



APPLICATION SUBMITTAL POLICY FOR WIRELESS COMMUNICATIONS FACILITIES

This policy contains important information about submittal procedures for wireless communications facility applications. The City reserves the right to update or amend this policy from time-to-time. Please check the revision date to ensure that it is current. To inquire about the current version, or to ask any other questions, contact the Planning Division at (510) 620-6706 or wirelessapps@ci.richmond.ca.us.

Submittal Appointment Required

To fairly and efficiently manage the intake of all applications for wireless communications facilities, all applications must be submitted online to the Planning Division at a pre-scheduled submittal appointment. An appointment is required for any submittal or re-submittal in connection with an application for a new wireless communications facility or modification to an existing wireless communications facility. Applications received without an appointment, whether online or by any other means, will not be considered duly filed and may be withdrawn. In scheduling an appointment the applicant is confirming payment will be made the same day as the appointment. If the applicant has outstanding wireless payments, no new appointment can be made until payment for previous application(s) have been received.

Scheduling Submittal Appointments

Appointments are available on Mondays, Tuesdays and Wednesdays between 8:30 am and 4:00 pm. Applicants may generally submit up to three (3) applications per appointment, but may schedule successive appointments whenever feasible and not prejudicial to other applicants. Staff will endeavor to schedule an appointment within five (5) working days after a request is received. To request an appointment, please contact the Planning Division at (510) 620-6706 or wirelessapps@ci.richmond.ca.us. Appointment requests received via email or voicemail are not guaranteed a same-day responses.

Special Note for Small Cell Wireless Facilities Only

For Small Cell Wireless Facilities, appointments are available on Mondays and Tuesdays between 8:30am and 4:00pm. Per the [Small Cell Policy](#), applicants may generally submit one application per appointment, or up to five individual applications per appointment/day for batched applications, subject to Section 6, subsection (d) in the policy. An appointment is required prior to submittal. Please reach out to wirelessapps@ci.richmond.ca.us to request an appointment.

City Office Closures

Appointments will not be scheduled during the entire week of Thanksgiving. For other scheduled office closures, review the City's Holiday Schedule available on the City's website at <https://www.ci.richmond.ca.us/2078/Holiday-Schedule>.