APPLICATION CHECKLIST

WIRELESS TELECOMMUNICATION FACILITY DESIGN REVIEW PERMIT

A Design Review Permit is required for the wireless telecommunication facilities as described in Section 106.44.050 of the City's Zoning Code.

Neighborhood Meeting. Prior to filing a planning permit, a prospective applicant should contact and meet with property owners and residents neighboring the site, nearby residents and business owners, to inform them about the proposed project and consider their concerns in the project design. A prospective project applicant should also contact the affected neighborhood association. To find out which neighborhood association a project is located within, visit the City's website.

Application Completeness. Each application will be reviewed for completeness and compliance to the location, site planning and development standards of Section 106.44.050 of the City's Zoning Code before being accepted as complete and officially filed.

Preapplication Meeting Required. When all items listed below are prepared, the applicant is required to schedule and attend a pre-application meeting with the Planning Division. The meeting is required for all new facilities, whether located on private property or within the right-of-way. Please call (916) 727-4740 to schedule.

Application Submittal Requirements:

1. Completed Universal Application form.

2. Required application fees (see separate fee schedule).

3. Written documentation demonstrating a good faith effort in locating facilities in accordance with the location requirements listed in 106.44.050.C. The written statement should including supporting information regarding alternative site selection and collocation opportunities in the service area and why alternative sites were rejected.

4. Five (5) copies of visual simulations showing the proposed facility superimposed on photographs of the site and surroundings as viewed from residential properties, public rights-of-way, or other perspective points at varying distances.

5. Five (5) copies of a diagram or map showing the viewshed of the proposed facility (all areas of the City from which the facility will be visible).

6. A map or description of the service area of the proposed wireless telecommunications facility and an explanation of the need for the facility.

7. A map showing the locations and service areas of other wireless telecommunications facility sites operated by the applicant and those that are proposed by the applicant that are close enough to affect service within the City.

8. Five (5) copies of a site plan drawn to no less than a 1:20 scale that depicts and identifies the following:
   - All facility-related support and protection equipment
   - A description of general project information, including the type of facility, number of

antennas, Height to top of antenna(s)
- Radio frequency range
- Wattage output of equipment
- Statement of compliance with current FCC requirements

9. Five (5) copies of a landscape plan showing existing vegetation, vegetation to be removed, and proposed plantings by type, size, and location.

10. Written noise and acoustical information for base station(s), buildings, and associated equipment such as air conditioning units and back-up generators. Such information shall be provided by a qualified firm or individual, approved by the city, and paid for by the project applicant.

11. A radio frequency (RF) report acceptable to the city prepared and certified by an RF engineer that certifies that the proposed facility, as well as any collocated facilities, will comply with applicable federal RF exposure standards and limits. The RF report shall include the actual frequency and power levels (in watts ERP) for all existing and proposed antennas at the site and exhibits that show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of FCC-determined limits. Each such boundary shall be clearly marked and identified for every transmitting antenna at the project site.

12. Statement by the applicant of willingness to allow other carriers to collocate on their facilities wherever technically and economically feasible and aesthetically desirable.

13. An evidence-of-needs report detailing operational and capacity needs of the provider's system within the city and areas immediately adjacent to the city. The report shall detail how the proposed facility is technically necessary to address current demand and technical limitations of the current system, including technical evidence regarding significant gaps in the provider's coverage, if applicable, and that there are no less intrusive means to close that significant gap.

14. If the facility is to be located within the right-of-way a copy, a completed master agreement is required prior to submission of the Design Review Permit.

Please note: In accordance with Chapter 106.44 of the CHZC, In the event that the City needs assistance in understanding the technical aspects of a particular proposal, the services of a telecommunications consultant may be requested to determine the engineering or screening requirements of establishing or modifying a specific wireless telecommunications facility. This service will be provided at the applicant's expense.

An electronic copy of all materials shall also be provided at the time of submittal. The electronic copy shall be provided either on a CD or USB flash drive. The CD or USB flash drive shall contain each document that is included in the planning entitlement application. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic form.

For assistance on these requirements, contact the Planning Division at (916) 727-4740 or by email at planning@citrusheights.net.

www.citrusheights.net