



CITY OF SIERRA MADRE

Planning & Community Preservation Department
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

SUBMITTAL CHECKLIST

SUPPLEMENTAL

FOR MINOR MODIFICATION TO WIRELESS FACILITIES

*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

Minimum Submittal Requirements:

Listed below are the minimum submittal requirements for Minor Modification to Wireless Facilities applications. If there are multiple entitlements, they may be combined under one submittal.

- Electronic Submittal**
All required submittals listed below shall be provided in electronic format via flash drive or CD.
- Master Zoning Application Form** – One (1) copy, forms provided by city
 - a) Cover sheet with applicant signature, notarized
 - b) Environmental Assessment
 - c) Tree Inventory
 - d) Entry onto Private Land
 - e) Owner's Affidavit
- Ownership Verification** – One (1) copy
 - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
 - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable
- Notification Packet** – forms and information provided by city
- Plan Check Application** – form provided by city
 - a) Concurrent Plan Check letter – template provided by city
Optional for Section 6409 projects, applicant must provide written letter with submittal to enable concurrent review.
- Application Fees** – See adopted fee schedule, viewable at:
<https://www.cityofsierramadre.com/cityhall/finances/fees>
 - o *Minor Modification to Wireless Facilities (WIRE MMOD)*
 - o *CEQA Categorical Exemption (EVN001)*
 - o *Noticing for Administrative Review Only (NF001)*
 - o *Plan Check (PC002 – PC008, depending on valuation)*

**SUBMITTAL CHECKLIST
FOR MINOR MODIFICATION TO WIRELESS FACILITIES**

Page 2 of 4

Any checklist items that would duplicate a checklist item required by a different application may be submitted together as one.

Project Findings – One (1) 8 ½" x 11" copy.

For all Minor Modification to Wireless Facilities applications, provide in writing a description of the proposed project. Also describe how the project meets the following required findings for approval of a Minor Modification to Wireless Facilities application, based on the type of project.

Findings.

The planning and community preservation director must approve an application for a minor modification to wireless facilities that is a collocation or modification to an existing wireless tower on private property which the applicant contends is within the protection of Title 47, U.S.C., Section 1455 only if each of the following findings can be made:

- a. The applicant proposes a collocation or modification to a structure constructed and maintained with all necessary permits in good standing for the sole or primary purpose of supporting any Federal Communications Commission licensed or authorized antennas and their associated facilities;
- b. The proposed collocation or modification does not increase the height of the existing wireless telecommunication facility above its lowest height on February 22, 2012, or as approved if constructed after February 22, 2012 by more than ten percent or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater;
- c. The proposed collocation or modification does not increase the width of the facility by more than twenty feet or the width of the tower at the level of the appurtenance, whichever is greater;
- d. The proposed collocation or modification does not involve the installation of more than the standard number of new equipment cabinets for the technology involved, not to exceed four;
- e. The proposed collocation or modification does not involve any excavation outside the lease or license area of the facility, including any access or utility easements;
- f. The proposed collocation or modification does not defeat any existing concealment, stealth, or camouflage elements of the support structure; and
- g. The proposed collocation or modification does not violate any prior conditions of approval, except as may be preempted by Section 6409, Title 47, U.S.C., section 1455, subdivision (a).

The planning and community preservation director must approve an application for minor modification to wireless facilities that is a collocation or modification to an existing base station on private property which the applicant contends is within the protection of Title 47, U.S.C., section 1455 only if each of the following findings can be made:

- a. The applicant proposes a collocation or modification to a structure constructed and maintained with all necessary permits in good standing, whether built for the sole or primary purpose of supporting any Federal Communications Commission licensed or authorized antennas and their associated facilities or not, that currently supports existing wireless transmission equipment;
- b. The proposed collocation or modification does not increase the height of the existing wireless telecommunication facility above its lowest height on February 22, 2012, or as approved if constructed after February 22, 2012 by more than ten percent or ten feet, whichever is greater;

SUBMITTAL CHECKLIST
FOR MINOR MODIFICATION TO WIRELESS FACILITIES

Page 3 of 4

- c. The proposed collocation or modification does not increase the width of the facility by more than six feet;
- d. The proposed collocation or modification does not involve the installation of more than the standard number of new equipment cabinets for the technology involved, not to exceed four;
- e. The proposed collocation or modification does not involve any excavation outside the lease or license area of the facility, including any access and utility easements;
- f. The proposed collocation or modification does not defeat any existing concealment, stealth, or camouflage elements of the support structure; and
- g. The proposed collocation or modification does not violate any prior conditions of approval, except as may be preempted by Section 6409, Title 47, U.S.C., section 1455, subdivision (a).

The planning and community preservation director must approve an application for minor modification to wireless facilities that is a collocation or modification to an existing wireless tower or base station in the public right-of-way only which the applicant contends is within the protection of Title 47, U.S.C., section 1455 if each of the following findings can be made:

- a. The applicant proposes a collocation or modification to either (i) a structure constructed and maintained with all necessary permits in good standing for the sole or primary purpose of supporting any Federal Communications Commission licensed or authorized antennas and their associated facilities or (ii) a structure constructed and maintained with all necessary permits in good standing, whether built for the sole or primary purpose of supporting any Federal Communications Commission licensed or authorized antennas and their associated facilities or not, that currently supports existing wireless transmission equipment;
- b. The proposed collocation or modification does not increase the height of the existing wireless telecommunication facility above its lowest height on February 22, 2012, or as approved if constructed after February 22, 2012, by more than ten percent or ten feet, whichever is greater;
- c. The proposed collocation or modification does not increase the width of the facility by more than six feet;
- d. The proposed collocation or modification does not involve the installation of more than the standard number of new equipment cabinets for the technology involved, not to exceed four;
- e. The proposed collocation or modification does not involve either (i) the installation of any new equipment cabinets on the ground, if none already exist, or (ii) the installation of ground equipment cabinets that are more than ten percent larger in height or overall volume than any existing ground cabinets;
- f. The proposed collocation or modification does not involve any excavation outside the area in proximity to the existing ground-mounted equipment in the public right-of-way;
- g. The proposed collocation or modification does not defeat any existing concealment, stealth, or camouflage elements of the existing structure; and
- h. The proposed collocation or modification does not violate any prior conditions of approval, except as may be preempted by Section 6409, Title 47, U.S.C., section 1455, subdivision (a).

For Emergency Standby Generators at Macro Cell Tower Sites, under Assembly Bill No. 2421, the project may qualify for administrative and non-discretionary approval if all the criteria below are met:

Is it a Macro Cell Tower Site?

- It is the location of wireless telecommunication equipment and network components, including towers, transmitters, base stations, and emergency power generators
- It is not located on a rooftop
- It does not include small cell wireless facilities
- It does not accommodate an outdoor or indoor distributed antenna system

SUBMITTAL CHECKLIST
FOR MINOR MODIFICATION TO WIRELESS FACILITIES

Page 4 of 4

Is it an Emergency Standby Generator?

- The Macro Cell Tower Site has some alternate source of primary power
- The primary purpose of the proposed standby generator is to provide the Macro Cell Tower Site with electrical power or mechanical work during an emergency
- The proposed standby generator does not supply power to an electric grid
- The proposed standby generator does not supply power as part of a financial arrangement with any entity

Does it qualify for administrative / non-discretionary review?

- The applicant submitted a complete application
- The Emergency Standby Generator is rated 50 horsepower or less
- The Emergency Standby Generator complies with applicable air quality regulations
- The Emergency Standby Generator has a double-wall fuel storage tank that does not exceed 300 gallons
- The Emergency Standby Generator is mounted on a concrete pad
- The Emergency Standby Generator complies with all state and local laws, including building and fire safety codes
- The Emergency Standby Generator has cumulative dimensions, including the storage tank, of no more than 250 cubic feet in volume
- The Emergency Standby Generator is not located more than 100 feet from the cell tower or base station
- The Macro Cell Tower Site is an existing, permitted wireless facility site
- The Macro Cell Tower Site is not subject to any notice of violation

- Project Drawings** – The same that is required for the Plan Check submittal shall be required for the Minor Modification to Wireless Facilities. Please refer to the Plan Check Submittal Requirements.
- Photo Simulations.** Photo simulations comparing the existing site and site with proposed modifications.
- Affirmation of Radio Frequency Standards Compliance.** An affirmation, under penalty of perjury, that the proposed installation will be FCC compliant, because it will not cause members of the general public to be exposed to RF levels that exceed the levels deemed safe by the FCC.
- Statement Asserting that Section 6409 Applies.** A written statement asserting that the proposed collocation or modification is an “eligible facilities request” and does not result in a substantial change in the physical dimensions of the facility’s wireless tower or base station, as those terms are defined by Section 6409, Title 47, United States Code, Section 1455, and justifying that assertion.
- Additional Documentation**
Additional documentation may be required at the City’s discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.