Use Permit Application – Personal Wireless Facility Submittal Checklist

All applicants for a wireless communications facility shall complete this Submittal Checklist and attach all required documentation as described herein. Applications that are not offered as an eligible facilities request pursuant to Section 6409 of the Spectrum Act (47 U.S.C. § 1455) (“EFR”) are subject to the City’s requirement to construct a mock-up facility and the Mock-Up Standards below.

Applicants shall submit a paper copy of all required materials at the Planning Office (580 Pacific Street) and also shall submit electronic, searchable copies of the same to montereyplanning@monterey.org. You are hereby notified that the electronic materials shall be posted online for public viewing.

Any questions about the Submittal Checklist or the application process for wireless communication facilities should be directed to the Planning Office at (831) 646-3885.

Please note that each application for a Personal Wireless Facility in addition must include a complete Planning Project Application, available online at http://monterey.org/Portals/0/Forms/Planning/Planning-Project-Application.pdf. Wet or digital signatures are required. Digital signatures must comply with Cal. Gov. Code section 16.5. You may also be required to submit additional applications with this application as prescribed in the application form and discussed below.

Process

All wireless permit applications shall be submitted to the City at a prescheduled appointment with the Community Development Director, as defined in the City Code, Sec. 38-112.4(K).

During the application submittal appointment, or thereafter, the Community Development Director shall review the application materials and determine whether the application is complete. If the application is found to be complete, the Community Development Director shall refer the application to the Planning Commission, and may conduct further review and submit recommendations to the Planning Commission. If the application is not complete, the Community Development Director shall issue in writing a denial of the application without prejudice to refiling, specifying the reasons for the denial--unless the omissions are corrected at the prescheduled appointment, or the Community Development Director determines that permitting submission of additional materials will not prevent the City from conducting, or the public from participating in, a timely review of the application.

If the applicant contends that there are any additional permits or authorizations that must be acted upon by the same date (or sooner) than the City must act upon the application for a wireless permit, the application must contain any and all such additional
authorization, agreements, or permit application(s) needed to actually deploy the facility (“Ancillary Applications”) as well as all associated fees. (Traffic control plans may be one example.) If the applicant agrees that there are no additional permits that must be acted upon by the same date (or sooner) than the City must act upon the application for a wireless permit, the applicant may file for other required authorizations, agreements and permits later. Without such an agreement, any application submitted without the Ancillary Applications and fees will be deemed incomplete, without the Ancillary Applications will be deemed denied, unless the omissions are corrected at the prescheduled appointment, or the Community Development Director determines that permitting submission of additional materials will not prevent the City from conducting, or the public from participating in, a timely review of the application.

The information required by Attachment A or B (as applicable) should be provided in an indexed hard copy with page numbers, with each required section appropriately tabbed, and with subparts clearly identified. The electronic version should similarly include an index with hyperlinks, with sections and subparts clearly identified, and it should be word searchable (although we understand some graphic materials may not be searchable). The goal is to permit the City to quickly determine whether or not the application is complete, and failure to submit in a proper format will be considered the failure to submit a complete form.

A. Project Location

Street Address _____________________________________________________________

(For ROW, Closest Cross Streets):_______________________________________________

Description of Location at Address (NE Corner of Roof/NE Corner of Intersection)
___________________________________________________________________

GPS Coordinates _________________________________________

If on existing utility pole or replacing an existing utility pole, pole number _________

B. Application Submittal Date

Date of Application Submittal:______________________________________________

C. Fees

The Application Fee □ is attached hereto □ was submitted on _____________

The Other Fee □ is attached hereto □ was submitted on _____________
D. Contact Information

Applicant[s] [Applicant[s] must be the person or persons seeking approval, and must include the person or persons responsible for ensuring compliance with requirements of the application, and authorized to make the representations in the application]

Applicant Name:_________________________________________________________

Address:________________________________________________________________

Phone Number:__________________________________________________________

Email:_________________________________________________________________

Facility Owner/Operator [identify separately each person who will own any part of the Facility, and each person who will provide wireless services via the facility. Add sheets as necessary]

Identify number of Owner/operators    _________

Owner/Operator Name:__________________________________________________

Address:_______________________________________________________________

Phone Number:__________________________________________________________

Email:_________________________________________________________________

Person Responsible for Answering Questions Regarding this Application

Name:________________________________________________

Title/Employer: ________________________________________________

Address:_______________________________________________________________

Phone Number:__________________________________________________________

Email:_________________________________________________________________
E. Required Information [Where an Attachment is Required, label the Attachment “Section E, Question ___, [Description of Attachment]”]

1. Is the proposed wireless communications facility to be used for the provision of “personal wireless services” as defined by 47 U.S.C. Section 332(c)(7)(C)(i), on a sole or comingled basis?
   - □ No. Specify the type(s) of wireless communications services to be provided using the proposed facility: ________________________________
   - □ Yes. Specify the type(s) of personal wireless services:_________________________

2. Is the proposed wireless communications facility part of a distributed antenna system (“DAS”)?
   - □ No.
   - □ Yes. [All applications for wireless communications facilities comprising the DAS must be submitted contemporaneously.]

If you answered “yes” to this question:
   - □ I am simultaneously filing applications for all facilities comprising the DAS network.
   - □ I am not submitting applications for all facilities comprising the DAS network.

3. Is the proposed wireless communications facility to be attached to a structure owned or controlled by the City of Monterey?
   - □ No.
   - □ Yes.

If you answered “yes” to this question select one of the following:
   - □ I have a master lease or other agreement with the City for use of the facility. [If you check this box, provide the document.]
   - □ I have no lease or other agreement, but I am applying/have applied for one. [If you check this box, the application must be provided, along with payment or proof of payment of required fees.]
   - □ I have no lease or other agreement, and have not applied for a lease or other agreement. [If you check this box, we must deny this application unless you agree, by signing below, that you will apply for, or otherwise obtain separately that lease or other agreement; that you agree that any deadline for action on that application will not begin to run until the complete application is submitted; and agree that any time for action on this application is tolled until and unless a complete application for a lease or other agreement is applied for, or the lease or other agreement is obtained.]¹

¹We encourage informal discussions with respect to use of City-owned or controlled facilities. If an application is filed, and applicant contends we must act on the application within 60 days, there can be no...
Agreed:_______________

4. Is the proposed wireless communications facility in a Coastal Zone?

☐ No.
☐ Yes.

If you answered yes to this question, please check one of the following:

☐ I do not require a Coastal Permit. [If you check this box, explain why by separate attachment.]
☐ I have the required permit. [If you check this box, attach the required permit.]
☐ I have no Coastal Permit, but I am applying/have applied for one. [If you check this box, the application must be provided.]

☐ I have no Coastal Permit, and have not applied for one. [If you check this box, we must deny this application, unless you agree, by signing below, that you will apply separately for the that permit; that any deadline for action on the application will not begin to run until the complete application is submitted; and that no work may be undertaken should this wireless application be granted, or granted subject to conditions, until and unless that permit is obtained.]

Agreed:_______________

5. Based on the work proposed in connection with this project, identify all Ancillary Applications that will be required for any work within the boundaries of the City of Monterey in order to deploy the wireless facilities which you contend must be issued (absent agreement or exceptional circumstances) no later than by the same time the City must take action on the wireless application. It is your responsibility to review City Code and regulations and other state or FCC regulations applicable to the deployment of the wireless facility within the City of Monterey and identify every Ancillary Application that will be sought in conjunction with that deployment. The failure to conduct the investigation and to accurately identify all Ancillary Applications will be grounds for denying the application, or for declaring it incomplete. For example, if the wireless facility would be placed on a structure where historical review would be required at the state, federal or local level, the applications required for that review must be identified. Please check whether the work proposed will require:

a) ___ Building Permit
b) ___ Electrical Permit

____________________

negotiations on any lease or agreement, and given the deadlines for action on applications under rules the FCC purported to adopt on September 26, we cannot draft, negotiate, and obtain approval of agreements within that period.
c) ___ Traffic Control Permit  
d) ___ Excavation Permit  
e) ___ Architectural Review Permit  
f) ___ Other [identify] ________________

Alternatively, rather than identifying all Ancillary Permissions now, you may agree as follows by signing below: “I agree that, except for those applications identified and submitted in response to question 6, I will apply separately for any and all required Ancillary Applications; any deadlines for action on any Ancillary Applications will run from the date of those applications, and not from the date of this application; and that no work may be undertaken should this wireless application be granted, or granted subject to conditions, until and unless the same are obtained.”

Agreed:__________________

6. Please provide an attachment that identifies that Ancillary Application you seek now, and with respect to that Ancillary Application, includes the following, completed checklist:

 □ I have the required permit [If you check this box, attach the required permit]  
 □ I have no permit, but I am applying/have applied for one.  [If you check this box, the application must be provided and all fees or proof of fee payment provided.]

7. Is the proposed wireless communications facility in a High Hazard Zone (“HHZ”) (as demarcated on the current version of the California Public Utility Commission Fire-Threat Map).

 □ No.  
 □ Yes.

 If you answered yes to this question, please answer the following:
 a) Identify the structure or proposed structure on which the facility will be attached, and the owner of the structure.__________________________________________________ 
     ___________________________________________________.

 b) Check one of the following:

 □ The facility is being installed on a structure that applicant contends is, or will be, under the jurisdiction of General Order (“GO”) 95 (“GO 95”), or GO 165, or GO 166. If you checked this box, attach sworn statements by a licensed professional engineer attesting to: (1) the specific HHZ in which the wireless facility will be located; (2) whether the structure has been inspected; (3) whether the structure, any existing facilities, and any planned structures and facilities would comply with standards for placement on structures in an HHZ; and (4) whether all required Fire Prevention Plans are in place. If existing or proposed structures or facilities are or will be non-compliant in any respect, the application shall identify steps proposed to ensure the structure and existing and proposed facilities are compliant.
□ The facility is NOT being installed on a structure that applicant contends is, or will be, under the jurisdiction of General Order (“GO”) 95 (“GO 95”), or GO 165, or GO 166.

If you checked this box, submit a sworn statements by licensed professional engineer attesting to: (1) the specific HHZ in which the wireless facilities will be located, as demarcated on the current version of the California Public Utility Commission Fire-Threat Map; (2) a description of the steps the applicant has taken to reduce hazards to public safety, including fire safety hazards, that may be caused by the proposed wireless facility; and (3) the steps applicant proposes to take to maintain the safety of the wireless facility, which steps shall be at least as rigorous as if GO 95, 165, and GO 166 applied. (MCC 38-112.4.E.1(d))

8. Please check the applicable box and provide the information required below as an attachment to this Submittal Checklist, along with a written explanation identifying the facts relied upon to support the claimed treatment.

□ Eligible Facilities Requests. Applicant asserts that the application qualifies as a Section 6409 “eligible facilities request” (as defined in 47 CFR § 1.40001(b)(3))2, and, in addition to the materials required above, submits the information required in Attachment A. The applicable FCC shot clock is for sixty (60) days.

□ Collocation – Small Wireless Facility (Existing Structure). Applicant asserts application is being submitted for approval of a collocation (as defined by 47 C.F.R. § 1.6002(l)) of a Small Wireless Facility (as defined by 47 C.F.R. § 1.6002(g))3 that qualifies for the 60-day shot clock in Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment, Declaratory Ruling and Report and Order, FCC-18-133 (rel. September 27, 2018), and, in addition to the materials

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2 References to regulations include such regulations as may be amended from time to time.
3 Pursuant to the FCC’s rules, a “Small Wireless Facility” is a facility that meets the following conditions:
(1) The facilities—
   (i) are mounted on structures 50 feet or less in height including their antennas as defined in section 1.1320(d), or
   (ii) are mounted on structures no more than 10 percent taller than other adjacent structures, or
   (iii) do not extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater;
(2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined in the definition of antenna in section 1.1320(d)), is no more than three cubic feet in volume;
(3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;
(4) The facilities do not require antenna structure registration under part 17 of this chapter;
(5) The facilities are not located on Tribal lands, as defined under 36 CFR 800.16(x); and
(6) The facilities do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in section 1.1307(b).
required above, submits the information required in Attachment B. **The applicable FCC shot clock is ninety (90) days for applications submitted prior to January 14, 2018, and thereafter will be sixty (60) days.**

- **Small Wireless Facility (New Structure).** Applicant asserts application is being submitted for approval to deploy a Small Wireless Facility (as defined by 47 C.F.R. § 1.6002(l)) on a new structure, that qualifies for the 90-day shot clock in *Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment*, Declaratory Ruling and Report and Order, FCC-18-133 (rel. September 27, 2018), and, in addition to the materials required above, submits the information required in Attachment B. **The applicable FCC shot clock is one hundred and fifty (150) days for application submitted prior to January 14, 2018, and thereafter will be for ninety (90) days.**

- **Collocation or Modification – Substantial Change.** Applicant asserts application is being submitted for approval of a collocation or modification that qualifies for the 90-day shot clock in *In re Petition for Declaratory Ruling*, 24 FCC Rcd. 13994 (2009) and *In the Matter of Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, Report and Order*, 29 FCC Rcd. 12865 (2014), and, in addition to the materials required above, submits the information required in Attachment B. **The applicable FCC shot clock is ninety (90) days.**

- **Other Application Subject to FCC Shot Clocks.** Applicant asserts application qualifies for the 150-day shot clock in *In re Petition for Declaratory Ruling*, 24 FCC Rcd. 13994 (2009) and *In the Matter of Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, Report and Order*, 29 FCC Rcd. 12865 (2014), and, in addition to the materials required above, submits the information required in Attachment B. **The applicable FCC shot clock is one-hundred and fifty (150) days.**

- **Other Wireless Communications Facility Applications (none of the categories above apply).** Applicant is required to submit the information required in Attachment B.

- **Permit Extensions.** If your application is for an extension of an existing Encroachment Permit for a wireless communication facility, please submit a copy of the original Permit, the information required in Attachment C.
CERTIFICATION

I (we) hereby certify under penalty of perjury that (1) after diligent investigation, the information provided pursuant to this Submittal Checklist is true, accurate, and complete to the best of my (our) knowledge and belief, and that before commencing, during performance of, and (2) upon completion of the work proposed, the permitted wireless communication facility will comply with all applicable laws, regulation, practices or other requirements under federal, state or local law, including, but not limited to, building and electrical codes, the FCC’s radio frequency emissions standards, and the requirements of the Americans with Disabilities Act.

________________________________________________
Applicant’s Signature     Date

___________________________
Applicant’s Printed Name

[Signature should be provided for each Applicant]

<table>
<thead>
<tr>
<th>CITY USE ONLY</th>
<th>Reviewed By:</th>
<th>Reviewed On Date:</th>
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</thead>
<tbody>
<tr>
<td>Date Application Received:</td>
<td>Application determined Complete / Incomplete (circle one) on date (send notification by email on same date):</td>
<td>Application Approved / Disapproved (circle one) on date (send notification by email on same date):</td>
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<td>Reasons for denial:</td>
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### Attachment A – Application Submission Requirements for an Eligible Facilities Request

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>REFERENCE</th>
<th>FOR CITY-USE ONLY</th>
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<tbody>
<tr>
<td><strong>A</strong> Signed proof that applicant is authorized by the owner of the structure and/or property to install and operate the proposed wireless communication facility.</td>
<td>Under MCC 38-112.4.E.1, the Planning Department is responsible for developing and maintaining application submittal requirements for wireless facility permits.</td>
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| **B** A project description letter summarizing why the applicant believes the facility is an eligible facilities request, which shall include: 1. A list of all facilities proposed to be installed (including antennas, cabinets and other associated equipment, power and fiber to the facility) 2. A description of all changes to be made to the existing base station and tower, which description will, among other things, identifying precisely what changes will be made to the supporting structure. 3. A description of all changes made to the facility from the date of the original installation (whether or not approved) and a description of the changes in height from January, 22, 2012.) 4. For each piece of equipment in the project, the manufacturer specification sheet(s); including the dimensions and weight of each piece of equipment; 5. The height of each element of the base station or tower, as measured from the ground as existing and as modified; and the horizontal length of any extensions from the supporting structure; 6. A description of any equipment cabinets that will be associated with the structure, their dimensions and locations on the supporting structure or on the ground. 7. A description of the concealment elements associated with the wireless communication facility, including but not limited to painting and shielding; 8. A description of any ground disturbance necessary to complete the proposed project 9. A description of the site and any deployment outside the site necessary to complete the proposed project. 10. A description of why this installation qualifies as a collocation within the meaning of the FCC rules. The application letter may cross-reference responsive information provided as part of the site plans provided. | MCC 38-112.4.D.2(a)(i) | |

| **C** A report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the proposed installation will be compliant with the FCC’s standards. The report must also contain the following: 1. A description of each of the proposed antennas , including the height above grade, power and the directionality of each antenna (e.g., omni, directional, etc.). 2. The frequency, modulation and class of service. 3. A clear identification of areas, both vertically and horizontally, where exposure levels will exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account, and should show exposures based on “worst case” scenarios. 4. A certification that the facility will comply with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner in which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated. 5. If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit general public or occupational exposure, identify those | MCC 38-112.4.E.1  MCC 38-112.4.D.2(a)(i)  MCC 38-112BB1ycycl@1.4.C | |
conditions, and demonstrate that they have been satisfied, or describe when they will be satisfied.

D General site information and plans as follows:
   1. Two full-sized plan sets (24" x 36"); One reduced-size set in 11"x17", unless all details are legible in 8 ½" x 11".
   2. Use a minimum 1/8" = 1' scale for Site Plans and 1/4" = 1' scale for all others.
   3. Electronic copy of plans in PDF form with all details legible.
   4. Include a north arrow on each plan sheet.
   5. Title Block with applicant's name, owner's name, contact information, and accurate date
      A. Lot Area and Lot Coverage
      B. Floor Area Ratio (FAR) – Measure to outside of exterior walls, count stairs twice (if applicable)
      C. Tree Removal
      D. Grading Schedule
   6. Elevations – Existing and proposed elevations of all proposed personal wireless service structures and appurtenances, and composite elevations from the street(s) showing the proposed project and all buildings on the site.
   7. The dimensions of each wireless facility, including its height and width, as well as total height measured from the ground.
   8. The dimensions of each of the following (if any) to be modified, as originally installed, and if different, as approved on February 22, 2012, and as currently installed: tower, support structure (whether a pole or building), antenna, equipment cabinets, radio units, and any other equipment to be placed on the node Applicant must provide a fully-dimensioned section drawing showing the information in this paragraph.
   9. Depiction of fully-constructed proposed project, including improvements and location of existing and proposed wireless facilities.

F Visual Impact demonstration – Existing and Proposed - Unless the application is for a like-for-like replacement, scale drawings and photo simulations, photomontages, story poles, elevations and/or other visual or graphic illustrations necessary to determine potential visual impact of the proposed project, and to show all elements of the facility. Visual impact demonstrations shall include accurate scale and color of the proposed facility, as it would be seen from surrounding properties.

G A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:
   1. In the case of an attached wireless communication facility, documentation of the ability of the structure to accept the antennas, the proposed method of affixing the antennas and the precise point at which the antennas shall be mounted.
   2. In the case of a wireless communication facility with a support structure (e.g. monopole), documentation that the structure is capable of supporting the antennas and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas, and the precise point at which the antennas shall be mounted.
   3. A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) will be placed can safely support the wireless facility, and that all elements of the wireless facility comply with applicable safety standards

H A copy of all approvals and/or permits for the tower or base station that is to be modified, and any subsequent modification permits, and of any required conditions (imposed by the City and/or third party) placed on the initial or subsequent permits.

A showing that the facility, as modified, will be in compliance with existing conditions, whether or not it is in compliance with conditions as of the date of application. There must be a plan submitted for correction of any non-compliance condition. The showing must include a noise report as prescribed by Attachment B. Section E. If there is no noise-producing equipment associated with the facility, it is sufficient for the report to affirm that.
## Attachment B – All Non-EFR Applications

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<thead>
<tr>
<th>REQUIREMENT</th>
<th>REFERENCE</th>
<th>FOR CITY-USE ONLY</th>
<th>COMPLETE Y/N</th>
<th>COMPLIANT Y/N</th>
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<tr>
<td>A</td>
<td>Signed proof that applicant is authorized by the owner of the structure and/or property to install and operate the proposed wireless communication facility.</td>
<td>MCC 38-112.4.E.1</td>
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<td>B</td>
<td>A project description letter containing:</td>
<td>MCC 38-112.4.E.1</td>
<td>MCC 38-112.4.E.1(b)</td>
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<tr>
<td></td>
<td>1. A list of all facilities proposed to be installed (including antennas, cabinets and other associated equipment, power and fiber to the facility).</td>
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<td>2. If the change is to an existing base station that is not an eligible facilities request, or a change to an existing support structure, a description of all changes to be made to the existing base station and/or support structure;</td>
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<td>3. With each piece of equipment in the project, the make, model, and manufacturer; the manufacturer specification sheet(s); and the corresponding volume, weight, and dimensions.</td>
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<td>4. Wind loading calculations for the facility as installed;</td>
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<td>5. The height of each piece of equipment in the project, as measured from the ground.</td>
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<td>6. A description of the concealment elements associated with the wireless communication facility, including, but not limited to, painting and shielding.</td>
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<td>7. A description of any ground disturbance necessary to complete the proposed project.</td>
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<td>8. A description of any lighting to be installed along with the facilities, including, but not limited to, the make, model, and manufacturer of each light to be installed; and the manufacturer's specification sheet(s).</td>
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<td>9. A description of the security plan for the site, including an emergency contact person (and their contact information), and a description of the emergency breaker switch to be installed with the facilities with a copy of any corresponding instructions.</td>
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<td>10. The location of the Mock Up of the proposed facility, as well as the date the Mock-Up was fully constructed.</td>
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**The application letter may cross-reference responsive information provided as part of the site plans provided**

C | A report signed by a California licensed professional engineer qualified in analysis of radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the proposed installation will be compliant with the FCC's standards. The report must also contain the following: | MCC 38-112.4.E.1 | | |
| | 1. A description of each of the proposed antennas and all related fixtures, structures, appurtenances and apparatus, including the height above grade, volume in total cubic feet, materials, lighting, and the directionality of each antenna (e.g., omni, directional, etc.). | | | |
| | 2. The frequency, modulation and class of service. | | | |
| | 3. A clear identification of areas, both vertically and horizontally, where exposure levels will exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account, and should show exposures based on “worst case” scenarios. | | | |
| | 4. A certification that the facility will comply with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner in which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated. | | | |
| | 5. If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit general public or occupational exposure, identify those | | | |
conditions, and demonstrate that they have been satisfied, or
describe when they will be satisfied.

**D** General site information plans as follows:
1. Two full-sized plan sets (24” x 36”); One reduced-size set in
   11”x17”, unless all details are legible in 8 ½” x 11”.
2. Electronic copy of plans in PDF form.
3. Use a minimum 1/8” = 1’ scale for Site Plans and 1/4” = 1’
   scale for all others.
4. Include a north arrow on each plan sheet.
5. Title Block with applicant’s name, owner’s name, contact
   information, and accurate date
   A. Lot Area and Lot Coverage
   B. Floor Area Ratio (FAR) – Measure to outside of
      exterior walls, count stairs twice (if applicable)
   C. Tree Removal
   D. Grading Schedule
6. Elevations – Existing and proposed elevations of all proposed
   personal wireless service structures and appurtenances, and
   composite elevations from the street(s) showing the proposed
   project and all buildings on the site.
7. The dimensions of each piece of equipment making up the
   wireless facility, including its height and width, as well as its
   total height as measured from the ground. Applicant must
   provide a fully-dimensioned section drawing showing the
   information in this paragraph.
8. A depiction of the fully-constructed proposed project, including
   improvements and location of all proposed facilities and any
   existing on-site facilities.

**E** A report signed by a California licensed professional engineer
qualified in analysis of noise emissions that affirms, under penalty
of perjury, that the proposed installation will not generate noise that
exceeds the applicable ambient noise limit in the zone where the
proposed facility would be located. If the report finds that such
noise limits would be exceeded, the report shall indicate mitigation
measures that the applicant should take to comply with those limits.
If there is no noise-producing equipment associated with the
facility, it is sufficient for the report to affirm that.

**F** Visual Impact demonstration – *Existing and Proposed* - Unless the
application is for a like-for-like replacement, scale drawings and
photo simulations, photomontages, story poles, elevations and/or
other visual or graphic illustrations necessary to determine potential
visual impact of the proposed project, and to show all elements of
the facility. Visual impact demonstrations shall include accurate
scale and color of the proposed facility, as it would be seen from
surrounding properties.

**G** A report signed by a California licensed professional engineer
qualified in structural engineering, containing the following:
1. In the case of an attached wireless communication facility,
documentation of the ability of the structure to accept the
antennas, the proposed method of affixing the antennas and
the precise point at which the antennas shall be mounted.
2. In the case of a wireless communication facility with a support
   structure (e.g. monopole), documentation that the structure is
   capable of supporting the antennas and complies with
   applicable laws and codes, as well as the structure’s capacity
   for additional collocated antennas, and the precise point at
   which the antennas shall be mounted.
3. A certification that the structure(s) on which the wireless
   facility (including all accessory equipment, such as radios,
cabinets, etc.) will be placed can safely support the wireless
   facility, and that all elements of the wireless facility comply
   with applicable safety standards.

**H** If the application is for modification of an existing wireless facility a
copy of the original and past approvals or permits of the tower or
base station that is to be modified, and any subsequent
modification applications and permits, even if denied, and of any
required conditions (imposed by the City and/or third party) placed
on the initial or subsequent permits.

A showing that the facility, as modified, will be in compliance with
existing conditions, whether or not it is in compliance with
conditions as of the date of application. There must be a plan submitted for correction of any non-compliance condition. .

I A report signed by a California licensed professional engineer qualified in RF analysis providing and certifying the accuracy of signal coverage maps for the proposed communication facility. The report shall include the date(s) of when the data used to create the maps were generated.  MCC 38-112.4.E.1

J Photographs and scale drawings showing the proposed site prior to performance of the work proposed, and photo simulations and scale drawings showing the dimensions and locations of the wireless communication facility after the work is performed (multiple photographs should be submitted as required to show all facilities that will be visible at the site).  MCC 38-112.4.E.1

K Inventory of Existing Sites. Each application shall provide an inventory of all existing wireless service facilities it uses in providing service within the City including specific information about the location (latitude and longitude), height, and design of and areas served by each facility. Each application will also provide an inventory of existing towers in or within one-half mile of the borders of the City, and an inventory of all buildings, and poles and other structures (other than strand) supporting personal wireless facilities.  MCC 38-112.4.E.1

L Service Area. Identify the geographic service area for the proposed WSF by using coverage maps; describe the distance(s) between the proposed facility and existing WSF sites; describe how the proposed service area fits into and is necessary for the PWS provider’s network; and identify any potential site consolidation opportunities.  MCC 38-112.4.E.1

M Five Year Facilities Plan. Provide a map with information about the PWS provider’s plans for future WSF in the City.  MCC 38-112.4.E.1

N Indicate the effects, if any, the approval of the facility will have on any personal wireless service being provided, or which a wireless service provider who is required to use the facility will actually provide. Provide data supporting the claimed benefits, comparing services existing, and as projected after the approval.  MCC 38-112.4.E.1

O If it is contended that the City is required by federal law to approve the facility, applicant must submit the information it relies upon to support that claim, identifying (a) the legal standard it claims applies; and (b) the showings it relies upon for its claim; and (c) alternative legal standards that may apply that it claims to meet; and (d) the showings it relies upon for those claims. Applicants are cautioned that, should they choose not to submit with respect to items (c) and (d), and the City believes that applicant misapplies or uses the wrong legal standard, the application may be denied. For example, if the project is intended to close a significant gap in PWS and applicant can show it is the least intrusive means of doing so, the applicant is encouraged to prove the existence of the gap, and to provide information on alternative designs, locations and configurations considered (including undergrounding of elements of the wireless facility, for example), even if applicant believes that is not the correct legal standard.  MCC 38-112.4.H.3

P Evidence of notice to all persons entitled to notice of this application under MCC 38-112.4.H.1.a.  MCC 38-112.4.E.1(a)

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**MOCK-UP STANDARDS – APPLICABLE TO ATTACHMENT B FACILITIES**

The goal of the mock-up requirements is to provide the community with an accurate sense of the way in which the proposed facility will look when installed.

Applicant is therefore required to:

- To identify a vertical structure, accessible to the public and within City limits, of a height similar to the height of the structure to which the wireless facility will be attached, and to attach a mock-up to that facility; or
To identify an existing installation of virtually identical dimensions that has been installed within the City.

Install a mock-up at a site the City makes available, or on private property in an appropriately zoned commercial or industrial area accessible to the public.

The applicant shall install a photo simulation of the existing site conditions and proposed structures at the project site as part of the application submittal. The photo simulation shall identify where more information is available at the City of Monterey Planning Office at 580 Pacific Street.

In complying with the mock-up requirements and these standards, the applicant is not required, and should not undertake any excavation in the rights of way or to install poles or towers in the rights of way, or similarly disruptive any public or municipal activities.

In complying with the mock-up requirements and these standards, the applicant is not required, and should not build mock-ups at the sites proposed for deployment where it is impractical or unsafe to do so, or would require removal or relocation of existing wires.

In complying with the mock-up requirements and these standards, the applicant is not required to build duplicative mock-ups.

The mock up requirement may be waived by the Community Development Director for good cause and if a reasonable alternative is proposed.

### Attachment C – Permit Extension

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<th>REQUIREMENT</th>
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