



# Minor or Major Telecommunication Facility

March 2000

## Submittal Requirements

- A. **Application Form** including property owner's signature or authorization to act as agent.
- B. **Applicable Fee, Public Notice Deposit and Deposit for Peer Review (if required by Director).**
- C. **Project Description/Written Statement** describing the type and purpose of the proposed facility, the location, method of attachment, height and diameter of the proposed facility; the maximum output power (wattage) of the facility, security considerations, anti-climbing measures, fencing and screening. Include a written statement addressing the general standards required of Zoning Ordinance Section 21-300 and the Basic and General Requirements of Chapter 14.44 of the Petaluma Municipal Code. Also provide any evidence to support the findings required in of Zoning Ordinance Section 26-505. Refer to Applicant's Guide for "*Use Permit*".
- D. **Plans and Exhibits.** All plans and exhibits should be submitted in sheet sets with typical dimensions of 24" x 36" folded to approximately 9" x 12" (unless otherwise approved by Planning staff). Submit twenty (20) copies for major facilities requiring Planning Commission review; thirteen (13) copies for major facilities requiring review by the Site Plan and Architectural Review Committee; six (6) copies for minor facilities involving administrative actions. Plans and exhibits must be accurately drawn and shall include the following information. Errors in dimensions or incomplete plans shall require submission of correctly revised drawings prior to City action.
  - 1. Site Plan drawn to scale, including north arrow and date to clearly show the following:
    - a. Location(s) of proposed facilities including proposed structures, fencing, landscape areas, mechanical equipment/control panels, vehicular access/service points of ingress and egress, parking areas and layout, include dimensions of facilities (i.e. height, diameter or width) and distance to property lines.
    - b. All existing features on the site including structures, roads, utilities, easements, parking areas, streets, stream beds, creeks, etc. and name of adjoining streets, or right-of-way easements and nearest cross street.
    - c. All property lines (with distances), existing and proposed easements and distance from proposed telecommunication facility to property lines.
    - d. Location and distance to structures on adjoining lots and any off-site features on adjacent lots including, residences, buildings, power lines, and trees.
  - 2. Elevation drawings, cross-sectional area, or silhouette, of the facility, drawn to scale, showing front, sides and rear of the proposed facility including all fencing, control panels, and existing structures or trees
  - 3. Detail of base or method of attachment and detail of proposed screening and fencing.
  - 4. Landscape plan reflecting location of screening, fencing, planting areas, proposed plant palette, existing plant

materials to be retained and trees or shrubs to be removed.

5. For pole mounted or tower facilities, certification by a structural engineer that the design is adequate to support, without failure, the maximum forces expected from wind and earthquakes when the pole or tower is fully loaded with antennas, transmitters, other equipment, and camouflaging.

**E. Site photos** showing vegetation, existing and adjacent structures, views of and from the proposed site.

**F. Commercial carriers or service providers must also submit the following:**

1. Service area maps or network maps;
2. Master plan for all related facilities within the city limits of Petaluma and within one-quarter (1/4) mile of the City's urban limit line showing all existing sites or candidate sites under consideration. (This information may be submitted in a separate envelope marked proprietary.
3. Identify any other telecommunication facilities existing or proposed on the site.
4. Alternative site analysis and facility design alternatives to the proposal.
5. Photo-montages and visual impact analysis and/or demonstrations including mock-ups.
6. Title reports, lease agreement or other document identifying legal access to the site.

7. Power density levels emitted from the facility, electromagnetic radiation exposure studies and certification from a qualified engineer that NIER levels meet current ANSI standards.
8. The total combined wattage of the facility, including the power control panels any existing antenna(s).
9. Deposits for peer review, if deemed necessary by the Director.

The Community Development Director may release an applicant from having to provide one or more of the pieces of information on this list upon a finding that in the specific case involved said information is not necessary to process or make a decision on the application being submitted; and

The Community Development Director is explicitly authorized at his/her discretion to employ on behalf of the City an independent technical expert to review any technical materials submitted including, but not limited to, those required under Chapter 14.44 of the Petaluma Municipal Code and in those cases where a technical demonstration of unavoidable need or unavailability of alternatives is required. The applicant shall pay all the costs of said review, including any administrative costs incurred by the city. Any proprietary information disclosed to the City or the expert hired shall remain confidential and shall not be disclosed to any third party.

**ATTACHMENTS:**

- (1) Chapter 14.44 of the Petaluma Municipal Code
- (2) Use Permit Applicant's Guide
- (3) SPARC Applicant's Guide



