



CITY of CALABASAS

Community Development Department
Planning Division
100 Civic Center Way
Calabasas, CA 91302
T: 818.224.1600

www.cityofcalabasas.com

Wireless Telecommunication Facility Application

Prior to submittal of this application, it is advised that the applicant review the requested proposal with Planning Division Staff in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

PROPERTY LOCATION AND ZONING (print or type)

Property Address: _____ Zip Code: _____
Assessor's Parcel No(s): _____
Cross Streets: _____
HOA: _____

GENERAL INFORMATION

Carrier / Wireless Provider: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____

Applicant: _____
Applicant is: Carrier / Wireless Provider Representative Other: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____

Property Owner: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____

TO BE COMPLETED BY PLANNING DIVISION STAFF

Application Processing	
File No(s):	_____
Date:	_____
Staff Initials:	_____
Fees:	_____
Receipt No:	_____

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Calabasas permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, Board, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Calabasas' web site and CTV, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Signature: _____ Date: _____
Name and Title (*print or type*): _____ Phone: _____

CONSENT BY CARRIER / WIRELESS PROVIDER

If applicant is other than the carrier / wireless provider, an authorized agent of the carrier / wireless provider must sign consenting to filing. Attach additional sheets if necessary. Original signatures only. Fax copies of signatures will not be accepted. A letter of authorization will not be accepted in lieu of signing this form.

I/We, as the authorized agent of the subject carrier / wireless provider, consent to the filing of this application. We further consent and hereby authorize City representative(s) to review technical documents for the purpose of processing the application(s) being filed.

Signature(s) Name(s) and Title(s) (please print or type) Date

CONSENT BY PROPERTY OWNER

If applicant and carrier / wireless provider are other than the property owner, an authorized agent of the property owner must sign consenting to filing. Attach additional sheets if necessary. Original signatures only. Fax copies of owner's signature will not be accepted. A letter of authorization will not be accepted in lieu of signing this form.

I/We, as the authorized agent of the subject property owner, consent to the filing of this application. We further consent and hereby authorize City representative(s) to access the property and review technical documents for the purpose of processing the application(s) being filed.

Signature(s) Name(s) and Title(s) (please print or type) Date

Note: This application is being signed under penalty of perjury by a person of legal authority to bind the applicant and the project owner. Furthermore, by signing this application form, all parties involved acknowledge the regulations set forth in section 17.12.050 of the Calabasas Municipal Code.



Minimum Application Filing & Public Noticing Requirements Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application is complete for processing purposes. If any items are not included the project may not be accepted for submittal.

Wireless Telecommunication Facility Permit:

The minimum requirements for filing a Wireless Telecommunication Facility Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Three (3) copies of the completed *Wireless Telecommunications Facility Application* and filing fee.
- Three (3) copies of the completed *Supplemental Application Form for Wireless Sites*, with all appropriate attachments.
- The project description shall include a complete description of the proposed facility or modification of an existing facility, including, but not limited to, extent of all construction, routine maintenance schedule, number of antennas, etc.
- A complete description of the proposed Wireless Telecommunication Facility Permit, including, but not limited to, the improvements proposed for the property, and answers to the following questions:
 - Is the proposed use conditionally permitted within the subject zoning district and does it comply with all of the applicable provisions of this development code?
 - Is the proposed use consistent with the General Plan and any applicable specific plan or master plan?
 - Is the approval of the wireless telecommunication facility permit for the proposed project in compliance with the California Environmental Quality Act (CEQA)?
 - Are the location and operating characteristics of the proposed use compatible with the existing and anticipated future land uses in the vicinity?
- Completed *Reimbursement Agreement for Recoverable Costs Form* (\$2,500 deposit required).
- Three (3) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- One (1) complete set of required plans reduced to 11"X17".
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- Three (3) complete sets of before and after colored photo simulations. Minimum size of each photo simulation must be at least 8 ½ by 11 inches. The photos shall be taken from widely scattered positions, with an accompanying map showing where each photo was taken. All elements of the proposed project must be shown in one or more close-in photo simulations.
- Three (3) complete sets of detailed specifications for the antennas and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc. (may be included in the plans)
- Three (3) copies of an affirmation, under the penalty of perjury, that the proposed installation will be FCC compliant, which shall include the information required in section 17.12.050(C)(2)(e) of the Calabasas Municipal Code.
- Three (3) copies of a Master Plan which identifies the location of the proposed facility in relation to all existing and potential facilities maintained by the carrier within the City of Calabasas. The Master Plan should reflect all potential locations that are anticipated for construction within two years.
- Three (3) copies of each of the following propagation maps signed and stamped by a qualified engineer, certifying accuracy of the information:
 - Existing network coverage
 - Proposed network coverage
 - Single site network coverage (showing the proposed coverage from the project site only and no other antennas within the network)

Minimum Application Filing and Public Noticing Requirements Checklist

- Three (3) copies of an Acoustical Analysis/Noise Study, prepared by a qualified engineer, for the proposed telecommunication facility including, but not limited to, equipment such as air conditioning units and back-up generators.
- For new facilities, the plans shall include (in plan view and elevations) a scaled depiction of the maximum permitted increase as authorized by Section 6409(a) of the 2012 Middle Class Tax Relief Act, using the proposed project as a baseline.
- A written statement of the project owner’s willingness to allow other wireless carriers to collocate on the proposed or existing wireless telecommunication facility, wherever technically and economically feasible and aesthetically desirable.
- Three (3) copies of written documentation demonstrating a good faith effort to locate a proposed facility in the least intrusive location in accordance with the location requirements of section 17.12.050(C)(3) of the Calabasas Municipal Code.
- Three (3) copies of a siting analysis which identifies a minimum of five (5) other feasible locations within or without the city which could serve the area intended to be served by the facility. At least one alternative shall be a collocated site.
- Three (3) copies of structural details for all new poles, replaced poles, or existing poles, on or in which antennas or any other equipment will be attached. The plan(s) shall be stamped and signed by a licensed structural engineer certifying that the proposed design will withstand heavy wind loads.
- For facilities located within the public right-of-way, the applicant shall provide certification that the facility is for the use of a telephone corporation or state the basis for its claimed right to enter the right-of-way. If the applicant has a certificate of public convenience and necessity (CPCN) issued by the California Public Utilities Commission, it shall provide a copy of its CPCN.
- Three (3) copies of a written analysis demonstrating that the proposed facility is necessary to close a significant gap in the wireless carrier’s service coverage. Such information shall include in-kind call testing of existing facilities within the area the applicant contends there is a significant gap.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

an existing facility, including, but not limited to, extent of all construction, routine maintenance schedule, number of antennas, etc.

- Completed *Reimbursement Agreement for Recoverable Costs Form* (\$1,000 deposit required).
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Three (3) sets of complete and accurate plans, drawn to scale, signed, and sealed by a California-licensed engineer, land surveyor, and/or architect, which shall include the following information:
 - a. A site plan and elevation drawings for the facility as existing and as proposed with all height and width measurements explicitly stated.
 - b. A depiction, with height and width measurements, explicitly stated, of all existing and proposed transmission equipment.
 - c. A depiction of all existing and proposed utility runs.
 - d. A depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities labeled in plan view.
 - e. For proposed collocations or modifications to wireless towers, the plans must include scaled plan views and all four elevations that depict the physical dimensions of the wireless tower as it existed on February 22, 2012 or as approved if constructed after February 22, 2012. For proposed collocations or modifications to base stations, the plans must include scaled plan views and all four elevations that depict the physical dimensions of the base station as it existed on February 22, 2012 or as approved if constructed after February 22, 2012.
 - f. A demolition plan.

Each set shall be stapled together as a single package and folded to 8½”X11”.

- One (1) complete set of required plans reduced to 11”X17”.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.

- Three (3) complete sets of before and after colored photo simulations. A visual analysis that includes (1) scaled visual simulations that show unobstructed before-and-after construction daytime and clear-weather views from at least four angles, together with a map that shows the location of each view angle; (2) a color and finished material palate for the proposed screening materials; and (3) a photograph of a

Wireless Facility Minor Modification Permit:

The minimum requirements for filing a Zoning Clearance application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Three (3) copies of the completed *Wireless Telecommunications Facility Application* and filing fee.
- The project description shall include a complete description of the proposed facility or modification of

Minimum Application Filing and Public Noticing Requirements Checklist

completed facility of the same design and in roughly the same setting as the proposed wireless communication facility.

- Three (3) complete sets of detailed specifications for the antennas and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc. (may be included in the plans)
- A written statement asserting that the proposed collocation or modification is an “eligible facilities request” and does not result in a substantial change in the physical dimensions of the facility’s wireless tower or base station, as defined by Section 6409, Title 47, USC, section 1455, and justifying that assertion. The written statement shall identify and discuss each required finding for approval of a wireless facility minor modification permit under Section 17.12.050(F)(5) of the Calabasas Municipal Code and explain the facts that justify the request for the director to make each finding.
- True and correct copies of all previously issued permits, including all required conditions of approval and a certification by the applicant that the proposal will not violate any previous conditions of approval or why any violated permit or condition(s) does not prevent approval under Title 47, USC, Section 1455 and the Federal Communications Commission’s regulations implementing this federal law.
- Three (3) copies of an affirmation, under the penalty of perjury, that the proposed installation will be FCC compliant, which shall include the information required in section 17.12.050(F)(3)(h) of the Calabasas Municipal Code.
- Three (3) copies of structural details for all new poles, replaced poles, or existing poles, on or in which antennas or any other equipment will be attached. The plan(s) shall be stamped and signed by a licensed structural engineer certifying that the proposed design will withstand heavy wind loads.
- Three (3) copies of a noise study, prepared, signed, and sealed by a California-licensed engineer, for the proposed personal wireless telecommunication facility, but not limited to equipment, such as air conditioning units and back-up generators; or a written statement signed and sealed by a California-licensed engineer indicating that the proposed modification(s) will not alter the existing noise levels or operational equipment which creates noise.
- At the time of submittal to the Planning Division, the applicant shall also submit to Building and Safety and/or Public Works for any applicable permit (i.e. electrical permit, encroachment permit, etc.) to alter an existing wireless telecommunication facility.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List:** A mailing list containing the names, addresses, and assessor’s parcel number of all owners of real property within a radius of one thousand five hundred feet (1500’) from the site for wireless telecommunication facility permits and three hundred feet (300’) from the site for wireless facility minor modification permits, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor’s Office 14340 Sylvan Street, Van Nuys, Ca 91401, phone: (818 901-3455)*). Include the name and address of the property owner, applicant, and representative of the mailing list.
- Mailing Envelopes:** One set of stamped (at current postage rates) business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: “City of Calabasas, Planning Division, 100 Civic Center Way, Calabasas, CA 91302”.
- Radius Map:** A map illustrating the required radius boundary and all parcels within the boundary (copies of the assessor’s maps will be accepted).
- Thirty (30) Days prior to a public hearing, the applicant is required to post a “Notice of Public Hearing” sign. (Applicable to properties within the Old Topanga and Calabasas Highlands Overlay Districts only)

For further information regarding the requirements of the “Notice of Public Hearing Sign” see the *Posting of Public Hearing Sign Requirements* *handout*, which is available at the Community Development Department.

Note: For a list of individuals/companies that prepare the radius map and property ownership lists, contact the City of Calabasas Planning Division.

HOMEOWNER ASSOCIATION (HOA) NOTIFICATION REQUIREMENTS

For projects within an area governed by a Homeowners Association, provide one of the following:

1. A letter from the Homeowner’s Association stating that they have reviewed the project; or
2. Copy of letter from applicant to HOA seeking consideration of project; or
3. Copy of letter from HOA to the applicant indicating receipt of application for the project.

OTHER SUBMITTAL REQUIREMENTS

In addition to the submittal requirements described above, additional sets of plans are required to be submitted prior to scheduling for a hearing. The following are the requirements for each hearing body.

Communications and Technology Commission

- Three (3) complete sets of plans (the most recent revision) prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set

Minimum Application Filing and Public Noticing Requirements Checklist

shall be stapled together as a single package and folded to 8½”X11”.

- Sixteen (16) complete set of required plans reduced to 11”X17”.
- Sixteen (16) complete sets of before and after colored photo simulations. Minimum size of each photo simulation must be at least 8 ½ by 11 inches. The photos shall be taken from widely scattered positions, with an accompanying map showing where each photo was taken. All elements of the proposed project must be shown in one or more close-in photo simulations.
- Sixteen (16) copies of written documentation demonstrating a good faith effort to locate a proposed facility in the least intrusive location in accordance with the location requirements of section 17.12.050(C)(3) of the Calabasas Municipal Code.
- Sixteen (16) copies of a siting analysis which identifies a minimum of five (5) other feasible locations within or without the city which could serve the area intended to be served by the facility. Such analysis shall provide the following information:
 - Sixteen (16) copies of any other reports, studies, etc. completed for the site.
- Sixteen (16) copies of each of the following propagation maps signed and stamped by a qualified engineer, certifying accuracy of the information:
 - Existing network coverage
 - Proposed network coverage
 - Single site network coverage (showing the proposed coverage from the project site only and no other antennas within the network)
- Sixteen (16) complete sets of detailed specifications for the antennas and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc. (may be included in the plans)
- Sixteen (16) complete sets of an FCC compliance report, prepared by a qualified engineer, which shall include the information required in section 17.12.050(C)(2)(e) of the Calabasas Municipal Code.
- Sixteen (16) copies of a Master Plan which identifies the location of the proposed facility in relation to all existing and potential facilities maintained by the carrier within the City of Calabasas. The Master Plan should reflect all potential locations that are anticipated for construction within two years.

- Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

- Seven (7) complete sets of before and after colored photo simulations. Minimum size of each photo simulation must be at least 8 ½ by 11 inches. The photos shall be taken from widely scattered positions, with an accompanying map showing where each photo was taken. All elements of the proposed project must be shown in one or more close-in photo simulations.
- One (1) color and materials samples mounted on an 8½”X11” board.
- Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

Architectural Review Panel (ARP)

- Seven (7) complete set of required plans reduced to 11”X17”.



Plan Preparation Guidelines & Minimum Plan Contents

PLAN PREPARATION GUIDELINES

All of the plans, except where noted, contained in these guidelines are required to be submitted to be considered a complete set.

Plans not conforming to the following guidelines will not be accepted for processing:

- All plans shall be drawn on uniform sheets, no larger than 24"X36".
- Development Plans shall be prepared by an architect or civil engineer licensed to practice in the State of California. Tentative subdivision maps shall be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California.
- All plans/maps shall be clearly labeled with sheet title, project name and project location.
- A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- All plans shall be folded to 8½"X11".
- All plans shall be clear and legible.

MINIMUM PLAN CONTENTS

Site Plan:

The site plan shall be drawn to an engineering scale no smaller than 1"=40' for large projects, 1/8"=1' for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- Topographic survey of the project site.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.

- Adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Location of all other wireless telecommunications facilities within a 500-foot radius.
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed. This information should also include whether or not any Oak trees are located on site or within one hundred (100) feet of the site.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- A tabular summary, including the following information:
 1. Adjusted gross and net acreage;
 2. Gross floor area per building and total floor area for all buildings;

Plan Preparation Guidelines & Minimum Plan Contents

3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
4. Lot coverage ratio (percentage of site covered by all buildings and structures, and paving for vehicular use);
5. Floor area ratio (total floor area divided by the site area)
6. Pervious Surface coverage Ratio (percentage of lot covered by pervious surfaces).
7. Front Setback/Buffer Landscape coverage ratio (percentage of Setback or buffer area covered by landscaping);
8. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
9. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).

- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

Floor Plan / Roof Plan:

Floor plans shall be drawn to an architectural scale no smaller than 1/8"=1'-0" and shall include the following minimum information:

- Interior layout and dimensions of all levels (including roof).
- Finished floor elevation of ground floors.

Exterior Elevations:

Building elevations shall be of sufficient size to show architectural detail and, generally, shall be drawn to an architectural scale no smaller than 1/8"=1'-0". The building elevations shall include the following minimum information:

- Illustrative elevations of all sides of all buildings and structures.
- All building materials labeled on each sheet of the elevations.
- Proposed building colors labeled on each sheet of the elevations.
- Heights of all structures.
- Conceptual sign locations, sizes and type.
- Elevations of all walls and fences.

- Cross sections and enlargements of architectural elements or details, as needed.
- Screening treatment for HVAC units (include a cross section if necessary).

Conceptual Grading/Drainage Plan:

The conceptual grading/drainage plan shall be drawn to an engineering scale no smaller than 1"=40', with the scale clearly labeled, and shall include the following minimum information:

- Show proposed grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails, distances, spot elevations, gradients, contours, cross sections, flow arrows, etc.
- Show existing grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails. All existing items/conditions shall be designated with short dashes or screened.
- Existing features within 100 feet beyond site boundaries, including natural ground (contours), trees, buildings and structures, drainage courses, drainage facilities (type and size), streets, trails, open space, slopes, etc.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- Provide scaled cross sections at all site boundaries, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls) and elevation differences (maximum and minimum conditions) between off-site structures & those on-site. Sections should extend through building pads & streets.
- Location and dimensions of proposed pervious or landscaped areas after building and paving.
- Proposed drainage facilities to convey storm water runoff into proposed or existing pervious or landscaped areas.
- Proposed infiltration structures to comply with the City's NPDES Permit requirements.
- Proposed treatment devices (e.g., oil/water separators, drain inlet filters, etc.) to remove parking lot oils, sediment and litter for impervious areas directly connected to the City's storm drain system.
- Buildings and structures, indicating footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Drainage and flood control facilities (type, size, etc.).
- Location and dimension of easements, property lines and rights-of-way.
- Natural areas to be preserved (undisturbed; no grading to take place).

Plan Preparation Guidelines & Minimum Plan Contents

- Location of all existing Oak trees. Identify whether the trees are to be preserved, relocated or removed.
- Retaining walls (top and footing elevations).
- Shade pavement and slopes greater than 3:1.

Oak Tree Location Map: *(only required when a Oak Tree Report is required)*

The site plan shall be drawn to an engineering scale no smaller than 1"=20' with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Existing and proposed development
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.

- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing Oak trees within two hundred (200) feet of the project or construction area (may include off-property trees.) Note: the surveyor must sign the plan.
- Exact dripline and protected zone of each tree.
- Tree tag number.

Topographic Map:

- Show existing topography on site and within 200 feet beyond site boundaries, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.

ADDITIONAL SUBMITTAL REQUIREMENTS

Additional Plans and Information: Any of the following items may be required, based on further review of the application:

- Oak Tree Report:** An Oak Tree report, prepared by a certified arborist with experience dealing with Oak Trees, will be required for those projects that could result in the removal of existing Oak trees. They shall include the following:
 - Oak Tree Location Map.** For details see Oak Tree Location Map Requirements on this page.
 - Oak Tree Inventory.** - An Oak Tree inventory shall include the following data for each tree:
 - Tree tag number.
 - Species.
 - Diameter at four and one-half feet (4.5') above natural grade.
 - Height.
 - Canopy cover information, including condition of crown canopy (% shade), diameter and distance from natural grade to the first branch at eight compass points.
 - Health and vigor rating.
 - PRC valuation, including condition assessment and detailed calculations.
 - Existing environment, including slope and aspect, soil description, surrounding vegetation.
 - Physical structure defects.
 - Pest and disease assessment.
 - Vigor description.
 - Photograph of entire tree and photographs of specific problems (include distance and direction).

- Recommendations to improve the health of the tree.
- Impact Analysis.** - Provide the following information for each Oak Tree:
 - Determination as to whether the tree will be removed, encroached upon/pruned, or not impacted.
 - For encroachments and pruning, a discussion on the amount of encroachment (e.g., percentage of the root zone impacted and how), number and size of branches to be removed, and a drawn cross-section illustrating the encroachment.
 - Proposed mitigation measures to reduce the direct impacts, including a protective fencing plan, observation, etc.
 - Construction impacts must be included in the impact analysis, including footings, keyways for slopes, site access, utility trenching, etc.
 - Justification and mitigation for the proposed impacts (e.g., payment of fees or planting of additional trees.
- Mock-up / Staking and Flagging:** A Mock-up may be required to show the height and mass and the impact of the proposal on views or a scenic corridor.
- View / Line of Sight Study:** A View / Line of Sight Study may be required to show the screening of a project and to analyze the impact of the proposal on views or a scenic corridor. This study is required for those projects visible from the Ventura (US 101) Freeway.
- A **Preliminary Title Report** may be required for those projects where the legal establishment of the project site cannot be determined.
- A **Biological Assessment** will be required for those projects that may result in a negative change in the diversity or number of any unique, rare or endangered species of plant, animal or habitat.
- An **Air Quality Study** will be required for those projects that exceed the thresholds established within the SCAQMD CEQA Handbook.
- A **Preliminary Drainage/Hydrology Study** will be required for those projects that would result in a substantial increase in storm water runoff or the project is proposed where an insufficient capacity for storm water runoff currently exists.
- Other Plans and Information.** Any Other Plans or Information that the Planning Director deems necessary to facilitate processing of the application.

DECLARATION

I hereby certify that the plans and information provided present all of the data and information required by this Checklist, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing. This application is being signed under penalty of perjury by a person of legal authority to bind the applicant and the project owner.

Date: _____

Signature: _____

Name & Title: _____



Planning Fee Schedule

Adopted September 25, 1991 (Resolution No. 91-52) and Amended November 17, 1995 (Resolution No. 95-352)

Planning Applications

Conditional Use Permit ²	
- Commercial	\$3,430.00
WTF Minor Modification permit	\$1,935.00
Site Plan Review ²	\$3,559.00
Administrative Plan Review	\$1,700.00
Variance	\$2,255.00
Oak Tree Permit	\$2,856.00
Scenic Corridor Permit	\$754.00

Filing of an Environmental Impact Report (EIR) \$2,843.25

Other Fees

Recoverable Agreement Deposit	
WTF Permit	\$2,500.00 ¹
WTF Minor Modification Permit	\$1,000.00 ¹

Public Hearing Notification Service \$157.24 +
\$0.58 for each property within the required distance

This fee will satisfy submitting the 1,500 foot or 300 foot radius map, property owner list, mailing labels, and stamped envelopes as required, the City will prepare these materials. This fee covers the City's cost for preparation of these materials and is collected in accordance with Section 66014 of the California Government Code.

Notes:

1. Deposit Required. This initial deposit will be collected at the time of application submittal. Any unused deposit amount will be returned to the applicant following final action on the application. Additional deposits may be required.
2. This fee includes the additional 25% charged for review by the Public Works and Building and Safety Departments.
3. This fee does not include any costs of consultants to prepare any environmental documents preparing initial deposit will be collected at the time of application submittal. Any unused deposit amount will be returned to the applicant following final action on the application. Additional deposits may be required..

Environmental Fees

Exempt Projects	\$393.00
Negative Declaration	\$1,184.00 ³
Mitigated Negative Declaration	\$6,961.00 ³
Environmental Impact Report	\$8,867.00 ³
Environmental Consultants	Cost + 15%

Fees for the filing of Environmental Notices with the Los Angeles County Registrar-Recorder/County Clerk's Office shall be submitted to the Planning Department. All checks shall be made payable to the "Los Angeles County Clerk."

As of November 1, 2005 the fees are as follows: *(the City has no control over County Fees and they are subject to change without notice)*

County Posting Fee (all postings)	\$75.00
<i>(This includes Notices of Preparation, Notices of Completion, Notices of Intent to Adopt, and Notices of Availability)</i>	
Filing of a Notice of Exemption	\$75.00
Filing of a Negative Declaration or Mitigated Negative Declaration	\$2,068.00

CITY OF CALABASAS, CALIFORNIA
SUPPLEMENTAL APPLICATION FORM FOR WIRELESS PROJECTS
AND DISTRIBUTED ANTENNA SYSTEM (“DAS”) PROJECTS

I. SUMMARY INFORMATION TAKEN FROM SUPPLEMENTAL APPLICATION

This section contains a brief summary of the information provided by the applicant in Section III of this form. The purpose of this summary is to provide the public with basic information regarding the application as submitted to the City of Calabasas.

To the public: The summary information in this Section I is provided for informational purposes only. Revisions to the underlying project subsequent to the filing of the initial Supplemental Application may not be reflected in this summary. If you wish to inspect the current application from which this information was culled, please contact the City of Calabasas on (818) 224-1600 and ask to speak with the Planning Department.

Project Physical Address from Sec. III 1.01:

Assessor’s Parcel Number from Sec. III 1.01:

Legal Name of Project Owner from Sec. III 1.07:

Name of RF Emitter from Sec. III 4.03:

Use(s) of facility, from Sec. III 4.09 (list all that are checked):

Project maximum height (ft AGL) from Sec. III 4.12:

RF Emissions (“Rad”) center of the lowest transmitting antenna (ft AGL) from Sec. III 4.13:

Provide the following information from Sec. III 4.22:

Band (MHz, or in no transmissions mark “NA”):

Carrier:

Antenna type (i.e., Panel, Omni, Microwave, etc.):

All antenna main beam azimuth(s) (°TN):

Height above ground for lowest transmitting antenna (feet):

Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Total number of antennas at the project site
address at the completion of the proposed project:

Additional Information submitted from Sec. III 11:

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II. INTRODUCTION AND INSTRUCTIONS FOR COMPLETING SECTION III

The City of Calabasas (the “City”) recognizes that the provision of wireless and DAS services are highly technical enterprises subject to various federal, state, and local regulations. This Supplemental Application is designed to elicit necessary and required technical information in support of a planned Conditional Use Permit (“CUP”) or Variance application or Wireless Facilities Permit (“WFP”) for a new or modified wireless telecommunications site project or a Distributed Antenna System (“DAS”) project within the City (the “Proposed Project”).

Completion of this Supplemental Application is a mandatory document for wireless and DAS projects. This Supplemental Application assists the City in complying with its duties under its Municipal Code at Chapter 17.12050, et seq.; Sections 253 and 332 of the Communications Act of 1934 as amended; the FCC Shot Clock Order (FCC 09-99); California Public Utilities Code Sections 7901 and 7901.1; the California Environmental Quality Act (CEQA); the provisions of California Government Code Sections 65850.6 and 65964; Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012; and other local, state, and federal laws, regulations, and applicable court rulings. The City requires that Applicants provide this information to assist it in creating a written administrative record containing substantial evidence sufficient to permit the City’s informed consideration of your request, and to determine the duties, rights and obligations of the City and the Applicant/Project Owner of the Proposed Project.

No application for a new wireless site or for a modification of an existing wireless site shall be considered for determination of completeness until all required responses to this Supplemental Application and required Exhibits are completed and tendered to the City.

If you do not believe that a specific item of information is necessary or applies to your application, mark the item on this Supplemental Application with the words, “Not Applicable” and attach a detailed written explanation as to the basis for your belief (e.g., “Question 94.7 does not apply to this application because the Proposed Project has no microwave transmission element.”) An unsupported statement such as “Question 94.7 does not apply” is insufficient, and the determination of completeness of your application will be delayed while you provide a meaningful and detailed explanation.

The information provided as part of this application is intended to assist the City to determine whether the Proposed Project conforms to the City’s wireless ordinance and other applicable law, regulations, and rules, as well as the weight that is to be given by the City to the information provided in response to this application.

Only the City may waive in writing the need for an Applicant to provide any of the information required to be provided on this Supplemental Application. Without the City's prior written authorization, an Applicant's failure to provide all of the required information on this Supplemental Application shall result in the permit application as being determined to be incomplete.

The City may request additional information from the Applicant to aid its determinations.

Every page of this Supplemental Application including the first page and the last page must be tendered to the City. Each page including the first page and the last page must be initialed where indicated. The last page must also be completed, signed, and dated where indicated.

Please note that some item numbers in this Supplemental Application are intentionally non-consecutive.

Once you have completed Section III of this form, use those answers to provide the required responses to Section I of this form (the summary section).

Questions about this Supplemental Application or the information required by this Supplemental Application should be directed in writing or by email to the City's City Planner.

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III. SUPPLEMENTAL APPLICATION

1.00: **Project Location and Applicant Information**

1.01: Project Physical Address (if any)
("Project Site"):

1.02: Project Site Number (if any):

1.03: Assessor's Parcel Number:

1.04: Underlying Property Owner of Project Site: Name:
Address 1:
Address 2:
City: State: Zip:
Main Tel: Ext:
Direct Tel:
Work Fax:
Mobile Tel:
Email Address:

1.07: Legal Name of Project Owner
(Wireless Carrier or DAS Firm,
referred to in this application as
the "Project Owner"):

1.08: Legal Name of Applicant:

1.10: Applicant's Representative is: Name:
Title:
Firm Name:
Address 1:
Address 2:
City: State: Zip:
Main Tel: Ext:
Direct Tel:
Work Fax:
Mobile Tel:
Email Address:
Website:

<Balance of page intentionally left blank>

2.00: **Project Owner Information and CPCN Information**

2.03: Attach a letter of agency appointing the Applicant’s Representative as the agent for the Project Owner in connection with this application. Designate the letter of agency as “Exhibit 2.03.”

Initial here _____ to indicate that Exhibit 2.03 is attached hereto.

2.05: Attach a letter of agency appointing the Applicant’s Representative as the agent for the underlying Property Owner in connection with this application. Designate the letter of agency as “Exhibit 2.05.”

Initial here _____ to indicate that Exhibit 2.05 is attached hereto.

2.07: Does the Project Owner hold a California Public Utilities Commission ‘Certificate of Public Convenience and Necessity’ (CPCN) for any service to be provided by this Proposed Project? Yes No

2.08: If the answer to 2.07 is Yes, provide a true and complete copy of the Project Owner’s CPCN and mark it as “Exhibit 2.07.”

Initial here _____ to indicate that the Exhibit 2.07 is attached hereto.

<Balance of page intentionally left blank>

3.00: **Section 6409(a) of the Middle Class Tax and Job Creation Act Analysis**

3.01: Does the Applicant or Project Owner believe that the Proposed Project is subject to Section 6409(a) of the Middle Class Tax and Job Creation Act of 2012?

Yes No

3.02: If the answer to 3.01 is No, proceed to 4.0; otherwise proceed to 3.03.

3.03: Provide a detailed narrative as to why the Applicant considers the Proposed Project to be subject to the provisions of Section 6409(a), attaching to the narrative all relied-upon references to rules, regulations, agreements, court rulings, or any other information which the Applicant has referenced or relied upon. Mark the submission as "Exhibit 3.03."

Initial here _____ to indicate that the Exhibit 3.03 is attached hereto.

<Balance of page intentionally left blank>

4.00: **FCC/FAA Compliance**

4.01: For each person/legal entity that will be using the Project Site, provide the information in Sections 4 and 5. If more than one person/legal entity, provide separate information for each person/legal entity using the Project Site.

Note to DAS provider Applicants: Unless the DAS provider is the FCC licensee for the Proposed Project, or the non-licensee to be transmitted from the site for its own purposes, the information provided in response to Sections 4 and 5 must be provided by every individual wireless licensee or non-licensee to be transmitted via the Proposed Project identified in Section 1 of this Supplemental Application. That information must be provided on the letterhead of each entity. Each such response must also be signed by an authorized person, and that person's printed name and title, address and telephone number must be shown on the letter. DAS provider-provided responses to Section 4 are unacceptable, and will result in your application being determined to be incomplete.

4.02: For questions 4.03 through 4.09 inclusive, disclose all information for each proposed Radio Frequency signal emitter ("RF Emitter") at the Project Site.

4.03: Name of RF Emitter:

4.04: RF Emitter's Address Line 1:

4.05: RF Emitter's Address Line 2:

4.06: RF Emitter's Phone number:

4.07: RF Emitter's Fax number:

4.08: RF Emitter's Contact Email address:

4.09: Use of facility: Amateur Radio
(Check all that apply) Broadcast Radio
 Broadcast TV
Notice: Applicants not operating Cellular telephone
under their own FCC license(s) Enhanced Specialized Mobile Radio
must mark "Other" and disclose LTE
of all information required here Microwave
for all entities that use the project. PCS telephone
 Paging
 SMR/ESMR
 WiMax/WI-FI
 Other(s) (specify): _____

- 4.10: Project antenna latitude and longitude: N_____ W_____
- 4.11: Specify DATUM used in 4.10: __ WGS84 __ NAD23 __ NAD83
 __ Other DATUM (specify): _____
- 4.12: Project maximum height (ft AGL):
- 4.13: Bottom of lowest transmitting antenna (ft AGL):
- 4.14: RF Emissions (“Rad”) center of the lowest transmitting antenna (ft AGL):
- 4.15: Distributed Antenna System (DAS) providers: Unless the DAS provider is the FCC licensee for the Proposed Project or the emissions from the Proposed Site are solely for the DAS provider’s own transmissions, a DAS provider must comply with 4.16 and 4.18 by providing the required Appendix A forms that have been produced and completed by each wireless carrier or wireless service provider to be transmitted through the Proposed Project at each wireless site. Appendix A Forms that are not completed by the FCC licensee are unacceptable and will result in this application being deemed incomplete.
- 4.16 For each RF Emitter (i.e., “ABC Wireless” or “XYZ Wireless” etc.), and for each radio service (i.e., “PCS” or “Cellular”) to be employed at this project by each RF Emitter, complete and attach a separate two page “Appendix A” form from "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance" available by download directly from the FCC at <http://www.fcc.gov/oet/rfsafety/> (the “Appendix A Form”). Ensure that all prior-existing and proposed emissions from this Proposed Project are accounted for on the Appendix A Forms you submit.

For consistency across forms, all Appendix A forms and/or third party RF emissions reports submitted must use effective radiated power (ERP) units of measure. Do not use effective isotropic radiated power (EIRP). To verify your understanding of this requirement, you must append the letters “ERP” following each wattage listing in each Appendix A form you submit.

Designate all required and completed Appendix A Forms as “Exhibit 4.16.”

Initial here _____ to indicate that all required Exhibit 4.16 forms are attached hereto. Identify the number of required Exhibit 4.16 forms that are attached hereto: _____ .

- 4.18 For collocation projects: In addition to the Appendix A Form(s) which you must

submit in connection with the Proposed Project identified in this Supplemental Application in Section 4.16, you must also submit an Appendix A Form for each collocated RF Emitter. Designate any additional RF safety compliance information as “Exhibit 4.18.”

For consistency across forms, all Appendix A forms and/or third party RF emissions reports submitted must use effective radiated power (ERP) units of measure. Do not use effective isotropic radiated power (EIRP). To verify your understanding of this requirement, you must append the letters “ERP” following each wattage listing in each Appendix A form you submit.

As an alternative to Exhibit 4.18, the Applicant may submit a third-party RF emissions report produced by a qualified and experienced radio frequency engineer or engineering firm that lists the RF emissions for each licensee (i.e., “ABC Wireless” or “XYZ Wireless”), and for each radio service (i.e., “PCS” or “Cellular”) at the proposed Project Site. Designate any third-party RF safety compliance information as “Exhibit 4.18-A.”

Initial here _____ to indicate that all required Exhibit 4.18/4.18-A forms are attached hereto. Identify the number of required Exhibit 4.18/4.18-A forms that are attached hereto: _____ .

4.20: Considering your response(s) in 4.16 and 4.18, above, and any other identifiable RF Emitters that FCC OET Bulletin 65 requires be evaluated in connection with this Proposed Project, do you believe that all portions of this Proposed Project are cumulatively “categorically excluded” under FCC OET 65 requirements?
___ Yes ___ No

4.22 Based on the final configuration of the proposed site at the time it is activated, including collocated carriers, complete the following for each band of transmissions, and for each carrier, including without limitation bands used for all transmitting panel, omni-directional, microwave and any other type of transmitting antenna:

Example:

Band (MHz, or if none mark “NA”): **1900-1950 MHz**

Carrier: **XYZ Telecom**

Antenna type (i.e., Panel, Omni, Microwave, etc.): **Panel**

All antenna main beam azimuth(s) (°TN): **0°, 120°, 240°**

Height above ground for lowest transmitting antenna (feet): **43 feet**

Maximum effective radiated power from any antenna (watts ERP): **320 watts ERP**

<Balance of page intentionally left blank>

Band (MHz, or in no transmissions mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

Band (MHz, or if none mark "NA"):
Carrier:
Antenna type (i.e., Panel, Omni, Microwave, etc.):
All antenna main beam azimuth(s) (°TN):
Height above ground for lowest transmitting antenna (feet):
Maximum effective radiated power from any antenna (watts ERP):

If any additional bands of operation will occur at this site, attach a written statement marked as Exhibit 4.22 containing all of the information required in this section and attach it hereto. Initial here _____ only if an Exhibit 4.22 is attached hereto.

4.25: Does the Proposed Project design or location require the Applicant to file an FAA Form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq, or under the FCC rules? ___ Yes ___ No

4.26: If the answer to 4.25 is NO proceed to 5.00.

4.30: Attach complete copies of all required FAA/FCC forms including all Exhibits and exhibits thereto, including without limitation FAA Form 7460. Designate this Exhibit, "Exhibit 4.30."

Initial here _____ to indicate that Exhibit 4.30 is attached hereto.

<Balance of page intentionally left blank>

5.00: **Project Purpose**

5.05: Indicate the dominant purpose of the Proposed Project (check one or more, then proceed as directed):

Add network capacity without adding significant new RF coverage area; Proceed to 5.10.

Provide significant new radio frequency coverage in an area not already served by radio frequency coverage; Proceed to 5.10.

Increase the existing RF signal level in an area with existing radio frequency coverage; Proceed to 5.10.

Other; Proceed to 5.07.

5.07: Attach a written statement fully and expansively describing all portions or elements of the “Other” dominant purpose of this Proposed Project. Designate this Exhibit, “Exhibit 5.07.”

Initial here _____ to indicate that Exhibit 5.07 is attached hereto.

5.10: Is this Proposed Project intended to close or reduce what the Applicant asserts to be a “significant gap” in its network? Yes No

5.11: If the answer to 5.10 is NO proceed to 5.20.

5.12: Attach a written statement fully and expansively describing the following:

- a. Explain in detail the Applicant’s understanding of the meaning of the term “significant gap” as the Applicant would apply it to this Proposed Project; and
- b. Explain in detail how the definition of significant gap term defined in 5.12(a) was developed, and identify who developed that definition, and when the definition was developed; and
- c. Discuss in detail whether the significant gap term defined in 5.12(a) is identical to that term as used by some or all wireless carriers in the City and/or the wireless industry as a whole, or whether that information is unknown; and
- d. Specify whether the definition of “significant gap” provided in 5.12(a) is the same definition used by this Applicant and Project Owner in all of its prior projects submitted to the City, and if not, explain all differences and the reasons for the differences;

- e. A clear description of the geographic boundary of the claimed significant gap area; and
- f. Attach a street-level map showing the geographic boundary of the claimed significant gap stated in 5.12(a) using the same standards as in 7.02; and
- g. Identify the size of the area, in units of square miles, of the claimed significant gap; and
- h. Identify the size of the area, in units of square miles, that would be considered by the Applicant to be in its view less than a significant gap (i.e., dead spots); and
- i. Discuss in detail all of the following in relation to the claimed significant gap area only. Where you have relied on external data sources, identify those sources in detail your response; and
 1. Whether claimed significant gap affects significant commuter highway or railway, and if so, name each highway or railway, and how each is affected;
 2. Describe in detail the nature and character of that area or the number of potential users in that area who are affected by the claimed significant gap, and how they are so affected;
 3. Describe whether the Proposed Project is desired to improve what is asserted to be weak signals, or is the Proposed Project desired to fill a complete void in coverage, and provide proof of either;
 4. If the claimed significant gap covers well traveled roads on which customers lack roaming capabilities, identify all such well traveled roads by name within the claimed significant gap area and provide road use information about each such road;
 5. If any “drive test” and/or actual in-building signal measurements have been conducted within the claimed significant gap area, discuss in detail the methodology of how the test(s) was/were conducted, including details about the test equipment model numbers and location of the test equipment and antennas in or on the test vehicle or the location inside the identified building, and provide all of the objective data collected during the drive test in .XLS or .CSV or similar portable spreadsheet format;
 6. If the claimed significant gap affects a commercial district, show the boundaries of the commercial district on the map;
 7. If the claimed significant gap poses a public safety risk, describe in detail

the claimed risk, and expansively discuss the basis for this claim.

- j. If the claimed significant gap is based in whole or in part any factor related to switching center capacity; dropped calls; failed hand-offs; interference from or to other cell sites; pilot channels; site hopping; degraded RXQUAL; degraded Ec/Io; and/or any failure to meet any Project Owner transmission goal or percentage goal, attach at least the most recent twelve months of historical data by month documenting at least (1) the results or numerical data of each claimed parameter; (2) the Project Owner's numerical and percentage requirements for each such claimed perimeter; (3) the total number of calls attempted for each month both successfully and unsuccessfully completed; (4) the total number of calls that were not completed including failed originations; failed hand-offs; and non-normal call terminations; and (5) for every such claimed parameter that is not categorized by way of number or percentage, provide the data in the way kept by the Project Owner.
- k. Provide all other relevant information you want the City to consider when evaluating your claim of a significant gap.

Designate this Exhibit, "Exhibit 5.12." Initial here _____ to indicate that Exhibit 5.12 is attached hereto.

5.13: Is the Proposed Project the least intrusive means to close the significant gap claimed and described in 5.12? ___ Yes ___ No

5.14: If the answer to 5.13 is NO proceed to 5.20.

5.15: Attach a written statement fully and expansively describing at a minimum:

- a. Why does the Applicant assert that the Proposed Project is the least intrusive means to close the significant gap claimed and described in 5.12?
- b. Identify and discuss all alternative sites and means considered by the Applicant, if any, to close the significant gap claimed in 5.12.
- c. Whether two or more sites in lieu of the Proposed Site in Section 1 could close the significant gap claimed in 5.12, or to reduce the significant gap to be less than significant, with less impact on the community as compared with a single site? If the answer is no, please explain in narrative format the basis for that answer.
- d. Whether the construction of two or more sites in place of the Proposed Site in Section 1 would prohibit or have the effect of prohibiting the Applicant from providing any interstate or intrastate telecommunications service. If the response asserts that a prohibition or effective prohibition would occur, explain in detail in narrative form all of the reasons why in the Applicant's view it would.

- e. Include and attach all information whatsoever you considered and relied on in reaching your determination in 5.15.
- f. Include any other information you believe would assist the City in making findings regarding whether the Proposed Project is the least intrusive means of closing the significant gap claimed and described in 5.12, or to reduce the significant gap to be less than significant.

Designate this optional Exhibit, "Exhibit 5.15."

Initial here _____ to indicate that Exhibit 5.15 IS attached hereto. Proceed to 5.20.
 Initial here _____ to indicate that Exhibit 5.15 is NOT attached hereto. Proceed to 5.20.

5.20: If any portion of the Proposed Project is to utilize radio spectrum that does not require an FCC license, identify in detail the portions of the Proposed Project that use unlicensed spectrum.

Designate this Exhibit, "Exhibit 5.20."

Initial here _____ to indicate that Exhibit 5.20 is attached hereto.

5.25: Is this project designed to use any form of direct site-to-site radio interconnection (i.e., microwave or donor/donee configuration, for example) with another existing or currently planned site? ___ Yes ___ No

5.26: If the answer to 5.25 is NO proceed to 6.00.

5.27: Attach a detailed written statement fully and expansively describing the radio interconnection proposed, and identify all other existing or planned sites that will be interconnected with this project. Designate this Exhibit, "Exhibit 5.25."

Initial here _____ to indicate that Exhibit 5.25 is attached hereto.

<Balance of page intentionally left blank>

6.00: **Build-Out Requirements**

6.01: Do any of radio services identified in 4.09 above require the licensee to provide specific radio frequency/population build-out coverage pursuant to an underlying FCC license? Yes No

6.02: If the answer to 6.01 is NO proceed to 7.00.

6.03: Have all of the FCC build-out requirements as required by all licenses covering all radio services proposed at this Proposed Project been met? Yes No

6.04: If the answer to 6.03 is YES proceed to 7.00.

6.05: Disclose all build-out requirements/obligations which have yet to be met, and the known or estimated date when the remaining build-out requirements will be met. Designate this Exhibit "Exhibit 6.05."

Initial here _____ to indicate that Exhibit 6.05 is attached hereto.

6.10: Will this Proposed Site be interconnected via radio frequency transmissions (i.e., microwave or donor/done RF transmissions) to any other site or sites now constructed, proposed, or anticipated? For the purpose of this question, interconnection includes one or more radio frequency links to provide for 'back-haul' from this Project Site to a switching center or centralized node location.
 Yes No

6.11: If the answer to 6.10 is NO proceed to 7.00.

6.15: Identify by physical address (or if none, by geographic description) all other sites, regardless of whether now constructed, proposed, or anticipated, that are to be interconnected with this Project Site. Disclose in technical detail the proposed method of interconnection. Designate this Exhibit "Exhibit 6.15."

Initial here _____ to indicate that Exhibit 6.15 is attached hereto.

<Balance of page intentionally left blank>

7.00: Radio Frequency Coverage Maps

7.01: Where a licensee intends to provide radio frequency coverage from the Proposed Project to an identified geographic coverage area, the coverage maps and information requested in Section 7 are required exhibits.

Distributed Antenna System (DAS) providers and all others who are not the actual entities for whom the radio frequency coverage is to be provided for this Proposed Project and identified in 4.09: You must provide radio frequency coverage maps that are actually prepared by the FCC licensee(s) that will legally control the RF emissions from the Proposed Project. Radio frequency coverage maps required here that are completed by a DAS provider or others are unacceptable if they are not the FCC licensee controlling the RF emissions for the wireless services transmitted through the Proposed Project.

If no geographic coverage area is identified or required by the FCC, initial here _____ and proceed to 8.00.

7.02: For the coverage maps required here, the following mandatory requirements apply. Failure to adhere to these requirements may delay your application’s determination of completeness.

- a. The size of each submitted map must be no smaller than 11 inches by 8.5 inches. Each map must be of the same physical size and map area scale. Each map must use the same base map (i.e., same streets and legends shown on all).
- b. If the FCC rules for the proposed radio service require a minimum radio frequency signal level, that level must be shown on the map in a color easily distinguishable from the base paper or transparency layer, and adequately identified by RF level and map color or gradient in the map legend. You may show other RF signal level(s) on the map so long as they are adequately identified by objective RF level and map color or gradient in the map legend, and are used consistently on all of the maps to be provided in response to this section.

7.03: Provide a map consistent with the requirements of 7.02 showing the existing RF coverage within the City on the Applicant’s same network, if any (if no existing coverage, so state). This map should not depict any RF coverage to be provided by the Proposed Project. Designate this Exhibit “Exhibit 7.03.”

Initial here _____ to indicate that Exhibit 7.03 is attached hereto.

7.04: Provide a map consistent with the requirements of 7.02 showing the RF coverage to be provided only by the Proposed Project. This map should not depict any RF coverage provided any other existing or proposed wireless sites. Designate this Exhibit “Exhibit 7.04.”

Initial here _____ to indicate that Exhibit 7.04 is attached hereto.

- 7.05: Provide a map consistent with the requirements of 7.02 showing the RF coverage to be provided by the Proposed Project and by all other existing wireless sites on the same network should the Proposed Project be activated. Designate this Exhibit "Exhibit 7.05."

Initial here _____ to indicate that Exhibit 7.05 is attached hereto.

<Balance of page intentionally left blank>

8.00: Project Photographs and Photo Simulations

8.01: The Applicant shall submit photo simulations consistent with the following standards:

- a. Minimum size of each base photo and each photo simulation must be 10 inches by 8 inches (landscape orientation). Each base photo and matching photo simulation must be the same size. Single sheets of 11 inches by 8 ½ inches showing base photos and photo simulations on the same page are unacceptable.
- b. All elements of the Proposed Project by the Applicant which will be seen from any point at ground level, or from any level from structures within 500 feet of the Proposed Project must be shown in one or more close-in photo simulations.
- c. The overall Proposed Project as submitted by the Applicant must also be shown in three or more wide area photo simulations. Base photographs must, at a minimum, be taken from widely scattered positions offset by approximately 120 degrees per view. A map detail showing each location where a photograph was taken, the proposed Project Site, and the direction to the Project Site from each photo location must be included. Base photographs taken from locations that have some physical feature obscuring the Project Site, and the photo simulations associated with those same base photographs, are not acceptable.

The purpose of the photo simulations is to allow the City to adequately visualize the Project Site as it presently appears, and how it will appear when completed. Accordingly, the exact number of site photos, and photo simulations, and the actual or simulated camera location of these photos and photo simulations are subject to determination by the City. The Applicant should submit photos and photo simulations consistent with these instructions, and be prepared to provide additional photos and photo simulations should they be requested by the City.

The Applicant certifies by initialing in the space at the end of this paragraph that all of the photos and photo simulations provided for Exhibit 8.01 are accurate and reliable photographic representations of the current Project Site and the Proposed Project as it will be constructed or modified, and that the Applicant is fully aware and acknowledges that the City will rely on all of the photos and photo simulations provided in Exhibit 8.01 for purposes of considering approval or denial of this Proposed Project, and later when determining whether the Proposed Project as constructed faithfully and materially follows that shown in the photo simulations.

Attach all base photographs and photo simulations to this application marked as Exhibit 8.01. Initial here _____ to indicate that Exhibit 8.01 is attached hereto and is consistent with the requirements of this section.

<Balance of page intentionally left blank>

9.00: **Alternative Candidate Sites**

9.01: Amateur radio Applicants proceed to 10.00.

9.02: Has the Applicant or Project Owner or anyone working on behalf of the Applicant or Project Owner secured or attempted to secure any leases or lease-options or similar formal or informal agreements in connection with this Proposed Project for any sites other than the proposed Project Site? Yes No

9.03: If the answer to 9.02 is YES, proceed to 9.04, otherwise provide an expansive technical explanation and justification as to why no other sites were considered by the Applicant for this project. Designate this Exhibit “Exhibit 9.03.”

Initial here _____ to indicate that Exhibit 9.03 is attached hereto. Proceed to 9.05.

9.04: List all other potential sites, a minimum of five (5) alternative sites including one (1) collocation site, for the Proposed Project, include complete property addresses, the property owners’ names and addresses, the property owners’ telephone numbers if known, the zoning designations for each alternative site, an expansive technical explanation and justification as to why each such other site was disfavored over the Project Site. Designate this Exhibit as “Exhibit 9.04.”

Initial here _____ to indicate that Exhibit 9.04 is attached hereto.

9.05: Considering this proposed Project Site, is it the one and only one location within or outside of the City that can possibly meet the objectives of the Proposed Project?
 Yes No

9.06: If the answer to 9.05 is NO, proceed to 10.00.

9.07: Provide a technically expansive and detailed explanation supported as required by comprehensive radio frequency data and all other necessary information fully describing why the proposed Project Site is believed by the Applicant to be the preferred location within or outside of the City that can possibly meet the radio frequency objectives of the Proposed Project as compared to the potential sites listed in 9.04.

Designate this Exhibit “Exhibit 9.05.”

Initial here _____ to indicate that Exhibit 9.05 is attached hereto.

<Balance of page intentionally left blank>

10.00: Identification of Key Persons

10.01: Identify by name, title, company affiliation, work address, telephone number and extension, and email address the key person or persons most knowledgeable regarding this Proposed Project so that the City may contact them with questions regarding the Proposed Project:

10.10: Person responsible for the final site selection for the Proposed Project:

Name:
Title:
Company Affiliation:
Work Address:
Telephone / Ext.:
Email Address:

10.20: Person responsible for the radio frequency engineering of the Proposed Project:

Name:
Title:
Company Affiliation:
Work Address:
Telephone / Ext.:
Email Address:

10.30: Person responsible for rejection of other candidate sites evaluated, if any:

Name:
Title:
Company Affiliation:
Work Address:
Telephone / Ext.:
Email Address:

10.40: If more than one key person is now or was involved in any of the functions identified in this section at or before the time of the submission of this Supplemental Application, attach a separate sheet providing the same information for each additional person, and identifying which function or functions are/were performed by each additional person.

Designate this Exhibit "Exhibit 10.40."

Initial here _____ to indicate that the information above is complete and there is no Exhibit 10.40, or initial here _____ to indicate that Exhibit 10.40 is attached.

<Balance of page intentionally left blank>

11.00: Additional Information Provided by Applicant

11.01: You are invited and encouraged to provide any additional written information that you wish the City to consider in connection with your Proposed Project.

If you wish to attach information, designate this Exhibit "Exhibit 11."

Initial here _____ to indicate that Exhibit 11 is attached hereto,
or initial here _____ to indicate that there is no Exhibit 11 attached.

<Balance of page intentionally left blank>

12.00: Certification of Accuracy and Reliability of Applicant's Responses

12.01: The undersigned certifies under penalty of perjury on behalf of itself, the Applicant, and the Project Owner that the undersigned has the authority to bind the Applicant and the Project Owner and that the information provided in this Supplemental Application and its contents are true and complete to the best of the undersigned's ability and knowledge, and that information provided here should be relied upon by the City as being accurate and reliable when the City evaluates this project.

Signature

Title

Print Name

Provide Email Address

Print Company Name

Provide Telephone Number

Date Signed

<Last Page: Remember to sign above and initial below>