

Submittal Checklist for **WIRELESS PROJECTS**

Application

Completed and signed (either wet signatures or verifiable e-signatures such as DocuSign or Acrobat Sign) [application form](#), please attach signed letter(s) of authorization from the property owner. For Administrative Review please use the "Fixed Fee Application" and for CUPs please use the "Direct Cost Application."

Fee(s)

Refer to the [fee schedule](#) for current costs. Please make checks payable to "City of San Leandro." If paying by credit card, please contact a Planner for arrangement - 2.5% fee will be added to all credit card transactions.

Project Description

- Describe the existing equipment configuration and the proposed configuration (quantity of antennas, RRUs, cabinets, etc. and their location, the units will be removed, and the units to be added).
- Describe how the wireless facility will be screened and/or architecturally integrated into the base structure.
- Provide a detailed description of the screening method for the antennas, ground equipment, and cables/conduits.

Materials and Colors Board

Provide a materials and colors board showing the proposed screening materials and/or paint colors. For treepoles, provide bark cladding and branch with leaf/needle samples for review and selection.

Equipment Specifications

Provide a copy of the manufacturer's specification for all new equipment.

Preliminary Title Report (New Facilities & Major Expansions of Existing Facilities)

This document shall be prepared within the past year, and include a legal description, easements, etc.

Radio Frequency/Electromagnetic Energy Report

The report shall be prepared by a licensed engineer that includes a coversheet with a statement and supporting documentation that the cumulative emission of all proposed equipment at the site is within the acceptable range set by the FCC; any recommendations from the report shall be incorporated into the plans.

Hazardous Materials Inventory

Provide a list and the quantity of all hazardous materials currently stored on site and to be stored on site with for the wireless facility.

Photo Simulations/ Building and Site Photos

- Provide photographs of the existing site conditions, as well as the surrounding land uses.
- Provide photo simulations of the most direct view to the wireless facility from at least three (3) different angles. Consideration should be given to views from nearby residential areas, public rights-of-way, parks and open space, and other public viewshed areas.
- Include a map showing the locations from which the simulations are viewed.

Additional views may be required - please contact a planner to determine the most appropriate viewpoints for the photo simulations.

Planning Division

 510-577-3415  Planner@sanleandro.org

 835 E. 14th Street, San Leandro, CA 94577  www.SanLeandro.org/Planning

FCC license

Provide a current copy of the carrier's FCC license.

New Facilities/CUP Applications Only

- A five year master plan, drawn to a reasonable scale, for all of the applicant's existing, planned or reasonably anticipated wireless telecommunications facility locations within the jurisdiction of the City or within one-quarter mile of the border thereof, indicating the service area covered by each such facility and including specific information about the location, height, and design of each facility.
- An alternatives analysis that demonstrates what other sites were considered by the carrier within the coverage area, include a ½ mi radius map showing all existing sites and alternate sites.
- RF Report: Within 30 calendar days of activation of the facility, the applicant shall submit a Radio-Frequency Compliance Report demonstrating that the facility meets the FCC standards for radio-frequency emissions. This report is required in order to verify compliance with prevailing standards for public exposure and will be prepared by a qualified engineer. Such documentation shall include the following:
 - The make and model (or other identifying information) of the equipment tested;
 - The date and time of the inspection and the methodology used to make the determination;
 - The name and title of the person(s) conducting the tests, and a certification that the unit is properly installed and working within applicable FCC standards;
 - Documentation indicating that cumulative levels of radio-frequency emissions from the wireless telecommunications facility and all co-located wireless telecommunications facilities are in compliance with FCC standards, including, but not limited to, FCC Office of Engineering Technology Bulletin 65, Evaluating Compliance with FCC Guidelines for Human Exposure to Radio-frequency Electromagnetic Fields, as amended.

PDFs/Electronic Documents

- Provide a USB flash drive with PDF copies of all submittal materials.
- The PDF project plan should be collated and compressed (20MB max), and set to print to scale, with the correct scales embedded.

Printed Documents

- Provide printed documents of ALL submittal materials on standard 8.5"x11" paper
- Printed plan sets - One (1) full-sized set in 24"x36" and four (4) reduced sets in 11"x17"

PROJECT PLANS

The project plan sets shall, at minimum, include all applicable items noted below. Additional drawings at other scales may be needed based on the project's scope.

Title/Cover Sheet

- Table of contents listing all plan set sheets, their content and page number
- Project address and Assessor's Parcel Number(s)
- Scope of work detailing the proposed project
- Hazardous materials inventory
- Citation of adopted Building/Fire Code at time of construction used in project design
- 1-mile vicinity map showing major roads/freeways and surrounding uses/zoning
- Project data in tabular form

Site Plans

- Existing and proposed site plans shall be shown side-by-side, using the same scale, if possible
- Location and configuration of antennas
- Location and configuration of ground equipment
- Location and configuration of cables and conduits
- Scaled (minimum scale on 24"x 36" plan set 1/16"=1') and fully dimensioned with directional arrow
- Property lines, easements, setbacks, access road(s), name of streets
- Building footprints on adjacent properties (as appropriate)
- All existing structures and features including those proposed for demolition and of other carriers
- Include any trees within the vicinity of the installation.
- Location and dimensions of all existing and proposed structures

Antenna Plans

- Show existing and proposed antenna plan side by side using the same scale
- Include equipment from other carriers if located on the same structure
- Show cables and conduits
- Scaled (minimum scale on 24"x 36" plan set 1/8"=1') and fully dimensioned with directional arrow
- Note the existing and proposed screening

Grounds Equipment Plans

- Show existing and proposed plan side by side using the same scale
- Include equipment from other carriers if located in the same enclosure
- Show cables and conduits
- Scaled (minimum scale on 24"x 36" plan set 1/8"=1') and fully dimensioned with directional arrow
- Note the existing and proposed screening and/or fencing

Antenna Elevations

- Show existing and proposed elevations side by side using the same scale from all directions (e.g. north, south, etc.)
- Include equipment from other carriers if located on the same structure
- Show cables and conduits
- Scaled (minimum scale on 24"x 36" plan set 1/8"=1') and fully dimensioned
- Note the direction in each drawing (north, south, east, and west)
- Note the existing and proposed screening

□ **Grounds Equipment Elevations**

- Show existing and proposed elevations side by side using the same scale from all directions (e.g. north, south, etc.)
- Include equipment from other carriers if located on the same structure
- Show cables and conduits
- Scaled (minimum scale on 24"x 36" plan set 1/8"=1') and fully dimensioned
- Note the direction in each drawing (north, south, east, and west)
- Note the existing and proposed screening

□ **Equipment and Attachment Details**

- Provide details showing the dimensions and specification for each equipment
- Provide attachment details for each equipment
- Provide any additional information that may be needed for the Planning review of the project