CITRUS HEIGHTS
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APPLICATION CHECKLIST

WIRELESS TELECOMMUNICATION FACILITY ELIGIBLE FACILITIES REQUEST SECTION 6409 REVIEW

A proposed modification to a wireless telecommunication facility that does not constitute a substantial change to the physical dimensions of the facility may apply as an eligible facility under Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012.

An applicant submitting an application as an eligible facility shall provide the following:

1. Completed Universal Application form.

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

3. A detailed description of the proposed minor modifications to the existing tower or base station.

4. A photograph or description of the wireless tower or base station as originally constructed, if available, a photograph of the existing wireless tower or base station, and a graphic depiction of the wireless tower or base station after modification, showing all relevant dimensions.

5. A description of all construction that will be performed in connection with the proposed modification.

6. A written statement that explains in plain factual detail whether and how Section 6409(a) and applicable implementing regulations require approval of the proposed minor modification. A complete written narrative analysis shall state the applicable standard and all facts that would allow the city to conclude the standard has been met. Bare conclusions without factual support shall not constitute a complete written analysis. As part of the written statement the applicant shall include: (i) whether and how the support structure qualifies as an existing tower or existing base station; and (ii) whether and how the proposed minor modification does not cause a substantial change in height, width, excavation, equipment cabinets, concealment, or permit compliance.

7. Copies of all permits and other regulatory approvals, including without limitation any conditions of approval, issued in connection with the tower or base station to be collocated on or modified.

8. **Applicants must complete the questionnaire below.** If the proposed modification is determined by city staff to be in compliance with Section 6409, the project will not require a public hearing.

EFR QUESTIONNAIRE

For proposed collocations and modifications to Base Stations:	Yes	No
Does the proposed collocation or modification increase the overall height* more than ten percent (10%) or 10 feet (whichever is greater)?	☐	☐
Does the proposed collocation or modification increase the width more than 6 feet from the edge of the base station?	☐	☐
Does the proposed collocation or modification involve the installation of any new equipment cabinets on the ground when there are no existing ground mounted equipment cabinets?	☐	☐
Does the proposed collocation or modification involve the installation of any new ground-mounted equipment cabinets that are ten percent (10%) larger in height or volume than any existing ground-mounted equipment cabinets?	☐	☐
Does the proposed collocation or modification involve excavation outside the area in proximity to the structure and other transmission equipment already deployed on the ground?	☐	☐
For proposed collocations and modifications to Towers:	**Yes**	**No**
Does the proposed collocation or modification increase the overall height* more than ten percent (10%) or the height of one additional antenna array not to exceed 20 feet (whichever is greater)?	☐	☐
Does the proposed collocation or modification increase the width more than 20 feet from the edge of the wireless tower or the width of the wireless tower at the level of the appurtenance (whichever is greater)?	☐	☐
Does the proposed collocation or modification involve the installation of more than the standard number of equipment cabinets for the technology involved, not to exceed four?	☐	☐
Does the proposed collocation or modification involve excavation outside the current boundaries of the leased or owned property surrounding the wireless tower, including any access or utility easements currently related to the site?	☐	☐
For proposed collocations and modifications to Base Stations and Towers:	**Yes**	**No**
Would the proposed collocation or modification defeat the existing concealment elements of the support structure (as determined by the Planning Manager)?	☐	☐
Would the proposed collocation or modification violate a prior condition of approval (provided however that the collocation need not comply with any prior condition of approval related to height, width, equipment cabinets or excavation that is inconsistent with the thresholds for a substantial change listed above)?	☐	☐
Is the existing on-site telecommunications equipment properly permitted by the City of Citrus Heights?	☐	☐

*The thresholds for height increases are cumulative limits. For base stations, the cumulative limit is measured from the originally permitted support structures without regard to any increases in size due to wireless equipment not included in the original design. For sites with towers, the cumulative limit is measured from the permitted site dimensions as they existed on February 22, 2012 - the date that Congress passed Section 6409(a).

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

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