



Wireless Communications Pre-Application Checklist

This checklist is to be used in conjunction with the submittal requirements for a Conditional Use Permit (Class IV Applications) or a Minor Use Permit (Class III Applications) for Wireless Communication Facilities. Applications for these facilities require the City to review them in advance of formal submittal for completeness and accuracy to ensure that proposed application can be processed efficiently and effectively.

Application Submittal Requirements

Applications shall be reviewed for compliance with the following submittal requirements. Prior to formal submittal, the applicant shall review Chapter 17.69 of the City's Unified Development Code (UDC) for development standards that apply to wireless communication facilities.

Applications submitted without the required information may not be accepted for processing or may result in the application being deemed incomplete and processing suspended.

▪ Pre-Submittal

- A. Pre-Application meeting with the Planning Manager or a designee prior to formal submittal which includes a review of all required submittal materials.

▪ Primary Entitlement Submittal Contents

- B. Submittal of all requirements for a Class III application in the case of a Minor Use Permit and a Class IV application in the case of a Conditional Use Permit.
- C. Signed property owner's affidavit.
- D. Proof of legal access to the site.
- E. Location of utilities that will serve the project.

▪ Visual Simulations, Graphic Illustrations, Architectural and Aesthetic Details

- F. A minimum of three visual simulations of finished project when compared to current conditions including existing and proposed landscaping with the locations of views of approved by the Planning Manager.
- G. Materials board showing proposed textures and colors that are subdued, non-reflective and blend with surroundings.
- H. Landscape screening plan or other screening alternatives for antennas and equipment facilities designed by a licensed landscape architect and proof of access to water availability for irrigation.
- I. Exhibits demonstrating that all conduits required for the project are concealed or architecturally screened.

▪ **Wireless Service, Coverage, Propagation and Siting Information**

- J. Existing service propagation map; coverage map showing service levels upon installation and operation of proposed project; a map of existing facilities; master plan map of long term potential facilities.
- K. List of alternative sites evaluated and explanation with supporting documents of why not selected.
- L. Demonstration of efforts to co-locate on existing wireless communication facilities including correspondences sent to other carriers and property owners requesting such co-location and responses in return.
- M. Demonstration of efforts to locate in industrial, business park, commercial zoning areas.
- N. Demonstration that the proposed project represents the least obtrusive means to accomplish the coverage gap.
- O. Written documentation demonstrating a good faith effort to locate facilities in accordance with Section 17.69.030(E) of the UDC.

▪ **Supplemental Studies**

- P. Radio frequency emissions study and confirmation proposed facility will meet Federal Communications Commission (FCC) regulations and standards governing the environmental effects of radio frequency (EMF) emissions.
- Q. Noise study demonstrating no net increase in ambient noise levels during both a.m. and p.m. hours.

▪ **Additional Review and Permits**

- R. Any installation, maintenance, or other work within the public right-of-way (sidewalks, streets, curbs, gutters, etc.) shall require an encroachment permit.