



CONDITIONAL USE PERMITS & ZONING ADMINISTRATOR PERMITS

(INITIAL APPLICATIONS & AMENDMENTS)

FOR WIRELESS TELECOMMUNICATION SYSTEM FACILITIES

Purpose: The purpose of a conditional use permit or zoning administrator permit for a proposed wireless telecommunication system facility (WTS) is to ensure the proposed project complies with the guidelines of the City’s *Development Standards for Siting of Wireless Telecommunication Facilities*. The guidelines are intended to ensure land use compatibility through addressing issues of visual impacts and restriction of types of antenna facilities allowed in various zoning districts.

Code Reference: Fremont Municipal Code § 18.187.010.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (3) the box if the item is required for your application.

■ 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

■ 2. Plans including the following items:

■ a. Vicinity map showing a one-half mile radius of the site.

■ b. Accurately dimensioned site plan showing:

(1) Property lines.

(2) Location, configuration and setbacks of all existing and proposed structures and buildings on the site.

(3) Parking, vehicle circulation areas and driveways.

(4) Development Reserve Boundary, Toe-of-the-Hill and Ridgeline, where applicable for Hill Area locations.

(5) Easements on the property.

(6) All fire hydrants within 300 feet of the project site.

(7) All land uses surrounding the project site (may be listed on a separate sheet).

■ c. Landscape Concept Plans, new or modified, showing:

(1) Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way trees.

(2) Shrub, groundcover, turf grass, and ornamental grass massing with botanical designations provided in list form and grouped by type, symbol, and water use.

- (3) Concept sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains and other like features showing scale, form, materials, and colors.
 - (4) Existing trees proposed for preservation.
 - (5) Refer to the City's Landscape Development Requirements and Policies online at www.fremont.gov.
- d. Elevations showing:
 - (1) Each side of all proposed equipment cabinets, or buildings and/or existing buildings proposed to be modified.
 - (2) Each side of proposed antenna module(s) and support structure, whether monopole, ground mount, facade or roof mounting.
 - (3) Materials and colors to be used on each elevation.
 - e. Floor plan for equipment cabinets or buildings, indicating placement & nature of equipment.
- 3. The number of plans to be submitted with the application are:
 - a. In the case for Conditional Use Permit applications, nine (9) copies of full-sized plans, collated and folded to a size NO LARGER THAN 8" x 13".

In the case for Zoning Administrator applications, four (4) copies of full-sized plans, collated and folded to a size NO LARGER THAN 8" x 13".
 - b. One (1) copy of the plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".

After initial review of your project has been completed, your project planner will request you submit the following materials 21 days before your public hearing or action date.

 - c. Three (3) sets of full size plans.
 - d. Fifteen (15) sets of plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".

Full-size plans submitted should be no larger than 30" x 42".
 - 4. A material and color sample board shall include exterior finish material and colors for all visible surfaces of antennas and mounting as well as equipment cabinets or equipment buildings. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any

additional information necessary to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.

- 5. A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
- 6. A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
- 7. A Land Use Declaration and a Land Use Acknowledgment, signed by the property owner.
- 8. Environmental Impact Assessment (EIA) & Questionnaire.
- 9. ALL WTS FACILITIES require the following documents in the stated formats:
 - a. Map showing how proposed site fits within the carrier's network of existing or proposed sites.
 - b. Depiction of alternate site locations within the same search ring.
 - c. Letter explaining the proposed operation, and site selection process, and why each identified site is essential for completion of the basic network, as defined and mandated by FCC regulations. Include information about any alternate sites considered, and reasons for their rejection. [NOTE: twenty-three copies of the letter shall be provided for a conditional use permit, and ten copies of the letter shall be provided for a zoning administrator permit.]
 - d. If first application for given carrier, provide power ratings for all antennas and back-up equipment proposed.
 - e. List types and size range of antennas and equipment cabinets proposed.
 - f. Map identifying all existing telecommunications facilities within a 3,000 foot radius of proposed site.
 - g. Provide visual impact demonstrations including photo-simulations. [NOTE: In the Hill Area, a project will typically require construction of a mock-up facility in any location where there may be potential for substantial visual impact; please consult with City staff for a determination.]

[NOTE: Prior to issuance of building permits for a WTS facility, the applicant shall provide a letter of approval by the Hazardous Materials Unit of the City's Fire Department.]

■ **10. Required additional documentation for MONOPOLE WTS FACILITIES** (whether free-standing or co-located)

- a. Map showing all existing monopoles and lattice towers within a 3,000 foot radius, and reasons for not co-locating on any of these existing telecommunications facilities. The applicant may also be required to provide a letter from the telecommunications carrier(s) with the existing facility(ies) stating reasons for not permitting co-location.
- b. A written report from a structural engineer regarding the number and type of antennas that the proposed structure is designed to support.
- c. A written commitment to the Community Development Director that the applicant shall allow other wireless carriers, using a compatible technology, to co-locate antennas on the monopole.
- d. A letter to the Community Development Director stating that the system (including antennas and associated equipment cabinets) conforms to the radio-frequency radiation emission standards adopted by the FCC.

[NOTE: Prior to erecting a free standing monopole, or prior to renewing a use permit for an existing free standing monopole, a financial guarantee shall be provided, satisfactory to the City Attorney, for the removal of the facility in the event that its use is abandoned or its use permit expires or is terminated.]

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Materials: The remainder of the noticing costs are for the price of materials, including cardstock, labels and postage. We estimate materials to cost **46 cents per postcard**.

Example: If there were 85 notices mailed for your project (the average number of notices for planning projects), your cost will be:

1/2 hour of staff time	\$28.00
85 postcards @ 46 cents each	\$39.10
Total Cost	\$67.10

- **Schedule Time Line:** An application will be assigned to a staff planner within a week of a submittal. A letter will be mailed to you identifying your project planner. During that time,

the application will be routed to city staff and outside agencies for their review and comment(s). Approximately two weeks after a project submittal, the project will be reviewed by the City Technical Coordinating Committee (CTCC), for general ordinance and policy compliance. CTCC is made up of City staff, which determine whether application materials are complete and whether additional environmental studies are required.

An applicant meeting will be scheduled for approximately four weeks after the initial submittal. A letter will confirm the applicant meeting. The applicant and other project representatives should plan on attending this meeting. The meeting is with the project planner, who will discuss any issues identified by CTCC or outside agencies. The project planner will provide a letter identifying any issues with the project either at the meeting or within 30 days of the application submittal and will identify, if necessary additional material needed for the application.

Once the project planner deems an application complete, the application will be tentatively scheduled for a Planning Commission hearing date. The project planner will advise the applicant the necessary materials required for final submittal for the Planning Commission meeting. The final submittal is required 21 days before the hearing date to allow for review report preparation, and proper noticing. The applicant and other project representatives should plan on attending the Planning Commission hearing.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Appeals of Planning Commission Action: Appeals of Planning Commission action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Please consult the Appeal Application available at www.fremont.gov/permit for further details.

- **Schedule Time Line for Zoning Administrator Permit:** A complete application for a zoning administrator permit will generally be acted upon within approximately 45 days, allowing for environmental impact assessment.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Appeals of Zoning Administrator Action: Appeals of Zoning Administrator action are considered by the Planning Commission. Appeals to the Planning Commission must be submitted in writing to the Planning Division within 10 calendar days of the Zoning Administrator action. Please consult the Appeal Application available at www.fremont.gov/permit for further details.

Fees: An initial deposit is due at the time of application submittal. Please view the Planning Application, found at www.fremont.gov/permit, for the current deposit amounts. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

In addition, payment of citywide development impact fees may be required as a condition of approval for your project.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____