



## Eligible Facilities Request Application – Wireless Telecommunications

Official Use: \_\_\_\_\_  
City Staff Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
Date Application Received: \_\_\_\_\_

### INSTRUCTIONS

1. Please review Ordinance No. 2019-04-1504 / Chapter 12.21 of the Municipal Code which establishes regulations for Eligible Facilities Requests (“EFR”) for Wireless Telecommunications Facilities in the Public Right-Of-Way. This application is for an EFR, which means: *“Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving: (i) collocation of new transmission equipment; (ii) removal of transmission equipment; or (iii) replacement of transmission equipment.”* (47 C.F.R. 1.6100(b)(3); 47 U.S.C.1445(a)) This application form shall also be used for permit renewal requests, and may be modified as necessary.
2. Submit Application to the Public Works Department (PWD). The PWD staff will review the application a cursory review for completeness. If any of the items required in this are not provided in full the application will be promptly rejected as incomplete in writing within the timeframes set by State and Federal shot clocks, or the application may be later denied. If the submittal review finds that the proposed facility does not qualify as an EFR, but is instead a Small Wireless Facility (SWF), the application will be rejected and the applicant must resubmit as a SWF with applicable review fees and deposit. The application submittal must include 2 hard copies of the application and all submittal documents and one electronic copy of the same (via disc 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 9:00 AM – 12:00 PM Monday or Tuesday of any week (excluding holidays).
3. A deposit of \$4,000.00 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 \$4,000.00 per facility request included in the application).<sup>1</sup>
4. A pre-submittal conference with PWD staff is encouraged. Contact Jesus Saldana at (562) 989-7352 / [jsaldana@cityofsignalhill.org](mailto:jsaldana@cityofsignalhill.org) or visit the PWD Counter at City Hall to schedule an appointment.

<sup>1</sup> The deposit will be used to pay for the actual costs of processing of the application, including consultant costs plus a 20% administrative cost, 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 permit approval, 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 EFR 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 Chapter 12.21.050.B of the Municipal Code)

This application form must be completed and submitted to the City along with the applicable Permit Fee as set forth in the City's current fee schedule (fee required for completeness). The following must be attached to the application:

1. Description of the Proposed Project and Qualification as an EFR. This must include the following elements. Mark as "*Exhibit I*" (with each element separately identified on by its subpart (e.g., "1.a," "1.b," "1.c," etc.)).

- a. A description of the proposed facility(ies), including a summary demonstrating that your proposal meets the definition of as an "eligible facilities request," as defined under 47 CFR § 1.6100(b)(3) (or any successor provision), including whether the project is a collocated facility or the replacement, removal, or modification of an existing facility. This should include a list of all facilities and equipment proposed to be installed and the dimensions, weight, and manufacturer's specifications for each, and evidence that the location is actually within the public right of way.
- b. A description of all work required to install / modify the facility, including detailed descriptions of the site and all structure and facilities at the site, and information sufficient to establish that the proposed modification will not substantially change the physical dimension of the Eligible Support Structure (as defined by 47 CFR § 1.6100(b)(4)). Additionally, a description of the Eligible Support Structure must be included as set forth in item 1.c below.
- c. Prior Approval for Eligible Support Structure. Submit evidence that the Eligible Support Structure is currently in compliance with the City's prior approval for the structure, together with a certification that the applicant has reviewed the City approved plans on file for the existing installation, has conducted a site inspection of the existing installation and confirmed that the as-built installation is in compliance with City plans and conditions of approval. This shall include copies of all applicable local permits in-effect and as-built drawings of the current site and Eligible Support Structure (including modifications thereto).

- d. A description of the concealment elements and efforts to minimize visual impacts, if any, associated with the facilities as they will be modified, including but not limited to painting, and shielding as modified. The showing should be sufficient to demonstrate that the modifications will not defeat any existing concealment elements. If there will be no concealment elements, so state.
- e. A description of any ground disturbance necessary to complete the proposed project.
- f. A description of the site and any deployment outside the site necessary to complete the proposed project.
- g. If a collocation, a description of why this installation qualifies as a collocation within the meaning of the FCC's definition for collocation applicable to eligible facilities requests.
- h. A description of all changes made to the facility from the date of the original installation (whether or not approved) and a description of the changes in height since February 17, 2012.
  - i. A description of all changes to be made to the existing base station and/or tower, including, among other things, identifying precisely what changes will be made to the supporting structure.

2. Dimension Drawings. Submit dimensioned drawings with specifications for each element of the wireless facility (including the baseline height of the Eligible Support Structure (i.e., the physical dimensions of the original structure for base stations, and for all other facilities sites in the public right-of-way, from the smallest physical dimensions that existed on or after February 17, 2012, inclusive of originally approved-appurtenances and any modifications that were approved prior to such date)). 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 EFR. This shall include photo simulations of the proposed EFR from at least three vantage points (including before and after 360 degree photo simulations). Mark as "*Exhibit 4.*"

5. Elevation/Construction Drawings. 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 elsewhere in the application, provide a site plan with dimensioned drawings stamped/certified by a California professional licensed engineer. Mark as "*Exhibit 6*".

7. Letter / Report Establishing Compliance with FCC OET Bulletin 65 (regarding RF emissions). Must be signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of RF emissions, which affirms,

under penalty of perjury, that the proposed installation will be compliant with the FCC's standards. Mark as "*Exhibit 7.*"

- 8. Regulatory Authorization. This shall include the regulatory status under Federal and California law to install EFR in the right-of-way, which can be established by a CPCN, if applicable. Mark as "*Exhibit 8.*"
- 9. Property Owner Authorization. This may include a license, lease, or other authorization agreement with the infrastructure owner, together with notarized owner authorization for use of the structure, if applicable. Mark as *Exhibit 9.*"
- 10. Structural Sufficiency & Wind Load Analysis. Provide a report with calculations to demonstrate sufficient structural integrity of the existing/proposed support structure, in compliance with applicable and current State and local building codes, and signed by a California licensed professional engineer qualified in structural engineering, containing the following: (i) in the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to continue to support the antennas and any required maintenance; (ii) in the case of a facility with a support structure (e.g., monopole), documentation that the structure is capable of continuing to support the antennas (and any other equipment attached to or supported by the support structure) and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas; and (iii) a certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) is placed can continue to safely support the wireless facility; and that all elements of the wireless facility comply with applicable safety standards, including, without limitation, GO 95, 165, and 166. Mark as "*Exhibit 10.*"
- 11. Environmental Analysis (if applicable). Mark as "*Exhibit 11.*"
- 12. FAA documentation (if applicable). Mark as "*Exhibit 12.*"
- 13. Landscape Plan (if applicable). Mark as "*Exhibit 13.*"
- 14. Applicant's City Business License. Mark as "*Exhibit 14.*"
- 15. Proof of Liability Insurance. Mark as "*Exhibit 15.*"

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.

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Applicant Signature

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Date

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

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

**EXHIBITS 1-15**

[Attached]