

# SMALL CELL WIRELESS COMMUNICATIONS FACILITIES APPLICATION GUIDELINES AND REQUIREMENTS CHECKLIST

CITY OF SOUTH SAN FRANCISCO, PLANNING DEPARTMENT

## PURPOSE

The City of South San Francisco (“City”) seeks to provide wireless carriers a process to obtain an encroachment permit to install Small Cell Wireless Communications Facilities (“SCWF”) within the public right-of-way in any zone, or a building permit on structures outside of the public right-of-way in any zone that includes a commercial or industrial use. The City’s objective is to facilitate the opportunity for wireless quality of service to all persons and visitors in the City by permitting well-designed small cell wireless facilities compliant with Federal Communication Commission (“FCC”) health and safety regulations; and to improve the ability for telecommunications carriers to provide services quickly, safely, effectively, and efficiently while ensuring compliance with all applicable requirements.

Below are requirements and guidelines to aid wireless providers in planning facility locations and compiling the necessary information to obtain attachment and encroachment permits for wireless facilities within the public-right-of-way, and on private property.

**Wireless communications services providers must review and comply with South San Francisco Municipal Code Chapter 20.375, entitled “Small Cell Wireless Communications Facilities”, pertaining to the regulation of Small Cell Wireless Communications Facilities.**

A copy of the text of Chapter 20.375 can be found on the City’s website.

**Utilizing the following Guidelines and Requirements Checklist does not relieve a SCWF Applicant of the obligation to review and comply with Chapter 20.375.**

## I. Permitted Facilities and License Areas

Subject to compliance with SSFMC Chapter 20.375, Small Cell Wireless Facilities shall be permitted in the following designated License Areas (*check one*):

Designated License Area	Select
On existing structures within the public right-of-way in any zoning district.	
On existing structures located outside of the public right-of-way in any zone that includes a commercial or industrial use.	
On new structures within the public right-of-way in all zoning districts.	
On new structures outside of the public right-of-way in any zone that includes a commercial or industrial use.	

## II. Location and Design Preferences

Small Cell Wireless Facilities, depending on their location and zone, shall be located in accordance with the following Location and Design Preferences.

When a lower ranked alternative is proposed, the application must include documentation demonstrating that a higher ranked option is not feasible in light of the provider's service objectives.

*Check appropriate boxes below:*

<b>SCWF <u>in</u> the Public Right of Way in <u>Any Zoning District</u>*</b>			
<b>Ranking</b>	<b>Location</b>	<b>Select</b>	<b>Evidence of Infeasibility?</b>
<b>1</b>	Existing light poles		N/A
<b>2</b>	All other utility poles		
<b>3</b>	Utility cabinets		
<b>4</b>	Any other existing pole, or an existing structure in the public right-of-way that is not Readily Visible. <sup>1</sup>		
<b>Collocation proposed?**</b>			N/A

\* SCWF located in the public right-of-way are subject to design requirements set forth under SSFMC Chapter 20.375.

\*\*Collocation of SCWF with existing wireless communication facilities within Permitted Locations is permitted, and is subject to design requirements set forth under SSFMC Chapter 20.375.

<b>SCWF <u>outside</u> the Public Right of Way in <u>Any Zone that Includes a Commercial or Industrial Use</u></b>			
<b>Ranking</b>	<b>Location</b>	<b>Select</b>	<b>Evidence of Infeasibility?</b>
<b>1</b>	Any Nonresidential district and co-located with existing conforming facilities		N/A
<b>2</b>	Any Nonresidential district and located more than 600 feet from a Residential district		
<b>3</b>	On Nonresidential structures in Residential districts and located more than 600 feet from a Residential Structure		
<b>4</b>	Any Nonresidential district and located less than 600 feet from a Residential district		
<b>Collocation proposed?*</b>			N/A

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<sup>1</sup> SSFMC 20.375.002(F): An object that can be seen from street level by a person with normal vision, and distinguished as an antenna or other component of a wireless communication facility, due to the fact that it stands out as a prominent feature of the landscape, protrudes above or out from the structure ridgeline, or is otherwise not sufficiently camouflaged or designed to be compatible with the appurtenant architecture or building materials.

Ranking	Design Preferences	Select	Evidence of Infeasibility?
1	Building- or structure-mounted antennas that are: <ul style="list-style-type: none"> <li>not readily visible, or</li> <li>are completely concealed from view because of integration into design of nonresidential buildings or structures erected and approved for use other than as wireless telecommunications support</li> </ul>		N/A
2	Building- or structure-mounted antennas set back from roof edge and not visible from the public right-of-way or from surrounding properties		
3	Existing communication towers, existing signal, light or similar kinds of permanent poles not supplying electric, telephone or similar service and not in the public right-of-way, or utility facilities not subject to the City's franchise agreements.		
4	Non-building- or structure-mounted alternative tower structures		

\*Collocation of SCWF with existing wireless communication facilities within Permitted Locations is permitted, and is subject to design requirements set forth under SSFMC Chapter 20.375.

### III. Types of Permits Required

An Applicant must obtain the permits listed below prior to installing, constructing, maintaining, operating, removing or performing work related to a SCWF. *(Check applicable permits once completed)*

Types of Permits	Obtained?
<b>Small Cell Attachment Permit</b> <ul style="list-style-type: none"> <li>Required for ALL small cell wireless facilities</li> </ul>	
<b>Encroachment Permit</b> <ul style="list-style-type: none"> <li>For an applicant seeking to install, construct, operate, or perform work related to a SCWF in the public right-of-way</li> <li>Revocable</li> <li>Issued by Public Works/Engineering Division</li> </ul>	
<b>Building Permit</b> <ul style="list-style-type: none"> <li>For an applicant seeking to install, construct, or perform work related to SCWF located outside of the public right-of-way in any zone that includes a commercial or industrial use</li> </ul>	
<b>Minor Use Permit</b> <ul style="list-style-type: none"> <li>For an Applicant seeking a waiver or modification from the requirements of a SCWF Attachment permit, including but not limited to design review and stealth facility standards</li> <li>Review and issuance by the Chief Planner</li> <li>May be issued in conjunction with an encroachment permit or a building permit</li> </ul>	

#### IV. Standard Requirements

All SCWFs and ancillary equipment,<sup>2</sup> where applicable, must comply with standard requirements under SSFMC Chapter 20.375, as follows: (*Check all completed accordingly*)

General Requirements	Yes	No
Applicable SSFMC building code standards		
FCC Radio Frequency Emission Standards		
Any other applicable state or federal law requirements ( <i>specify</i> ):		
Operational and Maintenance Requirements	Yes	No
<b>Signage</b> <ul style="list-style-type: none"> <li>Plans submitted show that there are no signs, displays logos, or advertisements will be installed on, alongside, or in connection with a SCWF</li> <li>Design of Emergency contact sign submitted and plans showing where Emergency Sign will be installed</li> </ul>		
Plan showing how SCWF will be properly maintained with no trash, debris, graffiti and other forms of vandalism		
Demonstration of measures to minimize noise impacts		
Noise attenuation devices installed for air conditioning units and other noise-emitting equipment, in compliance with SSFMC Chapter 8.32		
On-site emergency “Kill switch” installed for all radio frequency circuits and components		
Safety measures submitted to prevent unauthorized access and vandalism installed		
Applicant has been notified of the following: <ul style="list-style-type: none"> <li>Upon City’s reasonable notice, Applicant must relocate its SCWF at its sole cost to allow for public projects, services or improvements</li> <li>Applicant is responsible for repairing City standard specifications or replace in-kind City facilities or improvements disturbed or damaged during the installation, maintenance, operation, repair or removal of Applicant’s SCWF</li> </ul>		

<sup>2</sup> SSFMC 20.375.002(A): Any wires, cables, meter boxes, cooling devices, cable, conduit and connectors, and any other equipment required to operate and support the operation of SCWF.

Electrical Metering and Structural Requirements	Yes	No
Independent metering of SCWF electrical power		
For Existing City street light poles proposed for SCWF: <i>(if applicable)</i>		
○ Inspected for compliance with City structural standards, including safety and load bearing capability		
○ Applicant provided documentation demonstrating such pole meets City structural standards		
○ Applicant provided documentation demonstrating SCWF installation would not interfere with or harm the		
For a City street light pole failing to meet City structural standard: <i>(if applicable)</i>		
○ Applicant has replaced existing street light pole with new pole meeting City structural standards, including safety and load bearing capability, and re-installed light fixtures; OR		
○ Applicant has installed a proprietary pole meeting all required structural and safety standards		
Equipment and Design Requirements	Yes	No
Location of Ancillary equipment/support facilities in the ROW, in order of preference:		
1. Located on the pole and concealed, stealthed or incorporated into the design of the pole; or		
2. Mounted on the pole pursuant to applicable building code requirements, and painted to match the pole color, if location within stealth equipment is not feasible; or		
3. Undergrounded; or		
4. Concealed in a stealth facility, including but not limited to partial undergrounding, landscaping, or decorative treatment of the cabinet		
If ancillary equipment/support facilities are proposing a lower-ranked location option above, has the City Engineer determined that the higher-ranked option is not feasible?		
Has the SCWF pole installation been sufficiently designed so that it does not require any additional supporting hardware?		
Is the SCWF constructed out of non-reflective materials, or materials and colors consistent with surrounding backdrop? (Anodized metal is acceptable)		
Applicant is/has met its responsibility for maintaining and preserving design and aesthetic features for each SWCF facility, ancillary equipment and support infrastructure		
The SCWF does not include any security fencing installation		

## V. Permit Application Requirements

Provided that a SCWF application has been submitted and all applicable requirements under SSFMC Chapter 20.375 have been met, all SCWF not otherwise exempt from regulations shall be issued a Small Cell Attachment Permit, an encroachment permit, and building permit by City.

All SCWF applications must comply with submittal requirements, provide all required application materials, and pay all applicable fees, as provided in the **SCWF APPLICATION SUBMITTAL CHECKLIST** below.

Applicants submitting applications for more than two (2) Small Cell Attachment Permit must batch their applications to expedite the review process.

SCWF applicants are encouraged to enter into a Master License Agreement with the City for multiple SCWF attachments upon City-owned structures. SCWFs subject to the terms of a Master License Agreement will be subject only to staff-level design review to ensure compliance with terms and provisions of the agreement, but shall still be required to obtain an encroachment permit.

Applicants are encouraged to participate in a pre-submittal meeting with City staff and submit a completed and signed application submittal checklist.

<b>SCWF APPLICATION SUBMITTAL CHECKLIST</b> <i>(check for completion)</i>		
<b>OPTIONAL</b>	<b>Yes</b>	<b>No</b>
Applicant Participation in pre-submittal meeting		
<b>GENERAL REQUIREMENTS</b>	<b>Yes</b>	<b>No</b>
Applicant provided a completed and signed application, including signed checklist		
<b>Sworn Statement of Compliance Verification</b> <ul style="list-style-type: none"><li>Signed by Applicant or Applicant's authorized representative; and</li><li>Confirms Applicant holds all applicable licenses required for Applicant to construct the proposed facility, including but not limited to FCC, PUC, state or federal telecommunications authority approvals.</li></ul>		
<b>Sworn statement or documentation of compliance with all licensing conditions</b> <ul style="list-style-type: none"><li>Signed by Applicant or Applicant's authorized representative</li><li>Confirms Applicant is in compliance with all conditions imposed in conjunction with all applicable licenses for Applicant to construct the proposed SCWF</li><li>Includes a description of the number, type, power rating, frequency range, and dimensions of antennas, equipment cabinets, and related SCWF proposed to be installed</li><li>Includes engineering calculations demonstrating that the proposed facility will comply with all applicable FCC requirements and standards.</li></ul>		
<b>Proof of Legal Right to Use Property</b> <ul style="list-style-type: none"><li>All SCWF applications must provide evidence satisfactory to the City demonstrating the property owner's consent or other form of proof demonstrating Applicant's legal right to use the property upon which it proposes to attach each SCWF (for City-owned structures, Applicants that have entered into valid Master License Agreements shall be deemed to satisfy this requirement for each SCWF subject to the Master License Agreement.)</li></ul>		

SITE PLANS AND LAYOUT REQUIREMENTS		Yes	No
<i>Applicants shall submit the following information with the application electronically or by hardcopy. Hardcopy submittals shall be provided in triplicate.</i>			
<b>Map and Inventory of Proposed Sites.</b> <ul style="list-style-type: none"> <li>A map of the proposed site(s) including photographs of the City-owned light pole(s) where SCWF is proposed to be located. Map shall show all land uses within 300 feet of the proposed SCWF sites(s).</li> <li>A 500-foot radius map is required for proposed SCWF in residentially zoned and/or used areas.</li> </ul>			
<b>Photo Simulations of SCWF and Ancillary Equipment.</b> <ul style="list-style-type: none"> <li>Simulations shall show the proposed location of SCWF and all ancillary equipment (cables, power sources, electricity, and any other items required to operate and support the facility) and proposed finishes in compliance with SSFMC Chapter 20.375.</li> </ul>			
<b>Drawings and Plans</b> <ul style="list-style-type: none"> <li>Site plan, plans, and elevations, to scale, identifying the proposed SCWF and ancillary equipment placement.</li> <li>Elevations shall include all structures on which facilities are proposed to be located.</li> <li>Emergency signage shall also be shown.</li> </ul>			
<b>Documentation of Camouflage and/or Matching Methods</b> <ul style="list-style-type: none"> <li>Description of methods proposed to stealth the SCWF, all ancillary equipment, and colors and materials specifications.</li> </ul>			
<b>Documentation to Identify all Ancillary Equipment</b> <ul style="list-style-type: none"> <li>Plans shall identify any and all ancillary equipment required to support the SCWF, including but not limited to emergency generators, air conditioning equipment, cables, and power sources.</li> </ul>			
<b>Financial Assurance/Bond</b> <ul style="list-style-type: none"> <li>Prior to obtaining a permit to erect or install the proposed facility, Applicant must either secure a bond or provide financial assurances satisfactory to the City Manager, for the removal of the facility in the event that its use is abandoned or approval terminated.</li> </ul>			
<b>FEE REQUIREMENTS</b>		Yes	No
Right-of –way Pole Usage Fee			
City processing fees			
<b>APPLICANT/AUTHORIZED REPRESENTATIVE:</b> _____  <b>SIGNATURE:</b> _____  <b>DATE:</b> _____			

## VI. Post-Submittal Actions

**All SCWF Applicants shall receive notice of and acknowledge the following:**

### Application Review

- ❖ Applications submitted to the City will be promptly processed and reviewed.
- ❖ The City Engineer, Chief Planner, and Chief Building Official will review SCWF applications.
- ❖ The Chief Planner will make a preliminary determination on the Application and submit for concurrence by the City Manager.
- ❖ Following review by City Manager, the Chief Planner will approve or deny an application in accordance with the requirements of Chapter 20.375.

### Notification of Incomplete Applications

- ❖ Applicants will be promptly notified of incomplete applications, but not later than 30 days after submittal.
- ❖ If an application has been deemed incomplete, it is the Applicant's responsibilities to provide additional information required by City in order to proceed in the application process.

### Community Outreach Requirement

- ❖ After an application is deemed complete, Applicant shall mail "Notice of Proposed Action to Approve a Small Cell Wireless Facility" to addresses within 300 feet of the proposed site(s).
- ❖ Notices in residential districts shall include a 500 foot radius for notification.
- ❖ Applicant shall schedule a neighborhood outreach meeting involving residents and businesses within the radius area described above within two (2) weeks of application submittal.
- ❖ Applicant shall submit transcripts, minutes and/or videos of the outreach meeting to the City, prior to the City Manager action.

### Modification of Requirements

- ❖ The City Council may waive or modify requirements set forth under Chapter 20.375 upon advice of the City Attorney that denial of the application would have the effect of prohibiting the provision of telecommunications services, unreasonably discriminating among service providers, or constituting any other violation of State or Federal law.
- ❖ Applicant has the burden of showing that the denial would result in such a violation.

### Cessation of Operation/Removal of Facilities

- ❖ Applicants shall comply with the requirements of Chapter 20.375.008 regarding cessation of operation and removing SCWFs.

**Signature of Acknowledgement:** \_\_\_\_\_

Applicant or Authorized Representative

Date: \_\_\_\_\_