



## CITY OF ORINDA

### *Wireless Facilities Permit Application*

#### Planning

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A wireless communications facility may be allowed in commercial districts, on publicly-owned property, and on property used for utility facilities and structures. They are not permitted in residential districts or in visually sensitive areas unless it is determined by the city that there is no alternative location.

#### **About the Process**

Complete this application and submit it along with a general application form. Take care to give responses to the findings that are requested in this application because they will be used by the decisionmaker to evaluate the compliance of the application with city code.

After you have submitted your application, it will be assigned to a project planner for processing. Your project planner, along with the Department of Engineering and the Moraga-Orinda Fire District, will then review your application for completeness. You will be notified within 30 days as to whether or not any additional information or plans will be required by staff to complete the processing of your application.

The Zoning Administrator is the decisionmaker for projects that are façade-mounted, roof-mounted or ground-mounted and located on downtown public, nonprofit, semi-public and business structures. The Planning Commission will approve applications with the above mentioned mountings situated in other locations. Monopole and telecommunications towers will be approved by the Planning Commission.

#### **APPLICATION CHECKLIST**

A copy of this checklist with a checkmark next to each item will be required. ***The application will not be accepted for processing unless all pertinent information required by the attached checklist is provided.*** Plans must be CLEARLY AND LEGIBLY DRAWN TO SCALE.

- \_\_\_ a. Completed General Application Form and the attached specific application form.
- \_\_\_ b. Completed checklist signed and dated (this list).
- \_\_\_ c. Fees payable upon submission: \$5,494 application fee + peer review costs  
\$183 mailing fee (*Required*)  
10% General Plan Update surcharge fee (*Required*)
- \_\_\_ d. Visual Aids for the conceptualization the project in the natural setting. They may include, but are not limited to the following:
  - 1. Photomontage (a panoramic photo with the proposed project graphically set into the scene)
  - 2. Scaled model
  - 3. Perspective elevation
  - 4. Architectural model
- \_\_\_ e. Mock-up or Story poles need to be installed and maintained throughout the public

hearing process.

- \_\_\_\_\_ f. Five (5) year master plan consisting of the following:
- \_\_\_\_\_ 1. A written description of the type of technology each company/carrier will provide to its customers over the next five years (cellular, PCS, ESMR, etc.);
  - \_\_\_\_\_ 2. A description of the radio frequencies to be used for each technology;
  - \_\_\_\_\_ 3. A description of the type of consumer services (voice, video, data transmissions) and consumer products (mobile phones, laptop PC's, modems) to be offered;
  - \_\_\_\_\_ 4. A written list of all existing, existing to be upgraded or replaced, and proposed cell sites within the city for these services by the company making the application;
  - \_\_\_\_\_ 5. A presentation-size map of the city which shows the five year plan cell sites, or if individual properties are not known, the geographic service areas of the cell sites; this map shall be provided in both hard copy, at a twenty-four (24) inch by thirty-six (36) inch or greater size, and in computer (3.5-inch) disk form in dxf format;
  - \_\_\_\_\_ 6. The written list of cell sites shall include all anticipated cell sites over a five-year period, and shall be provided in both hard-copy and computer (3.5-inch) disk form formatted for Microsoft Word for Windows; the written list shall include the following information:
    - a. List of the cell sites first by address then by Assessor's parcel number,
    - b. List the zoning district in which the cell sites are to be located,
    - c. List the other land use or uses on the site at which each facility would be located, and include a detailed description of the existing structure or structures on that site,
    - d. List the carrier or carriers who would occupy the site,
    - e. List the square footage or acreage of the site and describe the topography of the site,
    - f. If the site is governed by certain easement restrictions, or other restrictions on location imposed by the property owner or easement-holder, describe those restrictions as they relate to the placement of wireless communications facilities on the site,
    - g. List the number of antennae and base transceiver stations per site by carrier, and if there are other installations on a site, list the number by each carrier,
    - h. Describe the location and type of antennae installation(s) (facade-mounted, roof-mounted, ground-mounted, freestanding monopole) and location of the base transceiver installation(s),
    - i. Describe any efforts to camouflage or otherwise "stealth" the proposed antennae installation(s), base transceiver station(s) or other proposed installation(s),
    - j. List the properties and public rights-of-ways from which the proposed wireless communications facilities would be visible, and, to the extent feasible, provide photographs of these facilities from the relevant vantage points,
    - k. List the height from grade to the top of the antennae installation(s) and the base transceiver installation(s),
    - l. List the Radio Frequency range in Megahertz and list the wattage output of the equipment;
- \_\_\_\_\_ g. Documentation demonstrating that use of the site will not result in levels of radio frequency (RF) emissions which will exceed Federal Communication Commission standards. This documentation will be independently verified by a third party reviewer prior to issuance of a permit.
- \_\_\_\_\_ h. A description of any proposed noise-generating equipment, including the times and

decibel levels of the noise which would be produced.

- \_\_\_\_\_ i. Plans specifying any proposed access roads, parking areas and new utilities service connections that would be necessary to either construct or maintain the proposed facility.
- \_\_\_\_\_ j. Plans specifying the placement and design of any proposed equipment enclosure.
- \_\_\_\_\_ k. A map with the site specific search ring indicating the geographic area in which the site must be located to meet coverage objectives.
- \_\_\_\_\_ l. A map showing the area to be serviced by the site.
- \_\_\_\_\_ m. A letter explaining the site selection process, including information about alternative sites and why they were not selected.
- \_\_\_\_\_ n. A description of the type of facility that would be required to locate the facility at an alternate location, including height, antenna configuration and equipment location.

The above checklist outlines the minimum information and plans that must be submitted as part of your application. Please keep in mind that the project planner may require additional information or materials. The burden of proof rests on the applicant to prove the project meets the standards within its natural setting.

After staff has reviewed your application for completeness, the following information and materials will be required for your application to be placed on a hearing agenda:

- Story poles and or mock-up must be placed on the project site.

Lastly, City staff and either the Zoning Administrator or members of the Planning Commission will inspect the property. This access to your property is a mandatory part of your application, but will be limited to the above mentioned planning agency personnel, as is regulated by the State's Planning and Zoning Law. You are not required to provide access to your property to the general public. Please make any necessary arrangements with staff regarding their access to your property.

## **STATEMENT OF FINDINGS**

**Explain briefly how the proposed project complies with the following standards. The responses will be used by the decisionmaker to evaluate the application request.** [Section 17.34.4]

1. The carrier will not prohibit the use of the parcel by other carriers if that carrier is not the property owner.

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2. The facility shall be visually unobtrusive and compatible with the surroundings.

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3. The ground-mounted wireless communications facility will be camouflaged by structures, topography and landscaping.

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4. The facility does not violate the provisions of the tree management regulations. [section 17.21]

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5. All roof-mounted equipment antennas, poles and equipment enclosures will be located in the least visible location.

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6. Coaxial cables, conduit lines and other electrical boxes for ground-mounted antennas will be placed underground or within the approved structures. Coaxial cables and conduit lines for roof and façade-mounted antennas will be placed or camouflaged to minimize their visual impact.

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7. The facility will comply with all applicable Federal Communications Commission's standards for radio frequency radiation emission and will not adversely affect the public health, safety or welfare.

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8. Monopoles and telecommunications towers are prohibited unless the decisionmaker determines that no reasonable alternative is available.

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9. Stealth antenna design is encouraged.

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10. If the facility is proposed in a single-family residential zone or in a ridgeline area, there must be a minimum three hundred (300) foot setback to the nearest residential structure on an adjacent parcel, unless it is attached in a stealth manner to the main structure on the parcel or is attached to a public utility structure in a visually unobtrusive manner.

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11. The facility must comply with Chapter 17.5 if located in a ridgeline or environmental preservation overlay zone.

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12. Height restrictions are as follows:

1. Roof-mounted and façade-mounted facilities in nonresidential zones or on public, semi-public or nonprofit buildings may project up to fifteen (15) feet above the roofline of the existing structure.
2. Facilities attached to public utility structures may not exceed the existing height of the structure.

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**CERTIFICATION**

Each person signing this application declares that s/he has read the application and the guidelines preceding the form and that the contents of the application are true and accurate to the best of his or her knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of owner (if not the applicant)

**Small Wireless Facility  
Required Supplemental Application**

This Small Wireless Facility Required Supplemental Application and the required plans as described below must be included with each proposed application to install in the City of Orinda, California a small wireless facility (“SWF”) as described by the FCC at 47 C.F.R. § 1.6002(l).

This Small Wireless Facility Required Supplemental Application cannot be submitted alone; it must be attached to the City of Orinda’s ‘Wireless Facilities Permit Application’ form.

Project Address/ Location: \_\_\_\_\_

Applicant’s Project ID: \_\_\_\_\_

City of Orinda’s Project ID (if known): \_\_\_\_\_

Attach to the plans you submit with the City of Orinda’s Wireless Facilities Permit Application form a 100% complete Zoning Drawing page (referred to as a “ZD-100” level drawing). Title that ZD-100 page “SWF-1”. The ZD-100 must use the same size and scale as for the balance of the zoning drawings submitted to the City of Orinda. The ZD-100 must provide discrete name/identification, dimensions, and volume of every component of the proposed small wireless facility. **All dimensions must be shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft<sup>3</sup>).** If additional plan pages are required to meet the specifications required herein add additional ZD-100 pages sequentially titled as “SWF-2” ... “SWF-3”... etc.

Provide every element proposed in connection with the small wireless facility (even if concealed within City of Orinda-required camouflage elements) including and not limited to:





- (a) Every electronic equipment component or cabinet of every type (e.g. radio transmission; backhaul; interconnection; etc.);
- (b) Every support structure added for this project (e.g., new and replacement poles of every type such as light standards, H-Frames, pole offset brackets/sleds, all cable trays of all types, etc.);
- (c) All conduits above and below ground, cables not within conduits, and interconnecting equipment;
- (d) All surface-mounted and sub-surface structures not already disclosed;
- (e) All electric utility and grounding equipment associated with the facility (e.g. disconnect switches, electric meters, pedestals, remote power sources, etc.);
- (f) All foundations, whether physically attached to the ground or a structure, or weighted to rest about, above, or below a structure; and
- (g) Each and every other element of the small wireless facility not disclosed in (a)-(f) above.




For every element disclosed in **(a)-(g)** above on the ZD-100 drawing, also list in table form the discrete callout, description of the element, and volume. Provide the volumetric sum of every item listed at the bottom of the table. The table should appear very similar to the following example, and must contain all the columns show in the example:

Call out	Description of Element	Cubic Volume of Element	Government Use Only
1	Concrete Foundation	0.5 ft <sup>3</sup>	
2	Street Light Pole	22.0 ft <sup>3</sup>	
3	Conduit 1	1.4 ft <sup>3</sup>	

22	Remote Radio Unit	1.1 ft <sup>3</sup>	
23	DC Power Pack	0.3 ft <sup>3</sup>	
24	Mounting Bracket	0.25 ft <sup>3</sup>	
[LEAVE BLANK]		Total of above = _____ ft <sup>3</sup>	[LEAVE BLANK]

Separately, on the same SWF ZD-100 drawing, identify and provide the height-width-depth (or as applicable the height-radius for canister/cylindrical antennas) dimensions of every antenna proposed for the SWF project (without regard to whether the antenna transmits, receives, or both) including without limitation to panel antennas, omni-directional antennas, GPS-antennas, LMU antennas, microwave antennas, millimeter wave antennas, any every other type of antenna to be placed at the SWF. For each antenna, also provide a call-out listing the volume including the dimensions of the mounting bracket if such a bracket is integrated into the antenna. Note that if the mounting bracket is not integrated into the antenna, it must be listed as part of (g) above. For every antenna, on the SWF-1 drawing, also list in table form the discrete callout, description of the element, and volumes of every antenna. The table should appear very similar to the following example, and must contain all the columns show in the example:

Call out	Description of Element	Cubic Volume of Element	Government Use Only
	Panel Ant 1	6.0 ft <sup>3</sup>	
	Panel Ant 2	5.5 ft <sup>3</sup>	
	Panel Ant 3	5.5 ft <sup>3</sup>	
	Omni Ant 1	2.1 ft <sup>3</sup>	

	GPS Ant 1	1.0 ft <sup>3</sup>	
	Microwave Ant 1	3.2 ft <sup>3</sup>	
	LMU Ant 1	0.5 ft <sup>3</sup>	
Insert total number of antennas here _____		[LEAVE BLANK]	[LEAVE BLANK]

All ZD-100 pages submitted in response to this Small Wireless Facilities Required Supplemental Application must be wet stamped/sealed and signed by either a qualified State of California-licensed/registered professional engineer or California-registered architect.

There is/are \_\_\_\_\_ SWF Plan page(s) associated with this Small Wireless Facility Required Supplemental Application. The Plan page number(s) is/are SWF-\_\_\_\_\_ through SWF-\_\_\_\_\_.



**Applicant's Certification:** On behalf of the Applicant, I have reviewed the submittal specifications and have provided the ZD-100 Plan pages as required in this Small Wireless Facility Required Supplemental Application. I understand and acknowledge that this Small Wireless Facility Required Supplemental Application can only be filed in conjunction with the submittal of the City of Orinda's current 'Wireless Facilities Permit Application' form.

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

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

\_\_\_\_\_  
Date

[End of Small Wireless Facility Required Supplemental Application]

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