



## SMALL WIRELESS FACILITIES APPLICATION GUIDELINES

The City of Richmond (“City”) recognizes that the provision(s) of Wireless Facilities are highly technical and are subject to various federal, state, and local regulations. These Application Guidelines apply to Small Wireless Facilities (“SWF”) as defined by the Federal Communications Commission (FCC) in 47 C.F.R. § 1.6002(I). These guidelines are intended to assist potential applicants submitting materials in support of new SWF within the City.

Please review the City Council’s [most recent policy](#) for deployment, construction, installation, collocation, modification, operation, relocation and removal of SWF within the City’s territorial boundaries SWF. The Applicant should also review the City’s [application submittal policy](#) for SWFs.

### **Appointments**

SWF Applications can be submitted by pre-scheduled appointment only.

Please reach out to [wirelessapps@ci.richmond.ca.us](mailto:wirelessapps@ci.richmond.ca.us) to schedule an appointment with City staff to submit a SWF application. Appointments are available on Mondays and Tuesdays between 8:30 am and 4:00 pm pacific time.

Questions about SWFs should be directed to the City Planning Division by emailing [wirelessapps@ci.richmond.ca.us](mailto:wirelessapps@ci.richmond.ca.us) or calling (510) 620-6706.

### **Electronic Copies**

The applicant must provide the electronic copies of the entirety of the City’s SWF Application Form and all supporting documents.

The electronic SWF Application Form and all supporting documents must be in searchable PDF format and as individual documents (not a single PDF document/file). Each individual PDF document must be properly named to indicate the content of the document. For example: ‘Exhibit 1 - Photo Simulations’; ‘Exhibit 14 - RF Report’; ‘Exhibit 19 - Acoustic Analysis’, etc.

### **Batched Applications**

Each SWF proposal requires its own SWF Application. Applicants may generally submit one (1) SWF application per appointment, or up to five (5) individual SWF applications per appointment for batched applications. SWFs in a batch must be proposed with substantially the same equipment in the same configuration on the same support structure type.

For each Batch:

- Each SWF application should contain its own application fee.
- If any SWF application is incomplete the entire batch shall be deemed incomplete.
- If any SWF application is withdrawn or deemed withdrawn the entire batch shall be deemed withdrawn.

### **Pre-Submittal Conferences** (Voluntary)

The City strongly encourages, but does not require, applicants to schedule and attend a pre-submittal conference with City staff for all proposed projects. This voluntary pre-submittal conference does not cause the FCC Shot Clock(s) to begin and is intended to streamline the review process before a SWF application is filed. To mitigate unnecessary delays due to incomplete information, applicants are encouraged (but not required) to bring any draft applications or other materials to the Pre-Submittal Conference so that City staff can provide informal feedback. To schedule a voluntary pre-submittal conference, please contact the City's Planning Division by emailing [wirelessapps@ci.richmond.ca.us](mailto:wirelessapps@ci.richmond.ca.us) or by calling (510) 620-6706 to schedule an appointment.

### **Application Fees**

Each SWF Application Form will include the following fees:

- Conditional Use Permit - Small Cell Site Node
- Preliminary CEQA Review
- Technology Fee
- 2% Credit Card Processing Fee (*applied only if paying by debit/credit card*)

The most up-to-date fees for those mentioned above can be found in the [Planning Division Fee Schedule](#).

[Application Checklist-Required Materials on Next Page]



## SMALL WIRELESS FACILITY PLANNING APPLICATION CHECKLIST

Facility Owner: \_\_\_\_\_ Carrier Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_  
*\*If in PROW, provide nearest address*

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

### APPLICATION CHECKLIST – REQUIRED MATERIALS

For the City to deem complete any permit application for a SWF, the applicant must submit all of the applicable application materials listed in this checklist.

- |   |  |
|---|--|
| <input type="checkbox"/> PLANNING FEES                            | <input type="checkbox"/> ALTERNATIVES SITE ANALYSIS                  |
| <input type="checkbox"/> SWF SUPPLEMENTAL INFORMATION             | <input type="checkbox"/> FCC LICENSE CALL SIGN(S)                    |
| <input type="checkbox"/> PROJECT PURPOSE AND TECHNICAL OBJECTIVES | <input type="checkbox"/> FAA CLEARANCE FORM(S)                       |
| <input type="checkbox"/> PROJECT PLANS                            | <input type="checkbox"/> RADIO FREQUENCY EMISSIONS COMPLIANCE REPORT |
| <input type="checkbox"/> COVER SHEET                              | <input type="checkbox"/> ACOUSTIC ANALYSIS                           |
| <input type="checkbox"/> SITE SURVEY                              | <input type="checkbox"/> STRUCTURAL ANALYSIS                         |
| <input type="checkbox"/> SITE DEVELOPMENT PLAN                    | <input type="checkbox"/> PUBLIC NOTICE                               |
| <input type="checkbox"/> EQUIPMENT INVENTORY                      | <input type="checkbox"/> CITY BUSINESS LICENSE FOR APPLICANT         |
| <input type="checkbox"/> TRAFFIC CONTROL PLAN                     | <input type="checkbox"/> INDEMNIFICATION FORM                        |
| <input type="checkbox"/> FIBER NETWORK PLAN                       | <input type="checkbox"/> CERTIFICATION OF ACCURACY AND RELIABILITY   |
| <input type="checkbox"/> LETTER OF AUTHORIZATION                  |  |
| <input type="checkbox"/> PRIVATE PROPERTY                         |  |
| <input type="checkbox"/> CITY-OWNED PROW PROPERTY                 |  |
| <input type="checkbox"/> NON-CITY OWNED LIGHT STANDARD            |  |
| <input type="checkbox"/> NON-CITY OWNED WOOD UTILITY POLE         |  |
| <input type="checkbox"/> SITE PHOTOS AND PHOTO SIMULATION         |  |

**CERTIFICATION OF ACCURACY AND RELIABILITY**

The undersigned certifies on behalf of itself, the applicant, the entity responsible for controlling the RF emissions from the facility, and the owner of the property upon which the facility is located that the information and attachments hereto provided is true and complete to the best of the undersigned's knowledge, and the information provided here should be relied upon by the City as being accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date Signed

**STAFF USE ONLY:**

Application No. \_\_\_\_\_ City Receipt Date: \_\_\_\_\_

Pole Number (if applicable): \_\_\_\_\_

Batched Application:  Yes # of Applications in Batch: \_\_\_\_\_  No

## 1. PLANNING FEES

Each SWF Application Form must accompany the required fees listed on page 2 of the Application Guidelines. Should the costs to process the application exceed the amount of the initial deposit, additional fees may be required.

## 2. SWF SUPPLEMENTAL INFORMATION

The applicant must complete and submit the information to support evaluation of whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(l)(1-6). *For example:* provide evaluation of how the proposed facility qualifies as a SWF relating to the volume of each proposed antenna. Attach and label this as “**Attachment 2 –SWF Supplemental Information**”.

## 3. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION

This section should 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 SWF. Attach and label this as “**Attachment 3 –Project Purpose and Technical Objectives**”.

### A. Project Purpose

Identify and describe the dominant project purpose. For example, the Applicant could describe whether the proposed facility or modification will:

- a. add new personal wireless service coverage to an area in which the licensee does not currently provide any personal wireless service coverage;
- b. add new personal wireless service capacity to an area in which the licensee currently provides personal wireless service coverage.

If the project has a different dominant purpose from the options described above, please provide such purpose in full detail.

### B. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed SWF 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:

- a. 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”);

- b. 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;
- c. 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;
- d. 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).

#### **4. PROJECT PLANS**

Provide plans with digital files in portable document format (PDF) that contain all the following. Dimensions must be shown in decimal feet and volumes must be shown in decimal cubic feet. Attach and label this as **“Attachment 4 –Project Plans”**.

##### **A. Cover Sheet**

- a. Contain detailed project description that specifies the proposed installation and/or modifications;
- b. Contain site information that includes the site address, assessor’s parcel number, site latitude and longitude, project team contact information, location map, and pole number (if applicable);

##### **B. Site Survey**

- a. Be prepared, signed and wet stamped by a California Licensed or Registered Engineer;
- b. Include the North Arrow, date, scale and legend on each plan page;
- c. Show all leased/licensed areas in connection with the small wireless facility, including all power and fiber vaults;
- d. Include sidewalk and other measurements (in feet) to demonstrate that the project will fully comply with all Americans with Disability Act (“ADA”) regulations;

- e. Depict all surrounding existing pedestrian ramps, posts, pedestals, traffic signals, sidewalk widths, fire hydrants, transit shelters, kiosks, ramps, driveways, curbs, and all other existing features in the PROW;
- f. Show all traffic lanes;
- g. Depict planters, vegetation, trees, and any other landscaped areas and features;
- h. Depict all above and below-grade utilities, related structures, and encroachments;
- i. Demonstrate that the proposed SWF project will be in full compliance with all building codes, electrical codes and all other required codes in the PROW;

### **C. Site Development Plans**

- a. Be prepared, signed and stamped by a California Licensed or Registered Engineer;
- b. Include the North Arrow, date, scale and legend on each plan page;
- c. Include all elevations of the proposed SWF;
- d. Include all existing and proposed improvements, structures, equipment, fixtures, concealment elements, and/or facilities with all dimensions, labels and ownership identifications clearly delineated:
- e. Depict all electrical, fiber and data backhaul connections (conduits, vaults, handholes, cables, wires, junctions, meters, meter-less power, etc.);
- f. Depict all proposed antennas, associated equipment, pedestals, flush-to-grade vaults, concealment elements, conduits, risers and all conditions related to the proposed SWF;
- g. Include all azimuth orientation of all proposed antennas;

### **D. Equipment Inventory**

- a. Contain cut sheets with all the technical specifications (manufacturer, model number, physical dimensions [height, width, length and weight]) of all the proposed antennas and associated equipment;
- b. Include all dimensions shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft<sup>3</sup>);

## **E. Traffic Control Plans**

Provide 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.

## **F. Fiber Network Plan**

For facilities 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.

For projects that will use existing fiber in the public right-of-way, the applicant must identify the associated fiber encroachment permit number(s) and date(s) issued previously by the City. If no fiber encroachment permit is found for existing fiber associated with this project, the applicant must also apply for and obtain a fiber permit prior to the issuance of a building permit for the proposed wireless facility.

## **5. LETTER OF AUTHORIZATION**

### **A. Private Property [and City Owned Property Not within the PROW]**

For any SWF proposed to be installed on any private property [or City-owned property not within the PROW], not owned or controlled by the City, the applicant must submit: (i) a title report issued within 30 days from the date the applicant filed the application; and (ii) if the applicant is not the property owner, a written authorization signed by the property owner identified in the title report authorizing the applicant to submit and accept a small cell permit in connection with the subject property. Attach and label this as “**Attachment 5- Private Property LOA**”.

### **B. City-Owned PROW Property**

For any SWF proposed to be installed on any structure owned or controlled by the City and located within the public rights-of-way, the applicant shall submit a partially executed site agreement on a form prepared by the City that states the terms and conditions for such non-exclusive use by the applicant. No changes shall be permitted to the City's

form site agreement except as may be indicated on the form itself. Attach and label this as **“Attachment 5- City PROW LOA/Site Agreement”**.

### **C. Non-City Owned Facility in the PROW**

If the applicant proposes to install a SWF on a non-city owned light standard, the applicant must submit a letter of authorization from the light standard owner. Attach and label this as **“Attachment 5- Non-City Owned Light Standard LOA”**.

### **D. Joint Utility Poles [Joint Pole Authority (“JPA”)]**

If the applicant proposes to install a SWF on a non-city owned wood utility pole (JPA), the applicant must submit either a letter of authorization from the JPA or a no response 45-day lapse letter approval. Attach and label this as **“Attachment 5- Joint Utility Pole LOA”**.

## **6. SITE PHOTOS AND PHOTO SIMULATIONS**

### **A. Site Photos**

- a. Provide base color photos of proposed site, from three vantage points separated by approximately 120 degrees;
- b. Provide a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location;
- c. The photos must be in a high-resolution format;

### **B. Photo Simulations**

Provide photo simulations that would allow the City to visualize 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.

- a. Provide photo simulations using the base photos from the three vantage points separated by approximately 120 degrees.
- b. Depict all of the proposed facility components accurately and reliably by visually representing all elements (cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment etc.) of the proposed facility and/or modifications as-built;

Attach and label this as **“Attachment 6-Site Photos and Photo Simulations”**.

## 7. ALTERNATIVE SITES ANALYSIS

The analysis must include all the following required information and/or materials:

### A. Aerial Map

An aerial map that shows the general geographic area of the proposed location annotated to show:

- a. all existing wireless facilities within a radius of 2,500 feet;
- b. the search ring used for this particular project (if none, so state);
- c. all locations for each alternative considered for this particular project;

### B. Written Description

For each alternative site considered, a detailed written description that includes, without limitation all the following:

- a. the physical address, or if none the latitude and longitude (WGS 84);
- b. zoning district designation;
- c. support structure type considered;
- d. general design concept and concealment elements/techniques considered;
- e. overall height and achievable antenna centerline height; and
- f. the factual reason(s) why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, available or not available.

**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.

**Note:** if a less preferred SWF location is proposed, the applicant must present fact-based, reliable evidence to support its selection of the less preferred SWF location. Also, for each alternative site within the search ring (if any), 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.

Attach and label this as "**Attachment 7-Alternative Sites Analysis**".

## **8. FCC LICENCES**

If the applicant proposes to operate in FCC-licensed spectrum, provide proof of licenses for all planned operating bands in the applicable geographic market(s). In lieu of the proof of licenses, the applicant may provide the call signs of the FCC signal operator. Attach and label this as "**Attachment 8-FCC Licenses**".

## **9. FAA FORMS**

If the proposed SWF requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq., or under FCC rules, provide such documentation. Attach and label this as "**Attachment 9- FCC Licenses**". If not applicable so state.

## **10. RADIO FREQUENCY EMISSIONS COMPLIANCE REPORT**

Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the SWF, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits.

The RF compliance report must include the actual frequency and power levels [in watts effective radiated power ("**ERP**"), [not EIRP] for all existing and proposed antennas at the site; Also, the RF Compliance Report should depict:

- the location and orientation (degree azimuths) of all transmitting antennas;
- the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC); shown in Plan view and Elevation view; identify 0-99%, 100-499%, 500%+; identify the maximum percentage of RF emissions above Uncontrolled/General Population and locations of all such RF emissions.
- the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC).

Attach and label this as "**Attachment 10-RF Compliance Report**".

## **11. ACOUSTIC ANALYSIS**

Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment related to the SWF and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must 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 certified 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 ambient noise limits.

Attach and label this as **"Attachment 11–Acoustic Analysis"**.

## **12. STRUCTURAL ANALYSIS**

Provide a report prepared and certified by a **California Registered Engineer** that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. Attach and label this as **"Attachment 12–Structural Analysis"**

## **13. PUBLIC NOTICE**

Per the City's Small Wireless Facility Policy, specifically section 7(a) Approvals and Denials; Notices, the applicant needs to carry out all necessary public noticing requirements including submitting mailing list and mailing labels for all properties and record owners of properties within 500 feet of the proposed SWF location. Attach and label this as **"Attachment 13-Public Notice"**.

## **14. CITY BUSINESS LICENSE**

Provide proof of City Business License for the applicant.

Attach and label this as **"Attachment 14-City Business License"**.

## **15. INDEMNIFICATION LETTER**

Applicant shall provide a letter on the Applicant's letterhead that includes the following text, along with the Applicant's signature and date:

"Applicant on its behalf and on behalf of all entities for which the Applicant is building the facility shall indemnify, defend and hold City harmless against all third party claims (including but not limited to third party claims by the Homeowner's Association and/or individual homeowners) made against City in any legal action or proceeding, including administrative proceedings, arbitrations, and regulatory actions, which arise out of or in connection with sea

level rise and any impacts from sea level rise on the Project (including both the Residential Property and the Park Property, as defined in the Terminal One Land Disposition Agreement)(the “ Third Party Claims”). Applicant’s obligation to indemnify and hold City harmless shall apply to any liability, damages, losses, judgments, or costs incurred by City as a result of Third-Party Claims; provided that Applicant’s indemnification and hold harmless obligations shall be exclusive of any actions brought by Applicant or Applicant’s successors-in-interest and shall not extend to any claim caused solely by the City’s negligence or willful misconduct. This indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and costs of suit, attorneys’ fees and other costs, liabilities and expenses incurred in connection with such legal actions or proceedings as referenced above. If Applicant is required to defend the City as set forth above, the City shall retain the right to select the counsel who shall defend the City, after good faith consultation with the Applicant.”

Label this as “**Attachment 15-City Indemnification Letter**”.