. Name/address/phone/email including one or more named individuals for each of the following:
 - 6.1.4.1. Installer
 - 6.1.4.2. Equipment owner
 - 6.1.4.3. Equipment operator
 - 6.1.4.4. Any/all telecommunication companies involved currently, or who will use, or are expected to use, this equipment now or in the future

6.2. Site Survey

Only projects proposed in the public right-of-way require a site survey. Only a California licensed or registered Civil Engineer or licensed surveyor may prepare the site survey. Surveys that are more than a year old require an updated survey certification. A complete site survey must include:

- 6.2.1. a north arrow, date, scale and legend
- 6.2.2. private and public property boundaries and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out within 50 feet from the proposed project site
- 6.2.3. location of all traffic lanes within 50 feet from the proposed project site
- 6.2.4. location of above and below-grade utilities and related structures and infrastructure within 50 feet from the proposed project site
- 6.2.5. location of all fire hydrants, roadside call boxes and other public safety infrastructure within 50 feet from the proposed project site
- 6.2.6. location of all streetlights, decorative poles, traffic signals and permanent

signage, sidewalks, driveways, parkways, curbs, gutters and storm drains, benches, trash cans, mailboxes, kiosks and other street furniture within 50 feet from the proposed project site

- 6.2.7. location of all existing trees, planters and other landscaping features within 50 feet from the proposed project site, including any trees at least 4 inches in diameter at a point approximately 4.5 feet above ground
- 6.2.8. boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out
- 6.2.9. boundaries for all easements and/or dedications with all dimensions clearly shown and called out
- 6.2.10. all access points and/or access routes to the nearest public right-of-way
- 6.2.11. approximate topographical contour lines with elevations called out
- 6.2.12. all structures or improvements on the property
- 6.2.13. all structures or improvements within the public right-of-way within any block partially or entirely occupied by the project and any elements thereof
- 6.2.14. all structures or improvements on adjacent parcels within 15 feet from the property line
- 6.2.15. wet stamp and wet signature from the licensed preparer
- 6.2.16. general specifications and notes identifying the applicable public health and safety codes and standards

6.3. Site Development Plan

Only a California licensed or registered Civil Engineer may prepare the site development plan. A complete site development plan must include:

- 6.3.1. a north arrow, date, scale and legend
- 6.3.2. plan-view drawings, which include:
 - 6.3.2.1. the entire property or right-of-way block with the proposed project improvements
 - 6.3.2.2. detailed before-and-after views of the any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks,

pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features

- 6.3.2.3. detailed before-and-after views for each antenna sector
- 6.3.2.4. detailed before-and-after views for any equipment pads, shelters, enclosures, rooms, vaults and/or platforms
- 6.3.2.5. all existing and proposed equipment (including the point of origin and point of connection for all power and telco utilities) with all dimensions, labels and ownership identifications clearly called out
- 6.3.2.6. boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out
- 6.3.2.7. boundaries for all easements, encroachments and/or other rights-of-way for access and utilities in connection with the wireless site with all dimensions clearly shown and called out
- 6.3.2.8. all existing and proposed primary and backup utilities, including without limitation all cables, connectors, risers, conduits, cable shrouds, trays, bridges and/or doghouses, transformers, disconnect switches, panels, meters, pedestals, cabinets, vaults, handholes, generators and/or generator sockets
- 6.3.2.9. Include diagrams and blueprints for all installed equipment
- 6.3.3. detailed before-and-after elevation drawings from all four cardinal directions, which include:
 - 6.3.3.1. all existing and proposed structures with all dimensions clearly called out within 500 feet of the proposed project site
 - 6.3.3.2. detailed before-and-after depictions of the any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape or hardscape features

- 6.3.3.3. all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out
 - 6.3.3.4. all existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out
 - 6.3.4. callouts and notes for any proposed new or extended concealment elements
 - 6.3.5. depictions of the applicant's plan for electric and data backhaul utilities, which includes the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches and points of connection
 - 6.3.6. a demonstration that proposed project will be in full compliance with all applicable health and safety laws, regulations or other rules, which includes without limitation all building codes, electric codes, local street standards and specifications, and public utility regulations and orders

□ 6.4. Equipment Inventory

All equipment must be inventoried with the following information for each component in a separate cut sheet:

- 6.4.1. manufacturer and model number
- 6.4.2. basic dimensions (height, width, length and weight)
- 6.4.3. for generators, include:
 - 6.4.3.1. the capacity of the tank in gallons
 - 6.4.3.2. the cumulative volume of all generator equipment, including the tank, in cubic feet
 - 6.4.3.3. the horsepower rating of the generator

□ 6.5. Structural Analysis†

Provide a report prepared, certified and sealed and signed by a Professional Engineer licensed and registered by the State of California, that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. The analysis must be consistent with all applicable requirements in the Council Policy 6-1, CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, the standards and practices required for an ANSI/TIA-222

Maintenance and Conditions Assessment (under the most current revision at the time of submittal) and any safety and construction standards required by the pole or support structure owner. The report shall contain tolerances including but not limited to guy tensions if applicable, plumb, twist, slip splices and take-up devices. A visual inspection by the Professional Engineer is required. In addition, the report shall:

- 6.5.1. certify that when fully loaded with antennas, transmitters, and other equipment and camouflaging the facility is designed to withstand the forces expected during the maximum credible earthquake and maximum credible wind speeds
- 6.5.2. certify that components, and the all connections between various components of the facility and with necessary power and utility lines, are designed to be protected against damage by “100-year” flooding, historical maximum ambient temperature sustained over the maximum credible duration, area maximum credible high wind, maximum credible earthquake, lightning strike and power surge events
- 6.5.3. include a diagram detailing buildings and other features located in fall zones or launch distances of components in the event of facility failure due to high wind or ground movement
- 6.5.4. include a detailed description of measures taken on a network-wide basis, including backup power coverage for a portion of regional macro facilities, to ensure that basic communication service is available in the event of a disaster or power loss
- 6.5.5. include a detailed description of the failure or outage history of facility components or similar systems operated by the operator on whose behalf the application is submitted

6.6. Hazards Assessment

A written assessment of the hazards posed by the facility in the event of failure due to flood, high wind, high heat, earthquake, outage, lightning strike or fire that includes the presence of nearby vegetation and structures. All materials in the facilities must be disclosed, including hazardous materials in any and all equipment. The assessment shall identify if any tree removal or tree trimming is required or necessary in order to install the facility and to reduce fire hazard.

6.7. Traffic Control Plans

For projects proposed to be located in the public right-of-way, provide one copy of engineered traffic control plans that show the traffic control for the project. The plans must be drawn in accordance with the latest version of the California Manual on Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer’s stamp and signature must be shown on the plans.

□ 6.8. Fiber Network Plan

For projects proposed to be located in the public right-of-way, and to the extent that the project requires running new fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the deployment, all fiber optic cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors or other items on the map. The fiber plans should clearly identify all meet-me points and points of connection. Even if the fiber deployment will be performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

□ 7. PHOTO SIMULATIONS†

Instructions: Provide photo simulations of the proposed project as constructed. The photo simulations must be in a high resolution format and show the proposed facility from reasonable line-of-sight locations that would accurately and reliably reflect the appearance of the proposed facility and/or modifications as-built. Label these photo simulations “**Attachment 7 – Photo Simulations**” and attach them to this application. Except as otherwise provided, photo simulations must contain all the following:

□ 7.1. Current Site Photographs

Current site photographs must include:

- 7.1.1. photographs of the existing site from at least three different reasonable line-of-sight locations from public streets or other adjacent viewpoints
 - 7.1.1.1. at least one photograph must depict the wireless facility from a vantage point approximately 50 feet from the proposed support structure or location
- 7.1.2. a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location

□ 7.2. Photo Simulations

Photo simulations must include:

- 7.2.1. an accurate and reliable visual representation of the proposed facility from the same reasonable line-of-sight locations used in the current site photographs and must include without limitation all interconnecting cables, conduits, brackets, and electronic equipment such as antennas, radio units, powering, and the like

7.2.1.1. at least one simulation must depict the wireless facility from a vantage point approximately 50 feet from the proposed support structure or location

7.2.2. a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location

7.3. Stealth/Concealment Maintenance

For Section 6409 Approval applications, the applicant must provide at least one photo simulation that demonstrates the impact of the proposed modification on the all the stealth and concealment elements of the support structure. Stealth elements include concealment elements, measures and techniques, including but not limited to radomes, cable shrouds, painting, landscaping, hardscaping, equipment enclosures and designs and/or techniques, that are intended to blend with the surrounding built and/or natural environment.

8. REGULATORY AUTHORIZATIONS AND APPROVALS

Instructions: Provide true and correct copies of all the following:

8.1. Local Regulatory Approvals

Provide copies of all permits and/or other regulatory approvals issued by the Town (or other local public agency with jurisdiction over the proposed site such as Marin Telecommunication Agency (MTA) or Marin General Services Authority (MGSA)) for installation, construction, modification or maintenance of the proposed facility. Such permits include, but are not limited to: public right-of-way permits, encroachment permits, building permits, and electrical permits. If the applicant requests a Section 6409 Approval, provide copies of all prior local regulatory approvals (original siting permits and any modification permits) issued for the facility with any corresponding conditions of approval and project plans approved by the applicable regulatory authority. Alternatively, the applicant may submit a written justification that sets forth the reasons why prior regulatory approvals were not required for the wireless facility at the time it was constructed or modified. Label this documentation “**Attachment 8.1 – Local Regulatory Approvals**” and attach it to this application.

8.2. FCC Licenses

If the applicant or service provider proposes to operate in FCC-licensed spectrum, provide proof of licenses for all planned operating bands in the applicable geographic market(s). Alternatively, the applicant may provide a URL address or written instructions on where to find such licenses in publicly available FCC resources. Label this documentation “**Attachment 8.2 – FCC Licenses**” and attach it to this application.

8.3. FAA Forms

If the proposed facility requires the applicant to file FAA form 7460 or other documentation

under Federal Aviation Regulation Part 77.13 *et seq.*, or under the FCC rules, provide such documentation. Label this documentation “**Attachment 8.3 – FAA Forms**” and attach it to this application.

8.4. State Regulatory Authorization

The applicant must submit evidence of the applicant’s regulatory status California law to provide the services and construct the facility proposed in the application. Applicants may provide a URL address or written instructions on where to find the regulatory status (e.g., Certificate of Public Convenience and Necessity or Wireless ID Registration) in publicly available resources. Label this documentation “**Attachment 8.4 – State Regulatory Authorization**” and attach it to this application.

8.5. Underground Service Alert Membership

The applicant must submit evidence that applicant is a member in good standing with the Underground Service Alert of Northern California and Nevada (“DigAlert”). Label this documentation “**Attachment 8.5 – DigAlert Membership**” and attach it to this application.

9. PROPERTY OWNER’S AUTHORIZATION/NOTIFICATION

Instructions: Provide evidence of the property owner’s authorization to perform the proposed installation or modification and file this application.

9.1. Property Owner’s Authorization†

If the applicant does not own the subject pole or support structure, provide a written authorization executed by the property owner(s) that authorizes the applicant to file the application, accept the permit and perform the work to the extent described in the application. The written authorization must be executed by the owner of the subject real property or, if the facility is proposed to be located in the public right-of-way (*i.e.*, utility pole, streetlight, traffic signal, etc.), the owner of the support structure. The property owner’s signature must be duly notarized. In lieu of a letter of authorization for facilities in the public right-of-way, the applicant may submit the property owner’s standard authorization form issued in the property owner’s regular course of business to demonstrate that the applicant has the authority to perform the installation or modification. Label this authorization “**Attachment 9.1 – Property Owner’s Authorization**” and attach it to this application.

9.2. Title Report

Provide a duly certified title report prepared within the thirty (30) days prior to the application filing date that clearly describes the subject property and identifies the current owner(s) of the property. Town staff will use the title report to verify the property owner’s identity. Label this documentation “**Attachment 9.2 – Title Report**” and attach it to this application. This attachment is not required for a project proposed in the public right-of-way.

9.3. Public Right-of-Way Authorization

For projects proposed to be located in the public right-of-way, provide one copy of evidence that conclusively demonstrates that a public right-of-way exists, such as an irrevocable offer of dedication for public use. Label this authorization “**Attachment 9.3 – Public Right-of-Way Authorization**” and attach it to this application.

9.4. Emergency Standby Generator Property Owner Notification

For an application for an emergency standby generator at a macro cell tower site where the applicant is not the property owner, provide a copy of written notice of this application for the proposed emergency standby generator to the property owner and attach evidence of transmittal of such notice to the property owner. Label the copy of the notice and evidence of transmittal “**Attachment 9.4 – Emergency Standby Generator Property Owner Notification**” and attach it to this application.

10. ENVIRONMENTAL ASSESSMENT

Instructions: Provide true and correct copies of all the following:

10.1. Initial CEQA Assessment

Complete and attach to this application a fully executed Environmental Information Form. Label this form “**Attachment 10.1 – Environmental Information Form**” and attach it to this application. The Environmental Information Form may be obtained electronically on the Town’s website or in person at the Planning Department. Based on the nature and scope of the project, the Town will determine whether the proposed project is categorically exempt under Article 19 of the CEQA Guidelines, or whether the proposed project will require a Negative Declaration, Mitigated Negative Declaration or an Environmental Impact Report. A historic resource analysis will be required for any wireless facilities proposed on 324 Sir Francis Drake Boulevard (theater building), which is considered a locally historic structure, and for any other historical resources within the Town.

10.2. NEPA Compliance

Include confirmation that an environmental assessment, or other application determination, has been completed by or on behalf of the FCC for any facility proposed in a location identified in 47 C.F.R. 1.307 (including a floodplain) or as otherwise required by National Environmental Policy Act. Label this documentation “**Attachment 10.2 – NEPA Compliance**” and attach it to this application.

11. RF COMPLIANCE REPORT†

Instructions: Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the proposed facility, as well as any collocated facilities and any cumulative emissions from adjacent areas, will comply with applicable federal RF human exposure standards

and limits. At a minimum, the RF exposure compliance report must provide the same information and in the same form as the FCC LSGAC Appendix A form for each band of operations. For projects on or attached to poles subject to CPUC General Order 95 regulation provide evidence of compliance with CPUC General Order 95, Rule 94. Label this report “**Attachment 11 – RF Compliance Report**” and attach it to this application. The report shall take into account the location, orientation, and output of the antenna, relative to the nearest areas accessible to humans, such as offices, balconies, decks, and nearby dwellings (including upper stories). The RF compliance report must include:

- 11.1. the actual frequency, actual or maximum power levels (in watts effective radiated power (ERP)), and the actual or maximum transmitting channels for all existing and proposed antennas at the site
- 11.2. exhibits that show:
 - 11.2.1. the location and orientation (degree azimuths) of all transmitting antennas
 - 11.2.2. the boundaries of areas with RF exposures (whether individually or cumulatively) in excess of the uncontrolled/general population limit (as that term is defined by the FCC)
 - 11.2.3. the boundaries of areas with RF exposures (whether individually or cumulatively) in excess of the controlled/occupational limit (as that term is defined by the FCC)
- 11.3. detailed specifications on both sustained, and maximum, output levels, specified in units of both specific absorption rate (SAR) and milliWatt per square meter (mW/m²) measured at both 100 feet and 500 feet, at 6 different points around the antenna (*e.g.*, every 60 degrees around the antenna), and at different altitudes - ground, 5 feet, 10 feet, and at antenna height.

Note: Each such boundary must be clearly marked and identified for every transmitting antenna at the project site, whether owned/operated by the applicant or another licensee. To the extent that the project site contains collocated transmitters from multiple operators, the RF exposure compliance report must evaluate all the transmitting antennas that may cause cumulative emissions.

12. ACOUSTIC ANALYSIS+

Instructions: Applicant must submit a written report that analyzes acoustic levels for the proposed wireless telecommunications facility and all associated equipment including without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators in order to demonstrate compliance with the Town noise regulations (SAMC, Title 4, Chapter 7). The acoustic analysis must be prepared and certified by an engineer and include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines. In

lieu of a written report, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed equipment will not, both individually and cumulatively, exceed the applicable limits. In addition, describe whether the equipment will be passively or actively cooled if any equipment will be enclosed in a shroud, cabinet, pedestal or other enclosure. If the equipment will be actively cooled, the applicant must include the manufacturer's specifications for all active cooling mechanisms. Label this analysis "**Attachment 12 – Acoustic Analysis**" and attach it to the application.

13. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION*†

Instructions: For applications not subject to Section 6409, provide the following information to demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant's network in the area that would be served by the proposed facility or enhanced by the proposed modification. Label this analysis "**Attachment 13 – Project Purpose and Technical Objectives**" and attach it to the application.

13.1. Dominant Project Purpose

Identify and describe the *dominant* project purpose. Possible responses analyze whether the proposed facility or modification will:

- 13.1.1. add new personal wireless *service coverage* to an area in which the licensee does not currently provide any personal wireless service coverage
- 13.1.2. add new personal wireless *service capacity* to an area in which the licensee currently provides personal wireless service coverage

Check all that apply and explain why one or both apply. If the project has a different dominant purpose from the options described above, provide such purpose in full detail.

13.2. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed wireless facility to achieve and the factual reasons why the proposed location, centerline height and equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- 13.2.1. a street-level map that shows the general geographic area of the service area(s) to be improved through the proposed wireless facility (the "Service Area")
- 13.2.2. full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSRP (or other relevant signal level or quality indicator) and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation

maps

- 13.2.3. a written narrative that describes the uses (commercial, residential, primary thoroughfare, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed
- 13.2.4. a statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s)

14. ALTERNATIVE SITES ANALYSIS*†

Instructions: For applications not subject to Section 6409, provide a detailed written analysis that describes how the proposed wireless facility complies with all the applicable requirements in the San Anselmo Municipal Code, which includes without limitation the provisions specific to wireless facilities in Town of San Anselmo Council Policy 6-1, and all the alternative locations and designs considered before submitting this application. Label this analysis “**Attachment 14 – Alternative Sites Analysis**” and attach it to the application. In addition, the analysis must include all the following required information and/or materials:

- 14.1. a street-level map that shows the general geographic area surrounding the proposed location annotated to show:
 - 14.1.1. all existing wireless facilities within the relevant geographic area
 - 14.1.2. the search ring used for this particular project
 - 14.1.3. all locations for each alternative considered for this particular project
- 14.2. for each alternative site considered, a detailed written description that includes, without limitation all the following:
 - 14.2.1. the nearest physical address
 - 14.2.2. zoning district designation for the nearest private property
 - 14.2.3. support structure type considered
 - 14.2.4. general design concept and concealment elements/techniques considered
 - 14.2.5. overall height and achievable antenna centerline height

- 14.2.6. the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable or not in accordance with the development standards in Council Policy 6-1. **Note:** This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable or not as consistent with the development standards in Council Policy 6-1. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the development standards in Council Policy 6-1 will be deemed incomplete.

- 14.3. for each alternative site *within the search ring*, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSSI, RSRP or other relevant signal level or quality indicator with and without the alternative site and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant’s proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

- 14.4. If the project proposes any facility within 500 feet from any structure approved for a residential use, explain in writing, why the proposed site is the one and only location that can meet the RF objectives of the project and provide applicable supporting data, information and studies necessary for the Town to evaluate the request.

□ 15. LANDSCAPE PLANS

Instructions: Provide a detailed written landscape plan with landscape features when the project is proposed to be placed in a landscaped area. The landscape plan must include existing vegetation, and vegetation proposed to be removed or trimmed, and the landscape plan must identify proposed landscaping by species type, size and location. Label this analysis “**Attachment 15 – Landscape Plans**” and attach it to the application.

□ 16. SECTION 6409 EVALUATION

Instructions: If the applicant requests approval pursuant to Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 (codified as 47 U.S.C. § 1455(a)), the applicant must complete and submit the Town’s Section 6409 worksheet for the proposed facility or prepare a

separate justification that evaluates whether the proposed modification is an eligible facilities request that complies with the applicable FCC substantial change thresholds. Label this worksheet “**Attachment 16 – Section 6409 Evaluation**” and attach it to the application.

17. EMERGENCY STANDBY GENERATOR EVALUATION

Instructions: If the applicant requests approval pursuant to California Government Code Section 65850.75, the applicant must complete and submit the Town’s Emergency Standby Generator for Macro Cell Tower Sites worksheet for the proposed emergency standby generator or prepare a separate justification that evaluates whether the proposed application to install, modify, replace or remove an emergency standby generator for a macro cell tower site is a permitted use and qualifies for review on an administrative, nondiscretionary basis pursuant to California Government Code Section 65850.75. Label this worksheet “**Attachment 17 – Emergency Standby Generator Evaluation**” and attach it to the application.

18. WRITTEN FINDINGS*†

Provide written facts to support the findings the Town must make to approve the application. The Town may deny an application if there are insufficient facts to make any of the required findings. Label this analysis “**Attachment 18 – Written Findings**” and attach it to the application.

18.1. Provide written facts to justify and support the following findings:

- (1) The proposed wireless facility complies with all required findings for use permit approval in SAMC Section 10-3.1305 (Required Findings for Use Permit): The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use, or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town; and
- (2) The proposed wireless facility complies with all required findings for design review approval in SAMC Section 10-3.1505 (Projects Subject to Design Review and Required Findings for Design Review):
 - i. Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area;
 - ii. Provides for protection against noise, odors, and other factors which may make the environment less desirable;
 - iii. Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area;
 - iv. Will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel;
 - v. Will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area; and
- (3) The proposed wireless facility will be in compliance with all applicable health and safety regulations, which include without limitation the Americans with

Disabilities Act and all FCC rules and regulations for human exposure to RF emissions; and

- (4) The applicant has demonstrated a good-faith effort to identify and evaluate preferred alternative locations and potentially less-intrusive alternative designs for the proposed wireless facility; and
- (5) The applicant has provided the approval authority with a meaningful comparative analysis that shows all preferred alternative locations and less-intrusive alternative designs identified in the administrative record are either technically infeasible or unavailable; and
- (6) For proposed small wireless facilities, the applicant has shown that it can obtain any wireline communications and electrical service connections necessary to operate the small wireless facility and the project plans show the proposed route for all such connections between their source and the small wireless facility.

18.2. Required Findings for Temporary Wireless Facilities:

- (1) The proposed temporary wireless facility will not exceed 50 feet in overall height above ground level; and
- (2) The proposed temporary wireless facility will be placed as far away from adjacent property lines as possible, or otherwise in a location that will be least likely to cause adverse impacts on adjacent properties; and
- (3) Any excavation or ground disturbance associated with the temporary facility will not exceed two feet below grade; and
- (4) The proposed temporary wireless facility will be compliant with all generally applicable public health and safety laws and regulations, which includes without limitation compliance with maximum permissible exposure limits for human exposure to RF emissions established by the FCC; and
- (5) The proposed temporary wireless facility will not create any nuisance or violate any noise limits applicable to the proposed location; and
- (6) The proposed temporary wireless facility will be identified with a sign that clearly identifies the (I) site operator, (II) the operator's site identification name or number and (III) a working telephone number answered 24 hours per day, seven days per week by a live person who can exert power-down control over the antennas; and
- (7) The proposed temporary wireless facility will be removed within 30 days after the Director grants the temporary use permit, or such longer time as the Director finds reasonably related to the applicant's need or purpose for the temporary wireless facility (but in no case longer than 90 days); and
- (8) The applicant has not been denied a use permit for any permanent wireless facility in the same or substantially the same location within the previous 365 days.

19. LIMITED EXCEPTION REQUESTS

If the project requires an exception to the requirements in Policy 6-1, provide an explanation of the exception request and applicable supporting data, information and studies necessary for the

Town to evaluate the request:

- 19.1. Explanation as to why the proposed wireless facility qualifies as a “personal wireless service facility” as defined in 47 U.S.C. § 332(c)(7)(C)(ii).
- 19.2. Written technical service objective to be achieved by the proposed wireless facility.
- 19.3. Written statement that contains detailed information to demonstrate why:
 - 19.3.1. a denial based on the application’s noncompliance with a specific provision or requirement would violate federal law, state law or both; or
 - 19.3.2. a provision in Policy 6-1, as applied to the applicant, would violate any rights or privileges conferred on the applicant by federal or state law.
- 19.4. Written statement that contains a detailed and fact-specific explanation as to why the proposed project cannot be deployed in compliance with the applicable provisions of Town Council Policy 6-1, the San Anselmo Municipal Code, the General Plan and/or any specific plan.
- 19.5. Meaningful comparative analysis with the factual reasons why all alternative locations and/or designs identified in the administrative record (whether suggested by the applicant, the Town, public comments or any other source) are not technically feasible or potentially available to reasonably achieve the applicant’s reasonable and clearly defined technical service objective.
- 19.6. Information to demonstrate that the proposed location and design is the least non-compliant configuration that will reasonably achieve the applicant’s reasonable and clearly defined technical service objective, which includes without limitation a meaningful comparative analysis into multiple smaller or less intrusive wireless facilities dispersed throughout the intended service area.
- 19.7. Information to demonstrate the proposed wireless facility will be in compliance with all applicable health and safety regulations, which include without limitation the Americans with Disabilities Act and all FCC rules and regulations for human exposure to RF emissions.
- 19.8. Information to demonstrate how the exception request is narrowly tailored such that any deviation from Policy 6-1 is only to the extent necessary for compliance with federal or state law.

Label this analysis “**Attachment 19 – Limited Exception Request**” and attach it to the application.