



# City of Sierra Madre

Planning & Community Preservation Department  
 232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024  
 Phone 626.355.7138 Fax 626.355.2251

## SMALL WIRELESS FACILITIES APPLICATION FORM

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_

APN#: \_\_\_\_\_ General Plan & Zoning: \_\_\_\_\_

Project Description:

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### **Office Use Only**

Date Received

Project No.

\_\_\_\_\_

\_\_\_\_\_

Type of Discretionary Review/Fee

Small Wireless Facilities

Environmental Determination

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Public Notice

**Total:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Owner Information**

Firm: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect Information**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer Information**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Appeal**

If any person is aggrieved by a decision, an appeal may be filed to a higher decision-making body. For further information please contact the Department of Planning & Community Preservation for the procedure and time constraints.

**Application Completeness:** Only applications that include all of the required documents described on the following page will be deemed “complete.” The Department of Planning and Community Preservation retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision-making body.

**Refund:** Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

The City will work with one individual, or firm, who is the “applicant.” It is expected that the applicant will convey all project related information to the individuals involved in the project.

**Certification**

I certify that I am the duly authorized applicant for this project. Further, I certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

I have read and agree to comply with the above stated conditions:

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of 2<sup>nd</sup> Applicant

\_\_\_\_\_  
Signature

Please note: the above signature(s) must be notarized.

## **REQUIRED SUBMITTAL MATERIALS**

- Completed Small Wireless Facilities Application Form
- SITE PLAN: To be included in two (2) blue print size (24"x36") sets of plans, due at the time of application submittal.

Complete and accurate plans for the facility as existing and as proposed with all height and width measurements explicitly stated, drawn to scale, signed, and sealed by a California-licensed engineer, land surveyor, and/or architect, including the following items:

1. A site plan and elevation drawings for the facility as existing and as proposed with all height and width measurements explicitly stated.
  2. A depiction, with height and width measures explicitly stated, of all existing and proposed transmission equipment.
  3. A depiction of all existing and proposed utility runs and points of contact.
  4. A depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities labeled in plan view.
  5. For proposed collocation or deployment to wireless towers, the plans must include scaled plan views and all four (4) elevations that depict the physical dimensions of the wireless tower as it existed on
  6. A demolition plan
- VISUAL SIMULATIONS. A visual analysis that includes (1) scaled visual simulations that show unobstructed before-and-after construction daytime and clear-weather views from at least four (4) angles, together with a map that shows the location of each view angle; (2) a color and finished material palate for proposed screening materials; and (3) a photograph of a completed facility of the same design and in roughly the same setting as the proposed wireless communication facility
  - STATEMENT ASSERTING THAT 47 C.F.R. SECTION 1.6001 ET SEQ. APPLIES. A written statement asserting that the proposed collocation or deployment meets the federal, state and City standards and qualifications for a small wireless facility and explaining why those standards are met.
  - PRIOR PERMITS. True and correct copies of all previously issued permits, including all required conditions of approval and a certification by the applicant that the proposal will not violate any previous permit or conditions of approval or why any violated permit or conditions does not prevent approval under Title 47, United States Code, section 1455 and the Federal Communications Commission's regulation implementing this federal law.
  - 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 level that exceed the MPE levels deemed safe by the FCC. A copy of the fully completed FCC form "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance: Appendix A" titled "Optional Checklist for Determination of Whether a Facility is Categorically Excluded" for each frequency band of RF emissions to be transmitted from the proposed facility upon the approval of the application. All planned radio frequency emissions on all frequency bands must be shown on the Appendix A form(s) attached to the application. All planned radio frequency emissions are to be entered on each Appendix A form only in wattage units of "effective radiated power."

- STRUCTURAL ANALYSIS.** A structural analysis, prepared, signed, and sealed by a California-licensed engineer, for the proposed small wireless facility including, but not limited to, equipment, such as air conditioning units and back-up generators; or a written statement signed and sealed by a California-licensed engineer indicating that the proposed facility will not alter the existing noise levels or operational equipment which creates noise.
- OTHER PERMITS.** An application for a small wireless facility permit shall include all permit applications with all required application materials for each and every separate permit required by the City for the proposed collocation or deployment, including a building permit, an encroachment permit (if applicable) and an electrical permit (if applicable).
- TOLLING PERIOD.** Unless a written agreement between the applicant and the city provides otherwise, the application is tolled when the city notifies the applicant within ten (10) days of the applicant's submission of the application that the application is materially incomplete and identifies the missing documents or information. The shot clock may again be tolled if the city provides notice within ten (10) days of the application's resubmittal that it is materially incomplete and identifies the missing documents or information. For an application to deploy small wireless facilities, if the city notifies the applicant on or before the tenth (10th) day after submission that the application is materially incomplete, and identifies the missing documents or information and the rule or regulation creating the obligation to submit such documents or information, the shot clock date calculation will restart at zero on the date the applicant submits a completed application.

**SMALL CELL LOCATION AND CONFIGURATION PREFERENCES**

The city prefers that small wireless facilities in the public right of way be configured on the following support structures, in order of preference from most to least preferred:

1. existing or replacement street light standard;
2. existing or replacement concrete or steel utility pole;
3. existing or replacement wood utility pole;
4. new street light standard;
5. new utility pole.

The city prefers that small wireless facilities outside the public right of way be configured on the following support structures, in order of preference from most to least preferred:

1. on existing, approved wireless facility support structures operating in compliance with the Municipal Code;
2. on existing buildings or non-tower structures;
3. on existing or replacement utility poles or towers;
4. in new towers meeting the height requirements of the applicable FCC regulations

- OWNER'S AFFIDAVIT**
- ENTRY ONTO PRIVATE LAND.** By submitting said form, a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
- NOTIFICATION:** A 500-foot-radius map and the names of the property owners within a 500-foot radius is required.

Submit a master list and 2 (two) sets of typed labels listing all property owners and their addresses for purposes of mailing courtesy notices.

**SMALL WIRELESS FACILITIES PERMIT STANDARDS**

Pursuant to SMMC Section 17.93.100.F.a, the Director of Planning and Community Preservation must approve an application for a permit for a small wireless facility **to collocate a small wireless facility** using an existing structure which the applicant contends is within the protection of Title 47, United States Code, sections 332(c)(7) and 1455 and 47 C.F.R. section 1.6001 et seq. only if each of the following findings can be made:

- A. The existing structure was constructed and maintained with all necessary permits in good standing.

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- B. The existing structure is fifty (50) feet or less in height, including any antennas, or the existing structure is no more than ten (10) percent taller than other adjacent structures.

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- C. Each antenna associated with the deployment, excluding associated antenna equipment, is no more than three cubic feet in volume.

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- D. All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment serving the facility, is no more than 28 cubic feet in volume.

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- E. The small wireless facilities do not extend the existing structure on which they are located to a height of more than fifty (50) feet or by more than ten (10) percent, whichever is greater.

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F. The small wireless facility does not require an antenna structure registration under part 47 C.F.R. section 17.1 et seq.

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G. The small wireless facility is not located on Tribal lands, as defined under 36 C.F.R. section 800.16(x).

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H. The proposed collocation is consistent with the wireless facility permit location requirements of Section 17.93.060.

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I. The proposed collocation is consistent with the development requirements and standards of section 17.93.070.

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J. The proposed collocation is consistent with the conditional use and encroachment permit requirements of section 17.93.080.

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K. The proposed collocation is consistent with the operation and maintenance standards provisions of section 17.93.090.

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- L. The proposed collocation would be in the most preferred location and configuration within 250 feet from the proposed site in any direction or the applicant has demonstrated with clear and convincing evidence in the written record that any more-preferred location or configuration within 250 feet would be technically infeasible, applying the preference standards of this section.
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- M. The proposed collocation is designed as a stealth facility, to the maximum feasible extent. All facilities shall include appropriate stealth and concealment techniques given the proposed location, design, visual environment, and nearby uses and/or structures. All equipment shall be placed underground to the maximum extent feasible. All wires, cables, and any other connections shall be completely concealed from public view to the maximum extent feasible.
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**SMALL WIRELESS FACILITIES PERMIT STANDARDS**

Pursuant to SMMC Section 17.93.100.F.b, the Director of Planning and Community Preservation must approve an application for a small wireless facility using **a new or replacement structure** which the applicant contends is within the protection of Title 47, United States Code sections 332(c)(7) and 1455 and 47 C.F.R. section 1.6001 et seq. only if each of the following findings can be made:

- A. The new or replacement structure was constructed and maintained with all necessary permits in good standing;

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- B. The new or replacement structure is fifty (50) feet or less in height, including any antennas, or the new or replacement structure is no more than ten (10) percent taller than other adjacent structures

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- C. Each antenna associated with the deployment, excluding associated antenna equipment, is no more than three cubic feet in volume;

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- D. All other wireless equipment associated with the facility, including the wireless equipment associated with the antenna and any pre-existing equipment associated with the facility, is no more than 28 cubic feet in volume;

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- E. The small wireless facility does not require an antenna structure registration under part 47 C.F.R. section 17.1 et seq.

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F. The small wireless facility is not located on Tribal lands, as defined under 36 C.F.R. section 800.16(x);

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G. The proposed facility is consistent with the wireless facility permit location requirements of Section 17.93.060.

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H. The proposed facility is consistent with the development requirements and standards of section 17.93.070.

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I. The proposed facility is consistent with the conditional use and encroachment permit requirements of section 17.93.080.

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J. The proposed facility is consistent with the operation and maintenance standards provisions of section 17.93.090.

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K. The proposed facility would be in the most preferred location and configuration within 250 feet from the proposed site in any direction or the applicant has demonstrated with clear and convincing evidence in the written record that any more-preferred location or configuration within 250 feet would be technically infeasible, applying the preference standards of this section.

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- L. The proposed facility is designed as a stealth facility, to the maximum feasible extent. All facilities shall include appropriate stealth and concealment techniques given the proposed location, design, visual environment, and nearby uses and/or structures. All equipment shall be placed underground to the maximum extent feasible. All wires, cables, and any other connections shall be completely concealed from public view to the maximum extent feasible. Stealth and concealment techniques for small wireless facilities do not include incorporating faux-tree designs.
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**ENTRY ONTO PRIVATE LAND**

In the performance of their functions, the members of the Planning Commission and the staff of the City of Sierra Madre may enter upon my land located at

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and make examinations provided that the entries and examinations do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

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Signature of Landowner

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Date

**OWNER'S AFFIDAVIT**

I am the owner of the property located at

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I have read the foregoing application for the minor modification of wireless facilities permit and know the contents thereof and give the City of Sierra Madre permission to process such permit.

I certify under penalty of perjury that the foregoing is true and correct.

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Signature

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Date

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

  Address \_\_\_\_\_

  \_\_\_\_\_

  Telephone \_\_\_\_\_

Please note: the above signature must be notarized.