



DESIGN REVIEW FOR WIRELESS TELECOMMUNICATION SYSTEM FACILITIES

Purpose: The purpose of design review for wireless telecommunication system (WTS) facilities is to review project design for compliance with City Ordinance No. 2213 and other applicable City, State and Federal rules regarding such facilities. All WTS facilities require a Design Review Permit. Please note, in some instances a Zoning Administrator or Conditional Use Permit may also be required.

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

Project Applicant Date

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.

Submittal Requirements:

NOTE:

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

- A. 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.

- B. Plans submitted in conjunction with the design review application shall include the following items:
 1. Accurately dimensioned site plan.
 2. Elevations and architectural details.
 3. Detail and description of appropriate material preparation, finish and color treatment for communications cabinets, building or enclosure, and all surfaces of support structures and antennas, including all mountings, brackets, connectors, fittings and cables. This information should be keyed to elevations and depicted on a color/material sample board no larger than 8-1/2" by 11". Any additional information necessary to clearly identify the specific materials shall also be included.
 4. Tree Survey Plan or note on site plan from a surveyor or civil engineer indicating "No trees exist on the site" showing:
 - (a) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
 - (b) Tree(s) trunk six-inch Diameter at Breast Height (DBH) (trunk diameter at 4.5 feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
 - (c) Trees labeled by number and tagged on-site per ISA standards.
 - (d) Summary table identifying botanical designation, DBH, and elevation of each tree at ground level.
 5. Landscape plans denoting size, spacing, and botanical designation of all proposed or modified landscape material; design details for such landscape features and security enclosure/fencing; and a complete irrigation system.
 6. Complete civil drawings including grading and drainage plans showing existing and proposed finished grades and drainage facilities proposed to drain the site and any areas tributary to the site. This information may be shown on the site plan.
 7. A Hazardous Material Disclosure Statement (City form 3205) signed by the applicant providing information about batteries, fuel cells and/or emergency generators proposed for the WTS site.
 8. When a new facility is proposed:
 - (a) A map showing how the proposed site fits within the carrier's network of existing and/or proposed sites.
 - (b) A depiction of alternate site locations within the same search ring.
 - (c) Letter explaining the proposed operation, the 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 the reasons for their rejection.
 - (d) If this is the first application for this carrier in Fremont, provide power ratings for all antennas and back-up equipment proposed.
 - (e) List the types and size range of antennas and equipment cabinets proposed.
 - (f) A map identifying all existing telecommunications facilities within a 3,000-foot radius of the proposed site.

- (g) Provide visual impact demonstrations including photo-simulations.
NOTE: In the Hill Area, any project that may have potential for substantial visual impact will typically require construction of a facility mock-up.
9. When a monopole facility, whether freestanding or co-located, is proposed:
- (a) A map showing all existing monopoles and lattice towers within a 3,000-foot radius, and the reasons for not co-locating on any of these existing telecommunications facilities. The applicant may also be required to provide a letter from telecommunications carrier(s) with existing facilities stating the reasons for not permitting co-location.
 - (b) A written report from a structural engineer restating the number and type of antennas that the proposed structure is designed to support.
 - (c) A written commitment to the City that the applicant shall allow other wireless carriers using a compatible technology to co-locate their antennas on the monopole.
 - (d) A letter to the City stating that the system (including antennas and associated equipment cabinets) conforms to the radio-frequency radiation emission standards adopted by the FCC.

NOTE: If you are applying for a Design Review Permit concurrent with another planning permit, you may provide plans and supporting documentation that meets the requirements of both permit submittal checklists on one set of plans. The number of plans provided should be the larger of the two checklist requirements, not the additive total.

If you are submitting concurrently with a Building Permit:

- Five (5) additional sets of full-sized plans. If hazardous materials review is required, include one additional set of drawings (*The total number of sets of drawings may vary based on the scope of work. Contact the Development Service Staff at (510) 494-4480 for clarification*). **Please Note: Plan sets shall be rolled. Sheet size shall be no larger than 30"x42"**. Plans should also include:
 - (a) A "Request for Concurrent Processing" form.
 - (b) Building permit application.
 - (c) Complete working drawings (including items 1-6 above) along with building sections, foundation, framing and roofing plans, structural details and specifications.
 - (d) Two (2) sets of the following checked items (wet signed by professional who prepared the material):
 - Lateral and vertical force calculations
 - Energy calculations on State Forms for non-residential buildings.
 - Soil report and/or geologic study (required for all new installations within the Hayward Fault Zone or hillside locations).
 - (e) Mechanical, electrical and plumbing plans; including equipment layout details and specifications.
 - (f) One (1) set of specifications
 - (g) Two (2) copies of the site plan to be used for addressing purposes for new facilities without an existing address

NOTE: It is mandatory for the architect and/or engineer for the project to provide an “ORIGINAL SIGNATURE” on page one of all multiple page drawings/documents that are submitted for a building permit. A stamp facsimile signature is sufficient for the remainder of the pages of the drawings/documents.

■C. Project Submittals:

The number of plans and other items required to be submitted:

Design Review only:

- One hard copy of all plans and supporting documentation.
- A pdf file for plans and additional pdf file(s) for supporting documentation.
- A color/material sample board (no larger than 8-1/2” x 11”).

Design Review with other entitlement:

- If you are applying for a Design Review Permit concurrent with another planning permit, you may provide plans and supporting documentation that meets the requirements of both permit submittal checklists. The number of plans provided should be the larger of the two checklist requirements, not the additive total.

Building Permit:

- Four (4) sets of full-sized plans (rolled and no larger than 30”x42”).
- Two (2) copies of the site plan to be used for addressing purposes for new facilities without an existing address.

Schedule Time Line:

A staff person will be assigned as your project coordinator. All communications about your application should be with your project coordinator. Review of plans for the first submittal will generally be completed within 12 business days of your complete submittal unless your project requires another entitlement (e.g., Conditional Use Permit or Zoning Administrator Permit, in which case the timelines for those permits shall prevail). Review of the revised submittals will generally be completed within 12 business days of your submittal.

Appeals: Appeals of Design Review Permits and interpretations of Planning and Zoning Code are considered by the Planning Commission. Such appeals must be submitted within 10 calendar days of the Design Review Permit approval letter. Appeals over issues of interpretation of the Building Code are considered by an Administrative Hearing Officer appointed by the City Manager. Contact Development Review staff at (510) 494-4455 for more information.

Application Deposits Fees: The deposit for your application is \$_____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application including inspections by development review staff outside of the building permit inspection process. Progress billings will be invoiced during the review of the project if charges exceed the deposit. A refund will be provided at the completion of the project (building permit final) if excess funds remain.

Other Fees: Building permit plan check fee is to be paid at the time of submittal of a building permit. All other associated City fees are paid at the time of permit issuance.

NOTE: There may be other fees imposed by the City and other agencies in addition to building permit fees, at time of building permit issuance, depending on the project and the Master Fee Resolution in effect at time of application.

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

For proposal: _____

_____ Date: _____