

**CITY OF SAN BRUNO  
APPLICATION CHECKLIST FOR  
SMALL WIRELESS FACILITIES IN  
THE PUBLIC RIGHT-OF-WAY AND WITHIN  
UTILITY EASEMENTS IN PUBLIC AND PRIVATE PROPERTIES**

**INSTRUCTIONS:**

In addition to the main application form for a Wireless Facilities Permit, persons applying for such a permit under the City of San Bruno (the “City”) Municipal Code (the “Code”) for the installation and operation of small wireless facilities in the City must also fill out this application checklist and submit it (with all necessary information and documentation identified in the Addendum) at the same time as their Wireless Facilities Permit application. For additional information regarding application requirements and all other requirements, please review Chapter 8.36 of the Code at <https://qcode.us/codes/sanbruno> and City of San Bruno Resolution No. 2019 – 61.

**PART A: BASIC INFORMATION (ALL APPLICANTS)**

**1. Purpose of Wireless Facility**

Is the proposed wireless communications facility 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: \_\_\_\_\_.
- Yes. Specify the type(s) of personal wireless services: \_\_\_\_\_.
- \_\_\_\_\_.

**2. Type of Application**

Please check the applicable box(es) 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.

- 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”. Applicant shall submit the information required in Part B and the Application Requirements Part C, Section 1 below. ***The applicable FCC shot clock is sixty (60) days (ninety (90) days if application is submitted when FCC 18-133 is not in effect).***

- Small Cell Facility (New Structure). Applicant asserts that the application is being submitted for approval to deploy a Small Wireless Facility (as defined by 47 C.F.R. § 1.6002(l)) involving placement of a new structure. Replacements of existing structures are considered new structures. Applicant shall submit the information required in Part B and the Application Requirements Part C, Section 1 below. ***The applicable FCC shot clock is ninety (90) days (one hundred and fifty (150) days if application is submitted when FCC 18-133 is not in effect).***
- Permit Renewal. Applicant asserts that the application is being submitted for a renewal of an existing wireless facility permit or predecessor permit. If you checked this box, please submit a copy of the original permit, any prior renewals or extensions thereof, and the information required in the Application Requirements Part C, Section 2 below.

**Also check the following Waiver Request box if applicable to your application.**

- Waiver Request. Applicant asserts that its application includes a waiver request. Applicant shall include a request for a waiver, as set forth in Section 8.36.080(C) of the Code, and any additional information required in Section 3 of the Application Checklist Addendum. A request for waiver may be submitted at a later time if it is determined that the proposed facility, as originally submitted, will not meet the requirements and restrictions of the Code.

### **3. Application Fees**

Applicant shall pay all applicable fees in the amounts established by the current fee schedule or any other applicable City document. In the event applicant has pre-paid all or a portion of applicable fees, please include a copy of the receipt from that transaction.

### **4. Franchises, Authorizations and Licenses**

To have a complete application, the applicant must have: (a) authorization to use the public rights-of-way, if applicable; (b) licenses to provide proposed services; and (c) authorization to use the proposed structure.

- a) Does applicant have an existing franchise or other authorization to place wireless facilities in the public rights-of-way?
  - No.  
If no, the application will be considered incomplete.
  - Yes.  
If yes, explain source of applicant's right to use the public rights-of-way and submit related documentation.

b) Has applicant obtained all applicable licenses or other authorizations to provide the services proposed in connection with the application, whether required by the Federal Communications Commission, California Public Utilities Commission, or any other agency with authority over the proposed services.

- No.
- Yes.

If yes, submit related documentation such as FCC licenses or authorizations, a certificate of public convenience and necessity or a wireless identification registration (WIR) from the California Public Utilities Commission.

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

- No.
- Yes.

If yes, identify the owner as one of the following:

- The City.
- Other: \_\_\_\_\_(insert name).

If you selected Other, provide a copy of the authorization or license to use the structure.

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. By checking this box and signing below, you acknowledge and agree that the wireless facility permit applied for is not a substitute for a license or other agreement to use the City facility and must be separately applied for; that any deadline for action on that application will not begin to run until the complete application is submitted; and that this wireless facility permit application will remain incomplete until and unless a complete application for a license or other agreement is submitted to the City.<sup>1</sup>

Agreed: \_\_\_\_\_

---

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

## 5. High Fire-Threat District

Is the proposed wireless facility in a High Fire-Threat District (HFTD) (as demarcated on the current version of the California Public Utility Commission Fire-Threat Map).

- No.
- Yes.

If you answered yes to this question, please answer the following:

- a) Identify the structure, proposed structure, and/or property on which the facility will be attached, and the owner of the structure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

- b) Check one of the following:

- The facility is being installed on a structure that applicant contends is, or will be, under the jurisdiction of General Order 95 (“GO 95”), or GO 165, or GO 166.
  - The facility is NOT being installed on a structure that applicant contends is, or will be, under the jurisdiction of General Order 95 (“GO 95”), or GO 165, or GO 166.
- c) If the facility is being installed on a GO 95, 165, or 166 structure, attach sworn statements by qualified experts attesting to: (1) the specific HFTD in which the wireless facility will be located; (2) whether the structure has been inspected by qualified experts for compliance with all applicable General Orders; (3) whether the structure, any existing facilities, and any planned structures and facilities would comply with standards for placement on structures in an HFTD; and (4) whether all required Fire Prevention Plans are in place. If existing or proposed structures or facilities are or will be non-compliant in any respect, the application shall identify steps proposed to ensure the structure and existing and proposed facilities are compliant.
  - d) If the facility is NOT being installed on a GO 95, 165, or 166 structure, submit sworn statements by qualified experts attesting to: (1) the specific HFTD in which the wireless facilities will be located, as demarcated on the current version of the California Public Utility Commission Fire-Threat Map, if applicable; (2) a description of the steps the applicant has taken to reduce hazards to public safety, including fire safety hazards, that may be caused by the proposed wireless facility; and (3) the steps applicant proposes to take to maintain the safety of the wireless facility, which steps shall be at least as rigorous as if GO 95, 165, and 166 applied.

**PART B: PERSONAL WIRELESS SERVICES FACILITIES (RESPOND IF APPLICABLE)**

1. Is the proposed wireless communications facility part of a distributed antenna system (“DAS”)?
- No.
  - Yes. *[By signing below you acknowledge that all applications for wireless communications facilities comprising the DAS must be submitted contemporaneously.]*

Agreed: \_\_\_\_\_

2. 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 facility permit 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:

- a)     \_\_\_ Building Permit
- b)     \_\_\_ Electrical Permit
- c)     \_\_\_ Traffic Control/Street Closure Permit
- d)     \_\_\_ Encroachment Permit
- e)     \_\_\_ 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: \_\_\_\_\_

3. 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.]

**PART C: COMPLETENESS CHECK**

1. Proposed Small Wireless Facilities are in the public right-of-way?
  - Yes       No
  
2. Proposed Small Wireless Facilities are within utility easements in public or private properties?
  - Yes       No
  
3. Wireless Facilities Application checklist has been completed and included with submittal package?
  - Yes       No
  
4. All other required materials as noted on the application checklist, City of San Bruno Resolution No. 2019 - 61, and Chapter 8.36 of the City Municipal Code are included with the submittal package?
  - Yes       No
  
5. Transmittal with list of documents included with the submittal package has been provided?
  - Yes       No
  
6. \$3,000 Deposit (For permit fee, City staff time, City's third party consultant; deposit does not necessarily reflect total costs)
  - Yes       No
  
7. In addition to City Municipal Code Chapter 8.36 and Resolution No. 2019 - 61, the following special conditions apply:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  
8. If applying to install a new wireless facility, have all information and documents required in the Addendum been submitted?
 

<input type="checkbox"/> Location & Zoning	<input type="checkbox"/> Project Description	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Site Photographs	<input type="checkbox"/> Visual Impact Analysis

- Noise
- Notice
- FCC RF Standards
- Justification for Location
- Structural Analysis
- Map

9. If applying for a permit renewal, have all information and documents required in the Addendum been submitted?

- Location & Zoning
- Facility Plan
- FCC RF Standards
- Project Description
- Visual Impact Analysis
- Structural Analysis
- Prior Approval/Permits
- Noise
- Notice

10. If applying for a waiver request, have all information and documents required in the Addendum been submitted?

- Yes
- No

**CITY OF SAN BRUNO  
APPLICATION ADDENDUM FOR  
SMALL WIRELESS FACILITIES IN  
THE PUBLIC RIGHT-OF-WAY AND WITHIN UTILITY EASEMENTS IN  
PUBLIC AND PRIVATE PROPERTIES**

**INSTRUCTIONS:**

The information required to be included in your application is dependent upon whether it is an application to install a new small wireless facility or a renewal of an existing permit. Please reference the appropriate section below for your application type to read a detailed list of its requirements. If your response to a question includes attachments, label the attachments as exhibits that reference the Section and Part numbers. For example, for information requested in Section 1, Part (a)(ii), label the documents: Exhibit 1(a)(ii).

**1. NEW SMALL WIRELESS FACILITY: *For applications to install a new small wireless facility*, the following must be provided:**

**a) Location and Zoning Information**

- i) Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the present zone designation of the project site.
- ii) If the facility is proposed to be attached to an existing utility pole, provide the pole number.
- iii) Applicant shall include signed documentation indicating that applicant is authorized by the owner of the support structure and/or real property to install and operate the proposed facility.

**b) Description of the Proposed Project**

- i) A description of the proposed facility(ies), including whether the project is a new facility, a collocated facility, or a modification to an existing facility.
- ii) An explanation asserting all of the grounds why the proposed facility constitutes a small cell facility.
- iii) An explanation of whether the new facility could and will be designed to accommodate future wireless facilities.
- iv) A list of all facilities and equipment proposed to be installed and the dimensions, weight, and manufacturer's specifications for each.
- v) A written description of the concealment measures applicant proposes to use to aesthetically blend the facility to the immediate surroundings and to minimize its visual impact. This should include, but not be limited to, a description of proposed concealment techniques, sizing and placement of elements of the facility (including undergrounding proposed), measures proposed to limit visibility of the facility from residential dwelling units, and



the textures and colors to be used in the concealment process. If none, so state.

- vi) A description of any ground disturbance necessary to complete the proposed project.
- vii) A description of the site and any deployment outside the site necessary to complete the proposed project.
- viii) If a collocation, a description of why this installation qualifies as a collocation within the meaning of the FCC rules. Applicant must also provide the following:
  - (1) A description of all installation procedures and plans for the facility; and
  - (2) A description of all changes to be made to the existing structure, which description will, among other things, identify precisely what changes will be made to the supporting structure.

### **c) Site Plan**

- i) Four (4) copies of a facility site plan at a scale of 1"=20' or larger and including the following:
  - (1) A north-pointing arrow on each plan sheet;
  - (2) Title block with applicant's name, owner's name, and contact information;
  - (3) Depiction of the fully-constructed proposed facility;
  - (4) Location of lot lines, streets (with street names), easements, and all structures and improvements, including accessory equipment, underground utilities and support structures, existing and proposed;
  - (5) Existing and proposed elevations of all facilities, equipment, support structures, appurtenances, and other related structures
  - (6) Slopes, contours, trees and other pertinent physical features of the site, existing and proposed;
  - (7) All exterior lighting on the site, existing and proposed;
  - (8) Location use and approximate distance from property lines of the nearest structures on all properties abutting the site; and
  - (9) The location of parking for maintenance personnel.

### **d) Landscape Plan**

- i) If any landscaped ground will be disturbed, four (4) copies of a landscape plan for the site, at a scale of 1/8"=1' or larger and including the following:
  - (1) Existing trees with trunk diameter over six inches (6") at four feet (4') above grade and/or fifteen feet (15') in overall height within fifty feet (50') of the proposed wireless communication facility;
  - (2) Species, diameter and condition of all such trees;
  - (3) Final disposition of all existing trees; and

- (4) Species, location and sizes of trees and other vegetation proposed to be installed in conjunction with the wireless communication facility.

**e) Site Photograph(s)**

- i) Current color photographs of the site and its surroundings.

**f) Visual Impact Analysis**

- i) A visual impact analysis, which shall include photomontage, photo simulation or similar technique, demonstrating, from all four primary directions (north, south, east, and west) the potential visual impacts of the proposed facility. Consideration shall be given to views from public areas as well as from private property. The analysis shall assess the cumulative impacts of the proposed wireless communication facility and other existing wireless facilities in the area, and shall identify and include all feasible mitigation measures consistent with the technological requirements of the proposed facility.

**g) Noise**

- i) Demonstrate compliance with the City's noise ordinance in Chapter 6.16 of the Code by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that are expected to induce or generate noise, as well as anticipated noise levels of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur.

**h) FCC Radio Frequency Standards**

- i) A report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the proposed installation will be compliant with the FCC's standards. The report must also contain the following:
  - (1) A description of each of the proposed antennas and all related fixtures, structures, appurtenances and apparatus, including the height above grade, volume in total cubic feet, materials, lighting, and the directionality of each antenna (e.g., omni, directional, etc.);
  - (2) The frequency, modulation and class of service;

- (3) A clear identification of areas, both vertically and horizontally, where exposure levels will exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account, and should show exposures based on "worst case" scenarios;
- (4) A certification that the facility will comply with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner by which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated; and
- (5) If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit general public or occupational exposure, identify those conditions, and demonstrate that they have been satisfied, or describe when they will be satisfied.

**i) Structural Analysis**

- i) A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:
  - (1) In the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to support the antennas, the proposed method of affixing the antennas and the precise point at which the antennas shall be mounted;
  - (2) In the case of a facility with a support structure (e.g. monopole), documentation that the structure is capable of supporting the antennas (and any other equipment to be attached to or supported by the support structure) and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas, and the precise point at which the antennas shall be mounted; and
  - (3) A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) will be placed can safely support the wireless facility; and that all elements of the wireless facility comply with applicable safety standards, including, without limitation, GO 95, 165, and 166.

**j) Notice**

- i) Evidence that notice has been given to all persons entitled to notice under Section 8.36.070 of the Code.

**k) Justification for Location/Collocation**

- i) A justification as to why the applicant chose the location for the proposed wireless communication facility. Such justification shall include a written assessment of not less than two (2) alternative locations considered by the applicant and the reasons why said alternative locations were rejected as candidates.
- ii) A written explanation of the applicant's investigation into collocating the proposed facility with an existing facility. Indicate whether collocation is or is not feasible and why.

**l) Map of Applicant's Existing Wireless Facilities and Coverage Assessment**

- i) A map and narrative description of all existing wireless facility sites used by the applicant which are located within the City, and any wireless facility sites located outside of the City but which provide coverage within any part of the City.

**2. RENEWAL REQUESTS:** *For a renewal of an existing permit*, the application must provide the following information:

**a) Location and Zoning Information**

- i) Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the current zone designation of the project site.
- ii) If the existing facility is attached to a pole, provide the pole number.
- iii) Applicant shall include signed documentation indicating that applicant is authorized by the owner of the support structure and/or real property to continue operating the facility.

**b) Description of the Project for Renewal**

- i) A description of the existing facility(ies).
- ii) A list of all facilities and equipment currently installed and the dimensions, weight, and manufacturer's specifications for each.
- iii) A written description of the concealment measures applicant is using to aesthetically blend the facility to the immediate surroundings and to minimize its visual impact. This should include, but not be limited to, a description of concealment techniques, sizing and placement of elements of the facility (including undergrounding), measures to limit visibility of the facility from residential dwelling units, and the textures and colors used in the concealment process. If none, so state.
- iv) A description of the site and any deployment outside the site.

- v) A description of all changes made to the facility from the date of the original installation (whether or not approved) and a description of the changes in height from January 22, 2012.

**c) Prior Approvals/Permits**

- i) A copy of all approvals and/or permits for the tower or base station and any subsequent modification permits, and of any required conditions (imposed by the City and/or third party) placed on the initial or subsequent permits.
- ii) A showing that the facility is in compliance with existing conditions of the underlying approval(s)/permit(s). If the facility is not in compliance with conditions as of the date of application, there must be a plan submitted for correction of any non-compliance condition.

**d) Facility Plan and Photograph(s)**

- i) Four (4) copies of the existing facility plan at a scale of 1"=20' or larger and including a north-pointing arrow on each sheet and title block with applicant's name, owner's name, and contact information.
- ii) Current color photographs of the facility and its surroundings.

**e) Visual Impact Analysis**

- i) A visual impact analysis, which shall include photographs, demonstrating from all four primary directions (north, south, east, and west) the visual impacts of the existing facility. Consideration shall be given to views from public areas as well as from private property.

**f) Noise**

- i) Demonstrate continued compliance with the City's noise ordinance in Chapter 6.16 of the Code by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that induce or generate noise, as well as the noise levels of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur.

**g) FCC Radio Frequency Standards**

- i) A report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the

existing facility is compliant with the FCC's standards. The report must also contain the following:

- (1) A description of each of the antennas and all related fixtures, structures, appurtenances and apparatus, including the height above grade, volume in total cubic feet, materials, lighting, and the directionality of each antenna (e.g., omni, directional, etc.);
- (2) The frequency, modulation and class of service;
- (3) A clear identification of areas, both vertically and horizontally, where exposure levels exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account, and should show exposures based on "worst case" scenarios;
- (4) A certification that the facility is in compliance with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner by which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated; and
- (5) If the certification of the facility as currently installed is subject to conditions designed to limit general public or occupational exposure, identify those conditions, and demonstrate that they have been satisfied, or describe when they will be satisfied.

#### **h) Structural Analysis**

- i) A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:
  - (1) In the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to continue to support the antennas and any required maintenance;
  - (2) In the case of a facility with a support structure (e.g. monopole), documentation that the structure is capable of continuing to support the antennas (and any other equipment attached to or supported by the support structure) and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas; and
  - (3) A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) is placed can continue to safely support the wireless facility; and that all elements of the wireless facility comply with applicable safety standards, including, without limitation, GO 95, 165, and 166.

**i) Notice**

- i) Evidence that notice has been given to all persons entitled to notice under Section 8.36.070 the Code.

**3. WAIVER REQUEST [if applicable]**

- a) If it is contended that the City is required by federal or state law to approve the facility, applicant must submit the information it relies upon to support that claim, identifying: (i) the legal standard it claims applies; (ii) the showings it relies upon for its claim; (iii) alternative legal standards that may apply that it claims to meet; and (iv) the showings it relies upon for those claims. Applicants are cautioned that, should they choose not to submit with respect to items (iii) and (iv), and the City believes that applicant misapplies or relies on the wrong legal standard, the waiver (and consequently the application) may be denied.

**CERTIFICATION (ALL APPLICANTS):**

I (we) hereby certify under penalty of perjury that (1) after diligent investigation, the information provided pursuant to this Application Checklist and Addendum is true, accurate, and complete to the best of my (our) knowledge and belief; and (2) upon completion of the work proposed, the permitted small wireless facility will comply with all applicable laws, regulation, practices or other requirements under federal, state, or local law, including, but not limited to, building and electrical codes, the FCC's radio frequency emissions standards, and the requirements of the Americans with Disabilities Act.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

[end of document]