



<b>Small Wireless Facility (SWF) Application</b>	
Official Use: _____	Email: _____
City Staff Contact: _____	
Date Application Received: _____	

**INSTRUCTIONS**

1. Please review Ordinance No. 2019-04-1504-U / Chapter 12.21 of the Municipal Code which establishes regulations for Wireless Telecommunications Facilities in the Public Right-Of Way; and Resolution No. 2019-04-6313 adopting a City “SWF Policy” for all applicable regulations regarding SWF application requirements, processing, and approvals.
2. Submit Application to the Public Works Department (PWD) (application submission shall be by appointment only and by someone with authority on behalf of the applicant). The PWD staff who is on duty when your application is submitted will give the application a cursory review for completeness. If any of the following items are not provided, in full, the application will not be accepted or may be later rejected as incomplete. The application submittal must include 3 hard copies of the application and all submittal documents and one electronic copy of the same (via email or a flash drive). All exhibits must be marked as directed in the application. All supporting documentation must be clear and legible. Application submissions shall be made to Public Works Counter, during the hours of 10:00 AM – 1:00 PM on Monday or Tuesday of any week (excluding holidays).
3. A deposit of \$5,000 must be submitted together with this application for each wireless facility proposed to be installed (i.e., multiple or batch applications shall require a deposit of \$5,000 per facility request included in the application).<sup>1</sup>
4. All applicants must comply with public notice requirements pursuant to Signal Hill Municipal Code Section 12.21.060.D & SWF Policy Section B.a.8, and provide proof of same.
5. Please note that the applicant is required to provide the City twenty (20) days advance notice of an upcoming shot clock expiration date to provide the City with a final opportunity to approve or deny the application before it must be deemed approved by federal or state law.
6. A pre-submittal conference with PWD staff is strongly encouraged. Contact Jesus Saldana at (562) 989-7352 / jsaldana@cityofsignalhill.org or visit the PWD Counter at City Hall to schedule an appointment.

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<sup>1</sup> The deposit will be used to pay for the actual costs of processing of the application, including consultant costs, City Attorney legal services, and other actual out-of-pocket consulting fees incurred by the City. Public Works staff time is billed at \$150 per hour. The initial deposit is an estimate of the costs and hours anticipated for staff's project review and inspections. Applicants will be notified if the initial deposit becomes insufficient to pay for costs billed against the deposit. Upon project completion, excess deposits will be refunded to the applicant. Any outstanding City costs incurred that exceed the deposit amount provided to the City, shall be paid to the City prior to issuance of the permit.

**CONTACT INFORMATION**

**Applicant Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Telecommunications Carrier Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Radio Frequency to be Used at Proposed Location: \_\_\_\_\_

**Pole Owner Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PROPOSED SITE**

Proposed SWF Name/Number \_\_\_\_\_

Proposed Site Location (nearest address, if applicable): \_\_\_\_\_

Zoning Designation of Proposed Site: \_\_\_\_\_

Pole Owner: \_\_\_\_\_

Pole ID Number (if applicable) \_\_\_\_\_

Cubic Feet of Equipment: \_\_\_\_\_

Collocation: Yes  No

**SUBMITTAL REQUIREMENTS**

**(See also Section 2.2 of the SWF Policy, Resolution No. 2019-04-6313)**

This application form must be completed and submitted to the City along with the SWF Permit Fee (Fee required for completeness). The following must be attached to the application:

- 1. To provide a summary demonstrating that your proposal meets the definition of a “small wireless facility,” list in table form the discrete callout, description of each element and volume. Specifically:
  - a. Provide the volumetric sum of every item listed at the bottom of the table in the form. The table should appear very similar to the following example, and must contain all the columns shown in this example:

Call Out	Description of Element	Cubic Volume of Element	Government Use Only
1	<i>Concrete Foundation</i>	___ ft <sup>3</sup>	
2	<i>Antenna Pole</i>	___ ft <sup>3</sup>	
3	<i>Conduit 1</i>	___ ft <sup>3</sup>	

22	<i>Remote Radio Unit</i>	___ ft <sup>3</sup>	
23	<i>DC Power Pack</i>	___ ft <sup>3</sup>	
24	<i>Mounting Bracket</i>	___ ft <sup>3</sup>	
[LEAVE BLANK]		Total of above = _____ ft <sup>3</sup>	[LEAVE BLANK]

- b. Also identify and provide the height-width-depth (or as applicable the height-radius for canister/cylindrical antennas) dimensions of every antenna proposed for the SWF facility (without regard to whether the antenna transmits, receives, or both) including without limitation to panel antennas, omni-directional antennas, GPS-antennas, LMU antennas, microwave antennas, millimeter wave antennas, any every other type of antenna to be placed in connection with the SWF. For each antenna, also provide a call-out listing the volume including the dimensions of the mounting bracket if such a bracket is integrated into the antenna. Note that if the mounting bracket is not integrated into the antenna, it must be listed as part of the accessory equipment and accessory equipment dimensions. For every antenna, also list in table form the discrete callout, description of the element, and volumes of every antenna. The table should appear very similar to the following example, and must contain all of the columns shown below:

Call Out	Description of Element	Cubic Volume of Element	Government Use Only
◇ A	<i>Panel Ant 1</i>	__ <i>ft</i> <sup>3</sup>	
◇ B	<i>Panel Ant 2</i>	__ <i>ft</i> <sup>3</sup>	
◇ C	<i>Panel Ant 3</i>	__ <i>ft</i> <sup>3</sup>	
◇ D	<i>Omni Ant 1</i>	__ <i>ft</i> <sup>3</sup>	

◇ L	<i>GPS Ant 1</i>	__ <i>ft</i> <sup>3</sup>	
◇ M	<i>Microwave Ant 1</i>	__ <i>ft</i> <sup>3</sup>	
◇ N	<i>LMU Ant 1</i>	__ <i>ft</i> <sup>3</sup>	
[LEAVE BLANK]		Total of above = _____ <i>ft</i> <sup>3</sup>	[LEAVE BLANK]

Mark the completed tables as “*Exhibit 1.*”

- 2. Narrative. This shall include details of proposed site, how it complies with 47 CFR 1.6002(l) and (m), how the site meets each required findings by SWF Policy Section D.a. and efforts to minimize the visual impacts of the antennas and ancillary equipment. Mark as “*Exhibit 2.*”
- 3. Color Photographs of Proposed Site. This shall include photos of Proposed Location from at least three vantage points. Mark as “*Exhibit 3.*”
- 4. Photo Simulations of Proposed SWF. This shall include photo simulations of the proposed SWF from at least three vantage points. Mark as “*Exhibit 4.*”
- 5. Elevation/Construction Drawings. See Section 2.2 of the SWF Policy for detailed requirements. All dimensions must be shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft<sup>3</sup>). Mark as “*Exhibit 5.*”
- 6. Site Plan. If not included with *Exhibit 5*, it must be included and marked as “*Exhibit 6.*”
- 7. Map of Service Area for Proposed SWF. Mark as “*Exhibit 7.*”
- 8. Map Showing other existing and planned Wireless Telecommunications Facilities within or near the Service Area. Mark as “*Exhibit 8.*”
- 9. Letter of Establishing Compliance with FCC OET Bulletin 65 regarding RF emissions. Mark as “*Exhibit 9.*”
- 10. Evidence of Public Notice Requirements Met. Mark as “*Exhibit 10.*”
- 11. Regulatory Authorization. This shall include the regulatory status under Federal and California law to install SWF in the right-of-way which can be established by a CPCN, if applicable. Mark as “*Exhibit 11.*”
- 12. Site Agreement (license, lease, or other authorization agreement with the infrastructure owner, if applicable). Mark as *Exhibit 12.*”
- 13. Acoustic Analysis. Demonstrate compliance with the noise requirements pursuant to Municipal Code, Section 9.16. Mark as “*Exhibit 13.*”
- 14. Wind Load Analysis. Mark as “*Exhibit 14.*”
- 15. Environmental Analysis (if applicable). Mark as “*Exhibit 15.*”
- 16. FAA documentation (if applicable). Mark as “*Exhibit 16.*”
- 17. Traffic Control Plan (if applicable). Mark as “*Exhibit 17.*”
- 18. Landscape Plan (if applicable). Mark as “*Exhibit 18.*”
- 19. City Business License. Mark as “*Exhibit 19.*”
- 20. Proof of Liability Insurance. Mark as “*Exhibit 20.*”

The individual executing this application represents and warrants that (i) he / she is duly authorized to execute and deliver this application on behalf of the named applicant and (ii) all information and materials provided herein are true, correct, and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

**EXHIBITS 1-20**

[Attached]