



WIRELESS SUBMITTAL POLICY HOLIDAY CLOSURE

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 in-person to the Planning Division at a prescheduled 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 delivered in-person or by any other means, will not be considered duly filed.

City Office Closures

The City of Richmond will have limited operations due to the holiday season during the following periods: December 21, 2020 through January 4, 2021.

Due to various holiday staffing constraints and in order to comply with the City's obligation to timely process wireless applications under the State and Federal 'Shot Clock' rules, wireless siting applications will be received during normal submittal days and hours as published by the City up to the end of the business day on December 9, 2020. This date allows the City to conduct its initial wireless application reviews in a timely manner prior to the end-of-year holiday closures. The City will resume normal wireless applications acceptance processes starting January 4, 2021, subject to the usual City days and times for wireless siting applications.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

On March 16, 2020, the Health Officer of Contra Costa County issued an Order through April 7, 2020 that directed that all individuals living in the County to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services. The Planning Department has adjusted wireless intake in response to the Contra Costa County Health Officer's order.

Scheduling Submittal Appointments

Appointments are available on Mondays by telephone. Applicants must email a digital file containing all the submittal requirements and be available to make a payment over the phone. 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 response.