



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

MINOR MODIFICATION OF WIRELESS FACILITIES APPLICATION FORM

Applicant: _____

Address: _____

Phone: _____ Email: _____

Project Address: _____

APN#: _____ General Plan & Zoning: _____

Project Description:

Other Entitlement Processes (if required):

Office Use Only

Date Received

Project No.

Type of Discretionary Review/Fee

Minor Modification to Wireless

Environmental Determination

\$ _____

\$ _____

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.

<u>Office Use Only</u>	
Sierra Madre Municipal Code (Sections): _____ _____	
<u>Planning Commission</u>	<u>City Council Appeal</u>
Date: _____	Date: _____
Action: _____	Action: _____
 <u>Tree Advisory Commission</u>	
Date: _____	
Action: _____	

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. Applicants will be notified if the application is not complete within 30 days of filling the application and paying all required fees.

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 2nd Applicant

Signature

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

Required Submittal Materials:

- Completed Minor Modification of Wireless Facilities Application Form
- PROJECT DESCRIPTION & ANALYSIS: On page 7, describe the proposal including current use of the property, demolition (if any), proposed construction, proposed use and any other relevant information to the applicant request. Submit all information listed on the analysis 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 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.
 2. For proposed collocations and modifications to wireless towers, the plans must include scaled plan views and all four elevations that depict the physical dimensions of the wireless tower as it existed on February 22, 2012, or as approved if constructed after February 22, 2012. For proposed collocations or modifications to base stations, the plans must include scaled plan views and all four elevations that depict the physical dimensions of the base station as it existed on February 22, 2012, or as approved if constructed after February 22, 2012.
- PHOTO SIMULATIONS. Photo simulations comparing the existing site and site with proposed modifications.
 - 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.
 - 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.
 - 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 300-foot-radius map and the names of the property owners within a 300-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.

MINOR MODIFICATION PERMIT FINDINGS

Pursuant to SMMC Section 17.93.080.H.1, the Director of Planning and Community Preservation must approve an application for a permit for a wireless facility minor modification 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, United States Code, Section 1455 only if each of the following findings can be made:

- A. The applicant proposed 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 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 4 (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.

G. The proposed collocation or modification does not violate any prior conditions of approval, except as may be preempted by Section 6409, Title 47, United States Code, Section 1455, subdivision (a).

MINOR MODIFICATION PERMIT FINDINGS

Pursuant to SMMC Section 17.93.080.H.2, the Director of Planning and Community Preservation must approve an application for a wireless facility minor modification 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, United States Code, Section 1455 only if each of the following findings can be made:

A. The applicant proposed 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.

C. The proposed collocation or modification does not increase the width of the facility by more than 6(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 4 (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.

G. The proposed collocation or modification does not violate any prior conditions of approval, except as may be preempted by Section 6409, Title 47, United States Code, Section 1455, subdivision (a).

MINOR MODIFICATION PERMIT FINDINGS

Pursuant to SMMC Section 17.93.080.H.3, the Director of Planning and Community Preservation must approve an application for a wireless facility minor modification 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, United States Code, Section 1455 only if each of the following findings can be made:

- A. The applicant proposed a collocation or modification to either (i) 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 (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 10(ten) feet, whichever is greater.

- C. The proposed collocation or modification does not increase the width of the facility by more than 6(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 4 (four).

E. The proposed collocation or modification does not involve either (i) the installation of any new equipment cabinets in the ground, if none already exist, or (ii) the installation of ground equipment cabinets that are more than 10(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 support structure.

H. The proposed collocation or modification does not violate any prior conditions of approval, except as may be preempted by Section 6409, Title 47, United States Code, Section 1455, subdivision (a).

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

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.

Signature of Landowner

Date

OWNER'S AFFIDAVIT

I am the owner of the property located at

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.

Signature

Date

Please Print:

Name

Address

Telephone

Please note: the above signature must be notarized.