



## City of El Monte Wireless Communication Facilities Permit Application Checklist

Updated May 23, 2022

**INSTRUCTIONS:**

Applicants must submit the Application Cover Page and this Application Checklist, together with all information and materials provided in the Application Guidelines. City staff may deem the application incomplete if the applicant fails to include any required information or materials. All starred (\*) items are not required for a section 6409 application.

Applicants may submit applications and resubmissions by appointment only. Please contact the Planning Division for an appointment.

Applicants proposing a Small Wireless Facility on publicly-owned infrastructure shall first execute/file a "Pole License Agreement" with the Public Works Department (prior to submittal of a Wireless Application).

**Applicant:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Site Location and Description:**

Project Address: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 Pole Number (if applicable): \_\_\_\_\_

**Applicant's Request:**

- CONDITIONAL USE**     **ADMIN. WIRELESS**     **SECTION 6409**  
 **SMALL WIRELESS FACILITY**     **OTHER** (describe request below)

- ALL OF THE DOCUMENTS REQUIRED BELOW AND EVERY ADDITIONAL DOCUMENT TENDERED BY THE APPLICANT MUST ALSO BE SIMULTANEOUSLY SUBMITTED IN SEARCHABLE PDF FORMAT ON A USB MEMORY STICK, WITH ONLY ONE PROJECT PER USB MEMORY STICK. APPLICANT MUST USE THE FILE NAMES AS INDICATED WITHIN THIS APPLICATION
- APPLICATION CHECKLIST – REQUIRED MATERIALS
- APPLICATION FORM AND FULL APPLICATION FEE AS STATED BY THE CITY/PROJECT PLANS
- SITE PHOTOS AND PHOTO SIMULATIONS
- REGULATORY AUTHORIZATIONS AND APPROVALS
- PROPERTY OWNER'S AUTHORIZATION / TITLE REPORT
- RF COMPLIANCE REPORT
- ACOUSTIC ANALYSIS
- STRUCTURAL ANALYSIS
- SECTION 6409 EVALUATION (if applicable)
- PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION\*
- ALTERNATIVES ANALYSIS\*
- SUPPLEMENTAL APPLICATION FOR SMALL WIRELESS FACILITIES (if applicable)

**STAFF USE ONLY**



## APPLICATION GUIDELINES – REQUIRED MATERIALS

Proposals to construct, install, modify and/or operate wireless communication facilities on private property require additional information and materials in order to evaluate compliance with City Council Ordinances Nos. 2930 and 2940 and Resolutions Nos. 9933 and 9890 subject to certain federal and state laws. These Application Guidelines specify those requirements that any applicant must submit for a complete permit application for a small cell permit, administrative wireless permit, conditional use permit, or section 6409 approval.

**For the City to deem complete any permit application for a wireless communication facility (WCF) the applicant must submit all the applicable application materials listed in the Wireless Communication Facilities Permit Application Checklist in accordance with the following instructions in these Application Guidelines.**

**Note:** All starred (\*) items are not required for a section 6409 approval.

### **APPLICATION FORM AND FEE**

**Instructions:** Complete the Wireless Communication Facilities Permit Application Cover Page available on the City's website at <http://elmonteca.gov/585/Wireless-Communication-Facilities-Guidel> or in-person at the El Monte Planning Division. The applicant must submit the appropriate permit application fee based on the City's Fee Schedule for current year (available on the City's website at <http://elmonteca.gov/585/Wireless-Communication-Facilities-Guidel>).

### **I. PROJECT PLANS**

**Instructions:** Provide four (4) sets of complete 24 x 36-inch scaled project plans. If this project is for a Small Wireless Facility, be sure to include in the project plans the additional information required in the "Small Wireless Facility Required Supplemental Application". Include one separate searchable pdf of the scaled plans using the file name: "**Attachment 1–Plans.pdf**".

#### **1. Cover Sheet**

A complete cover sheet must include at a minimum:

- a detailed project description that specifies the proposed installation and/or modifications;
- site information that includes the site address, assessor's parcel number, site latitude and longitude, zoning classification, project team contact information site map, and pole number (if applicable).

## 2. Site Survey

Only a Registered Civil Engineer or licensed surveyor may prepare the site survey. A complete site survey must include:

- property boundaries and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out;
- boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
- boundaries for all easements and/or dedications with all dimensions clearly shown and called out;
- all access points and/or access routes to the nearest public right-of-way;
- approximate topographical contour lines with elevations called out;
- any trees at least 4 inches in diameter at a point approximately 4.5 feet above ground;
- all structures or improvements on the property;
- for projects in the public right-of-way, all structures or improvements within the public right-of-way within any block partially or entirely occupied by the project and any elements thereof;
- all structures or improvements on adjacent parcels within 15 feet from the property line;
- a north arrow, date, scale and legend;
- wet stamp and wet signature from preparer;
- general specifications and notes identifying the applicable public health and safety codes and standards.

## 3. Site Development Plan

A complete site development plan must include:

- plan-view drawings, which include:
  - the entire property or right-of-way block with the proposed project improvements;
  - detailed before-and-after views for each antenna sector;
  - detailed before-and-after views for any equipment pads, shelters, enclosures, rooms, vaults and/or platforms;

- all existing and proposed equipment (including the point of origin and point of connection for all power and telco utilities) with all dimensions, labels and ownership identifications clearly called out;
- boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
- boundaries for all easements, encroachments and/or other rights-of-way for access and utilities in connection with the wireless site with all dimensions clearly shown and called out;
- all existing and proposed primary and backup utilities, including without limitation all cables, connectors, risers, conduits, cable shrouds, trays, bridges and/or doghouses, transformers, disconnect switches, panels, meters, pedestals, cabinets, vaults, handholes, generators and/or generator sockets;
- detailed before-and-after elevation drawings from reasonable cardinal/intercardinal directions, which include:
  - all existing and proposed structures, improvements and/or fixtures with all dimensions clearly called out;
  - all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out;
  - for projects in the public right-of-way, all existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out;
- callouts and notes for any proposed new or extended concealment elements;
- a north arrow, date, scale and legend.
- for a Small Wireless Facility, as that term is defined by the FCC, include the “Small Wireless Facilities Required Supplemental Application” and follow its instructions.

#### **4. Equipment Inventory**

All equipment must be inventoried with the following information for each component in a separate cut sheet:

- manufacturer and model number;

#### **5. Traffic Control Plans**

For facilities in the public right-of-way, provide engineered traffic control plans that show the traffic control for the project. The plans must be drawn in accordance with the latest version of the California Manual on

Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

## 6. Fiber Network Plan

For facilities in the public right-of-way, and to the extent that the project requires running new fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the deployment, all fiber optic cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors or other items on the map. The fiber plans should clearly identify all meet-me points and points of connection. Even if the fiber deployment will be performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

## II. SITE PHOTOS AND PHOTO SIMULATIONS

**Instructions:** Provide site photos and photo simulations that would allow the City to visualize the applicant's proposed project as constructed. The photo simulations must be in a high resolution format and show the proposed facility from reasonable line-of-sight locations that would accurately and reliably reflect the appearance of the proposed facility and/or modifications as-built. Include one separate searchable pdf of the site photos and photo simulations using the file name "**Attachment 2-Site Photos and Photo Simulations.pdf**".

Except as otherwise provided, photo simulations must contain all the following:

### 1. Current Site Photos

Current site photos must include:

- photographs of the existing site from reasonable line-of-sight locations from public streets or other adjacent viewpoints;
- a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

### 2. Photo Simulations

Photo simulations must include:

- an accurate and reliable visual representation of the proposed facility from the same reasonable line-of-sight locations used in the current site photographs and must include without limitation all interconnecting cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment;
- a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

### 3. Section 6409 Concealment Maintenance

For section 6409 approval applications, the applicant must provide at least one photo simulation that demonstrates the impact of the proposed modification on the all the concealment elements, if any, of the support structure. Concealment elements include but are not limited to screen walls, architectural elements, radomes, landscape features, equipment enclosures and designs and/or techniques intended to mimic the natural or built environment.

### III. REGULATORY AUTHORIZATIONS AND APPROVALS

**Instructions:** Provide true and correct copies of all the following:

#### 1. Local Regulatory Approvals

For section 6409 approval applications, provide copies of all permits and/or other regulatory approvals issued by the City (or other local public agency with jurisdiction over the subject wireless tower or base station) in connection with the initial construction or installation and any subsequent collocations, modifications or renewals of the subject wireless tower or base station. Alternatively, the applicant may submit a written justification that sets forth reasons why prior permits or other regulatory approvals were not required for the wireless tower or base station at the time it was constructed or modified. Include one separate pdf of the approval(s) using the file name “**Attachment 3.1– Local Regulatory Approvals.pdf**” and attach it to this application.

#### 2. FCC Licenses

If the applicant proposes to operate in FCC-licensed spectrum, please provide proof of licenses for all planned operating bands in the applicable geographic market(s). Include one separate pdf of the License(s) using the file name “**Attachment 3.2–FCC Licenses.pdf**” and attach it to this application.

#### 3. FAA Forms

If the proposed wireless facility requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 *et seq.*, or under other FCC rules, please provide such documentation. Include one separate pdf of the form(s) using the file name “**Attachment 3.3–FAA Forms.pdf**” and attach it to this application.

### IV. PROPERTY OWNER'S AUTHORIZATION / TITLE REPORT

**Instructions:** For public and private property sites (but not for the public right of way) provide evidence of the property owner's authorization to file this application. If the property owner is a corporation, the names, addresses and titles of all officers of the corporation must accompany this application. If the property owner is a general partner, the names and addresses of all general partners must accompany this application. If in the public right of way provide a written statement to that effect.

## 1. Property Owner's Authorization

If the applicant does not own the subject property or support structure, please provide a written authorization executed by the property owner(s) that empowers the applicant to file the application and perform all WCF construction, installation, operation and maintenance to the extent described in the application. The property owner's signature must be an original and duly notarized. For facilities on joint utility poles, the applicant may submit the standard authorization form issued in the regular course of business to demonstrate that the applicant has the authority to perform the installation or modification. For attachment to street lights, Applicant must provide the LOA from the street light owner Include one separate pdf of the required information below using the file name "**Attachment 4-Property Owner's Authorization.pdf**".

## 2. Title Report (for Private or Public Property outside of the Right of Way)

Provide a duly certified title report prepared within the six months prior to the application filing date that clearly describes the subject property and identifies the current owner(s) of the property. City staff will use the title report to verify the property owner's identity. Label this documentation "**Attachment 4.2-Title Report.pdf**" and attach it to this application.

## V. RF COMPLIANCE REPORT

**Instructions:** Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the proposed facility, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits. Include one searchable separate pdf of the report(s) using the file name "**Attachment 5-RF Compliance Report.pdf**".

The RF compliance report must include:

- the actual frequency and power levels (in watts effective radiated power (ERP)) from all existing and proposed antennas at the site;
- exhibits that show:
  - the location and orientation of all transmitting antennas;
  - the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC);

## VI. ACOUSTIC ANALYSIS

**Instructions:** Provide a report prepared and certified by a California-registered engineer that lists and sums all of the noise-emitting equipment sound pressure levels related to the wireless facility and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must include an analysis of the manufacturers' specifications for all noise-emitting equipment and a certification by the same engineer that the site, as constructed, will in all respects comply with the Chapter 8.36 - NOISE CONTROL of the El Monte Municipal Code.

Include one separate pdf of the analysis using the file name “**Attachment 6 – Acoustic Analysis.pdf**”.

## **VII. STRUCTURAL ANALYSIS**

**Instructions:** Provide a report prepared and certified by a California-registered engineer that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. Include one separate pdf of the analysis using the file name “**Attachment 7 – Structural Analysis.pdf**”.

## **VIII. SECTION 6409 EVALUATION**

**Instructions:** If the applicant requests approval pursuant to Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 (codified as 47 U.S.C. § 1455(a)), the applicant must complete and submit the City’s Section 6409 worksheet or prepare a separate justification that evaluates whether the proposed modification is an eligible facilities request that complies with the applicable FCC substantial change thresholds. Include one separate pdf of the analysis using the file name “**Attachment 8 – Section 6409 Evaluation.pdf**” and attach it to the application.

## **IX. SMALL WIRELESS FACILITY EVALUATION**

**Instructions:** If the applicant proposes a “small wireless facility” as that term is defined in 47 C.F.R. § 1.6002(l), the applicant must complete and submit the City’s Small Wireless Facility Required Supplemental Application worksheet. Include one separate pdf of the analysis using the file name “**Attachment 9 – Small Wireless Facility Required Supplemental Application.pdf**”.

## **X. PROJECT PURPOSE AND TECHNICAL OBJECTIVES\***

**Instructions:** For every project other than a 6409(a) application, provide the following information to demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant’s network in the area that would be served by the proposed facility or enhanced by the proposed modification. Include one separate pdf of the analysis using the file name “**Attachment 10 – Project Purpose and Technical Objectives.pdf**”.

### **1. Dominant Project Purpose**

Please identify and describe the *dominant* project purpose. Possible responses analyze whether the proposed facility or modification will:

- add new personal wireless *service coverage* to an area in which the licensee does not currently provide any personal wireless service coverage;
- add new personal wireless *service capacity* to an area in which the licensee currently provides personal wireless service coverage.

If the project has a different dominant purpose from the options described above, please provide such purpose in full detail.



## 2. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed wireless facility to achieve and the factual reasons why the proposed location, centerline height and equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- a street-level map that shows the general geographic area of the service area(s) to be improved through the proposed wireless facility (the "Service Area");
- full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSRP (or other relevant signal level or quality indicator) and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps;
- a written narrative that describes the uses (commercial, residential, primary thoroughfare, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed;
- a statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).

## XI. ALTERNATIVES ANALYSIS\*

**Instructions:** For every project other than a 6409(a) application, provide a detailed written analysis that describes how the proposed wireless facility complies with all applicable requirements in City Council Ordinances Nos. 2930 and 2940 and Resolution No. 9933, which includes without limitation the City's Small Cell Wireless Facilities Policy, and all the alternative locations and designs considered before the applicant submitted this application. Include one separate pdf of the analysis using the file name "**Attachment 11 – Alternatives Analysis.pdf**".

The analysis must include all the following required information and/or materials:

- an aerial map that shows the general geographic area of the proposed location annotated to show:
  - all existing wireless facilities within the City;
  - the search ring used for this particular project;
  - all locations for each alternative considered for this particular project;
- for each alternative site considered, a detailed written description that includes, without limitation all the following:
  - the physical address;

- zoning district designation;
- the property owner's name, contact information used in attempts to inquire about interest in a lease or other agreement to use the property for a wireless facility, when such attempts were made and the response, if any, received from the property owner;
- support structure type considered;
- general design concept and concealment elements/techniques considered;
- overall height and achievable antenna centerline height;
- the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable or not in accordance with the development standards in City Council Ordinances Nos. 2930 and 2940 and Resolutions Nos. 9933 and 9890. *Note:* This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable or not as consistent with the development standards in City Council Ordinances Nos. 2930 and 2940 and Resolutions Nos. 9933 and 9890. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the development standards in City Council Ordinances Nos. 2930 and 2940 and Resolutions Nos. 9933 and 9890 will be deemed incomplete;
- for each alternative site *within the search ring*, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSSI, RSRP or other relevant signal level or quality indicator with and without the alternative site and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.
- for small wireless facility applications, the applicant must provide analysis that shows the proposed site location and support structure is the most preferred as provided in the City's Small Wireless Facilities Policy Section 2.6. Applications that involve lesser-preferred locations or structures may be approved so long as the applicant demonstrates that either (1) no more preferred locations or structures exist within five hundred (500) feet from the proposed site; or (2) any more preferred locations or structures within five hundred (500) feet from the proposed site would be technically infeasible as supported by clear and convincing evidence in the written record.

Applicant's Certification: On behalf of the Applicant, I have reviewed this entire "Application Guidelines-Required Materials" submittal specifications, I have provided the required paper and electronic documents required above, and have fully complied with the instructions therein.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name and Title

\_\_\_\_\_  
Date Signed by Applicant