

**CITY OF PIEDMONT**  
**120 VISTA AVENUE**  
**PIEDMONT, CA 94611**  
**TEL: (510) 420-3050**  
**FAX: (510) 658-3167**

RECEIVED BY \_\_\_\_\_  
DEPOSIT PAID \_\_\_\_\_  
DATE FILED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
PLANNER \_\_\_\_\_  
(For staff use only)

**APPLICATION FOR:  
WIRELESS COMMUNICATION FACILITIES (WCF)  
NOT IN PUBLIC RIGHT-OF-WAY**

**Purpose:** The purpose of the application is to provide a mechanism for an applicant to supply necessary information to the City of Piedmont so that it can review the proposed project for conformance with all applicable regulations and guidelines. **All WCF application forms and materials must be filed and application payment submitted at a meeting that is scheduled one day in advance with the planning department staff and occurs in City Hall.**

Piedmont Municipal Code Division 17.46 applies to applications for approval of the installation of new or modified wireless communication facilities, including applications previously received by the City but not yet approved, disapproved or conditionally approved by a final city decision, including facilities on private property and public property.

For additional information regarding application requirements and all other requirements, please review the Piedmont Municipal Code Division 17.46, *Wireless Communication Facilities*, at <http://www.ci.piedmont.ca.us/citycode.shtml>, and City of Piedmont Public Works Standard Details at <http://www.ci.piedmont.ca.us/forms/index.shtml>. For questions, contact the Planning and Building Department at (510) 420-3050. If your response to a question includes attachments, label the attachments as exhibits that reference the Part and Question numbers (e.g. for information requested in Part A, Question 5(a), label the attachment document: "Exhibit A(5)(a)").

**Fees:**

_____	\$2,623 for an Eligible Facilities Request (Section 6409) Application
_____	\$12,064 Initial deposit (total fee will equal the reasonable cost to process)
_____	\$12,064 Initial deposit, if 3 <sup>rd</sup> party review is required pursuant to 17.46.060 (the total fee will equal the reasonable cost to process)
_____	\$1,048 One variance, if applicable
_____	\$514 Each additional variance, if applicable
_____	\$ 0 Request for Exception pursuant to Piedmont Code Section 17.46.080.D(2)
_____	<b>TOTAL</b>

**Project Address:** \_\_\_\_\_

**Application Fees:**

The reasonable cost to process the application will determine the final application fees. You will be charged for any amount not covered by the initial deposit. If the reasonable cost to process the application is less than the initial deposit, you will receive a partial refund of your deposit. Initial deposit and 3<sup>rd</sup> party review deposit include \$56 Records Management Fee.

**Two (2) sets of plans** drawn to scale must be submitted with this application for an initial staff review for completeness, and an **electronic copy submitted on a USB drive**.



**PART A: Applicant Information:**

The applicant shall submit and maintain current at all times basic contact information set forth below. The applicant shall notify City of any changes to the information submitted within fifteen (15) calendar days following any such change. Include the identity, including name, address, email, and telephone number of the owner of the proposed wireless facility, including official identification numbers and FCC certifications and, if different from the owner, the identity of the person or entity responsible for operating the proposed wireless facility:

**Name of Commercial Wireless Provider (e.g. AT&T, Sprint, T-Mobile, Verizon, etc.):**

**Company Name:** \_\_\_\_\_

**Contact Person at Company:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Office phone #:** \_\_\_\_\_ **Mobile Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Project Applicant (e.g. the wireless provider’s agent or neutral host carrier):**

**Company Name:** \_\_\_\_\_

**Contact Person at Company:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Office phone #:** \_\_\_\_\_ **Mobile Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Agent’s Prof. License #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Piedmont Business License # of Agent:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

**Property Owner Information:**

**Property Owner Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Office phone #:** \_\_\_\_\_ **Mobile Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Name, address, email, and telephone number of a local emergency contact person:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Purpose of Wireless Facility:**

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. Type of Application:**

Please check the applicable box(es) and provide the information required below as an attachment to this Application, 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 an “eligible facilities request” (EFR) (as defined in 47 CFR § 1.6100(b)(3), or any successor provision). Applicant shall submit the information required in the Application Requirements Part C, Section I below. ***The applicable FCC shot clock is sixty (60) days.***
- Collocation – Existing Structure. Applicant asserts that the application is being submitted for approval of a Collocation facility, that is, the proposed facility meets the definition of a “collocation” (as defined by 47 C.F.R. § 1.6002). Replacements of existing structures are not “collocations”. Applicant shall submit the information required in Part B and the Application Requirements Part C, Section III below. ***The applicable FCC shot clock is ninety (90) days.***
- New Structure. Applicant asserts that the application is being submitted for approval to deploy a new wireless facility involving placement of a new structure. Replacements of existing structures are considered new structures. Applicant shall submit the information required in Part B and the Application Requirements Part C, Section III below. ***The applicable FCC shot clock is 150 days.***
- Permit Renewal. Applicant asserts that the application is being submitted for a renewal of an existing wireless ~~encroachment~~ communication facilities permit or predecessor permit. If you checked this box, please submit a copy of the original permit, any prior renewals or extensions thereof, and the information required in the Application Requirements Section Part C, Section II, below.

**Also check the following Exception Request box, if applicable to your application.**

- Exception Request. Applicant asserts that its application includes an exception request. Applicant shall include a request for an exception, as set forth in Section 17.46.080.D (2) of the Piedmont City Code, and any additional information required in the Application Requirements Part C, Section IV, below. A request for exception may be submitted at a later time if it is determined that the proposed facility, as originally submitted, will not meet the requirements and restrictions of the City Code.

### 3. Application Fees and Deposits:

Applicant shall pay all applicable fee deposit(s) in the amounts established by the current fee schedule. In the event applicant has pre-paid all or a portion of applicable fees, please include a copy of the receipt from that transaction.

### 4. Franchises, Authorizations and Licenses:

To have a complete application, the applicant must have: (a) authorization to use any public land; (b) licenses to provide proposed services; and (c) authorization to use the proposed structure.

- a) Does applicant have an existing franchise or other authorization to place wireless facilities on public land?

No.

If no, the application will be considered incomplete.

Yes.

If yes, explain source of applicant's right to use public land and submit related documentation.

- b) Has applicant obtained all applicable licenses or other authorizations to provide the services proposed in connection with the application, whether required by the Federal Communications Commission, California Public Utilities Commission, or any other agency with authority over the proposed services?

No.

Yes.

If yes, submit related documentation such as FCC licenses or authorizations, a certificate of public convenience and necessity or a wireless identification registration (WIR) from the California Public Utilities Commission.

- c) Is proposed wireless facility to be attached to a structure owned or controlled by a third party (not the owner of the proposed wireless facility)?

No.

Yes.

If yes, identify the owner as one of the following:  The City  Other: \_\_\_\_\_  
(insert name)

If you selected **Other** in question 4(c), provide a copy of the authorization or license to use the structure.

If you selected the **City**, select one of the following:

I have a master license or lease agreement with the City for use of the facility.  
[If you check this box, provide the document.]

I have no license 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.]

- By checking this box and signing below, you acknowledge and agree that the wireless communication facilities permit applied for is not a substitute for a license or other agreement to use the City facility and must be separately applied for; that any deadline for action on that application will not begin to run until the complete application is submitted; and that this wireless permit application will remain incomplete until and unless a complete application for a license or other agreement is submitted to the City.

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Existing Facilities:**

If the project is an “upgrade” to an existing facility, please identify any of the following descriptions that apply:

- a) Replacement of antenna(s):  Yes  No number \_\_\_\_\_
- b) Addition of antenna(s):  Yes  No number \_\_\_\_\_
- c) Replacement of feed line(s):  Yes  No number \_\_\_\_\_
- d) Addition of feed line(s) and/or risers:  Yes  No number \_\_\_\_\_
- e) Replacement of ground-mounted equipment:  Yes  No number \_\_\_\_\_
- f) Addition of ground-mounted equipment:  Yes  No number \_\_\_\_\_
- g) Changes to access, parking, or landscaping:  Yes  No
- h) Increase in the height of freestanding tower:  Yes  No
- i) Replacing wireless tower or foundation:  Yes  No
- j) Changes to conceal or camouflage exterior:  Yes  No
- k) Changes to, or new, excavation or boring:  Yes  No
- l) Other (describe): \_\_\_\_\_

**6. High Fire-Threat District:**

Is the proposed wireless facility in a High Fire-Threat District (HFTD) (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: \_\_\_\_\_

**7. Height:**

What is the maximum height (measured from lowest adjacent grade) of the new or replacement antenna, pole and/or equipment? \_\_\_\_\_ feet \_\_\_\_\_ inches

*(Please be aware of the maximum height from grade for each zone in which the wireless communication facility is located, including existing structures or facilities to which the antennae are proposed to be mounted.)*

**8. California Environmental Quality Act (CEQA):**

Do you believe the project is exempt from CEQA?      Yes    No

If **yes**, please cite the statutory or categorical exemption in Articles 18 and 19 of the CEQA Guidelines, Title 14 of the California Code Regulations, and explain how the project meets this exemption:

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**PART B: PERSONAL WIRELESS SERVICES FACILITIES**

(Respond To Relevant Section )

1. Is the proposed wireless communications facility part of a distributed antenna system (“DAS”)?

No.

Yes. [*By signing below you acknowledge that all applications for wireless communications facilities comprising the DAS must be submitted contemporaneously.*]

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_

**PART C: DETAILED APPLICATION REQUIREMENTS**

The information required to be included in your application is dependent upon whether it is an eligible facilities request, a renewal of an existing permit, new facility or other application type. Please reference the appropriate section below for your application type for a detailed list of its requirements. A detailed description of the submittal requirements is provided in the Appendix.

**I. ELIGIBLE FACILITIES REQUESTS:** *For an application asserted to be an eligible facilities request*, the application must provide the following information:

1. Cover Sheet
2. Location and Zoning Information
3. Description of the Proposed Project
4. Prior Approvals / Permits and Plans
5. Existing Site Plan and Proposed Site Plan
6. Elevation Drawings (preferred scale ¼” = 1’)
7. Site Photograph(s)
8. Visual Impact and Sightline Analysis
9. Noise Study
10. FCC Radio Frequency Standards Report
11. Structural Analysis Report
12. Existing and Proposed Equipment Schedule (Microsoft Excel spreadsheet)
13. CPUC Determination of CEQA status, if applicable

**II. RENEWAL REQUESTS:** *For a renewal of an existing permit*, the application must provide the following information:

- 1. Cover Sheet**
- 2. Location and Zoning Information**
- 3. Description of the Project for Renewal**
- 4. Prior Approvals/Permits and Plans**
- 5. Site Plan**
- 6. Elevation Drawings (preferred scale 1/4" = 1')**
- 7. Facility Plan and Photograph(s)**
- 8. Noise Study**
- 9. FCC Radio Frequency Standards Report**
- 10. Structural Analysis Report**
- 11. Notice and Affidavit**
- 12. Equipment Schedule (Microsoft Excel spreadsheet)**
- 13. CPUC Determination of CEQA status, if applicable**

**III. ALL OTHER APPLICATIONS:** *For all other types of applications*, the following must be provided:

- 1. Location and Zoning Information**
- 2. Description of the Proposed Project**
- 3. Prior Approvals/Permits and Plans**
- 4. Existing Site Plan and Proposed Site Plan**
- 5. Elevation Drawings (preferred scale 1/4" = 1')**
- 6. Landscape Plan**
- 7. Site Photograph(s)**
- 8. Visual Impact and Sightline Analysis**
- 9. Noise Study**
- 10. FCC Radio Frequency Standards Report**
- 11. Notice and Affidavit**
- 12. Justification for Location/Collocation**
- 13. Existing and Proposed Equipment Schedule (Microsoft Excel spreadsheet)**
- 14. Physical Mock-up(s)**
- 15. CPUC Determination of CEQA status, if applicable**



**IV. EXCEPTION REQUEST [if applicable]**

Pursuant to Section 17.46.080.D (2) of the Piedmont City Code, an applicant may apply for an exception to the standards for wireless communication facilities. If the applicant contends that the City is required by federal or state law to approve the facility, the applicant must submit the information it relies upon to support that claim, identifying: (i) the legal standard(s) it claims applies; and (ii) the showings it relies upon for its claim(s). Applicants are cautioned that, if the City believes that applicant misapplies or relies on the wrong legal standard, the exception (and consequently the application) may be denied.

**PART D: CERTIFICATION (ALL APPLICANTS)**

My signature below signifies that I:

- have read and provided all applicable information per this Supplemental Application for Wireless Communications Facilities, including the information listed in PART C: DETAILED APPLICATION REQUIREMENTS and the Appendix.
- have reviewed the legal description on the property deed and indicated all recorded easements and deed restrictions on the submitted site plan (*Please provide a description here of the easements and restrictions that were indicated on the property deed of the subject property*) \_\_\_\_\_  
\_\_\_\_\_
- believe the information provided in this application is accurate to the best of my knowledge.
- am aware that my initial deposits of \$11,500 (exclusive of variance fees) may not cover the reasonable cost to process this application and that additional deposits may be required. I agree to provide additional deposits if they are required. I am aware that the City will deduct the reasonable costs to cover the processing of this application from the deposit(s), and that any unused money remaining after action has been taken on the project, will be returned to me.
- am aware that City staff, Planning Commissioners, and/or City Council Members will be on the property to view proposed construction. (Please note any special instructions regarding access to the property such as gates, alarms, etc.) \_\_\_\_\_  
\_\_\_\_\_
- understand that if this application is approved, a building permit and/or excavation permit (issued within one year from the approval date) is required for construction and that no construction may commence prior to the issuance of the building permit and/or excavation permit. No changes may be made without City approval, and changes may require a new application.

**SIGNATURE OF PROPERTY OWNER / LEASE HOLDER:**

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Print Name	Signature	Date
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**SIGNATURE OF WIRELESS SERVICE PROVIDER’S AUTHORIZED REPRESENTATIVE:**

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Print Name	Signature	Date
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AGENT AUTHORIZATION: This authorization must be signed by the wireless service provider if the applicant is not the wireless service provider. This authorization also permits City staff to contact the Wireless Service Provider its agent, if necessary.

I authorize \_\_\_\_\_ to act as my agent in the processing of all matters pertaining to this application.

SIGNATURE OF PROPERTY OWNER / LEASE HOLDER: \_\_\_\_\_ date \_\_\_\_\_

**PART E. Applicant’s Wireless Communications Facilities Findings:**

The following information is required from all applicants.

Please describe how the proposed project meets the following summarized Wireless Communications Facilities Development Standards outlined in Section 17.46.070 of the City’s Municipal Code. *Attach additional pages as necessary.* If an exception is requested pursuant to Section 17.46.080.D (2), please note the exception request in the application form below.

a) **New wireless communications facilities must be collocated with existing facilities and with other planned new facilities whenever feasible.** Please note that §17.46.070.A.1 states “A new wireless tower must be designed and constructed to accommodate future collocation(s) unless ... collocation would be infeasible because of physical or design issues specific to the site.” *(Indicate whether the proposed facility will be collocated with another facility. If it will not, comment on the feasibility of collocation and indicate what measures have been taken to attempt to collocate the facility with another facility. Additionally, indicate the aesthetic benefits and drawbacks of the proposed facility.):*

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b) **No wireless communication facility may exceed 35 feet in height, measured from the ground to the highest point of the wireless communication facility, unless the zoning district in which the wireless communication facility is located expressly provides a higher height limit, or an exception pursuant to Section 17.46.080.D(2) is requested and granted. Ground mounted wireless communication equipment, base station, antenna, pole, or tower must be the minimum functional height, unless a variance or exception is granted. Roof mounted equipment and antennas must be located to minimize visibility.** *(Indicate the height of any ground mounted equipment, antennas, poles or towers and explain why the proposed heights are required.):*

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c) **Wireless communication facility(ies) must be designed to minimize visual impacts. When feasible, the facility(ies) must be concealed or camouflaged. The facility(ies) must have a non-reflective finish and be painted or otherwise treated to minimize visibility and the obstruction of views. The facility(ies) may not bear signs, other than certification, warning, emergency contacts, or other signage required by law or expressly required by the City. (Describe the materials and finishes of the equipment, antennas, poles, and towers and indicate how these materials and finishes will be non-reflective and will minimize any visual impacts.):**

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d) **A wireless communication receiving and transmission facility may not adversely affect the public health, peace and safety. (Indicate any measures proposed to address the public health, peace and safety.):** \_\_\_\_\_

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e) **A wireless communication facility located in the public right-of-way may not cause: (i) physical or visual obstruction, or safety hazard, to pedestrians, cyclists, or motorists; or (ii) inconvenience to the public's use of the right-of-way. Equipment, walls, and landscaping located above grade must be at least 18 inches from the front of the curb and not interfere with the public's use of the right-of-way (Indicate conformance to Public Works Standard Details, including standard sidewalk width requirements and ADA requirements).** \_\_\_\_\_

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f) **Indicate whether the facility will comply with all applicable federal, state, and local laws.** \_\_\_\_\_

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**PART F: Applicant’s Wireless Communications Facilities Priority for Location Findings:**

The following information is required from all projects located in Zones A, B, C, D and E, projects in or on publicly-owned facilities, and projects in the public right-of-way.

Please describe how the proposed project meets the following summarized Wireless Communications Facilities Development Standards outlined in Section 17.46.040 of the City’s Municipal Code. If an exception is requested pursuant to Section 17.46.080.D (2), please note the exception request in the application form below.

- a) The facility is necessary to close a significant gap in the operator's service coverage or capacity. *Please comment:*

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- b) The proposal satisfies each of the applicable development standards in section 17.46.070 above. *Please comment:*

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- c) The applicant has evaluated and met the priority for location standards of section 17.46.040(A)(1), because the facility will be located in the public right-of-way, on publicly owned property in Zone B, or on publicly-owned facilities in any other zone outside of the public right-of-way. *Please comment:*

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d) The proposed design is consistent with City of Piedmont Design Guidelines, including General Plan policies regarding wireless communication facilities and the Public Works Standard Details for the public right-of-way. *Please comment:*

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e) The proposed facility has been located and designed for collocation to the greatest extent reasonably feasible, and the applicant has submitted a statement of its willingness or not to allow other wireless service providers to collocate on the proposed facility. *Please comment:*

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**The development standards in 17.46.070 shall be fully considered.** *Please make sure you have completed the Findings in Part E of this application form.*



**PART G: Applicant’s Variance Findings:**

The following information is required from all projects that require a variance, if applicable.

In order for the Planning Commission to approve an application for a variance, required findings must be made. Please describe how the proposed project meets the variance criteria of Section 17.70 of the City’s Municipal Code.

- a) **The property and existing improvements present unusual physical circumstances of the property (including but not limited to size, shape, topography, location and surroundings), so that strictly applying the terms of this chapter would keep the property from being used in the same manner as other conforming properties in the zone;** *Describe specific, unique problems with the property, such as location, surroundings, mature trees, natural obstacles or formations, and explain why the improvements cannot be made in conformity with codes and regulations:*

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- b) **The project is compatible with the immediately surrounding neighborhood and the public welfare; and** *Explain why, without the variance, the property cannot be used in the same manner as others in the same zone, and explain how the variance will not give the property an advantage over others in the same zone:*

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- c) **Accomplishing the improvement without a variance would cause unreasonable hardship in planning, design, or construction.** *Unreasonable hardship" for purposes of this subsection refers to the unusual physical characteristics of the underlying lot and existing improvements on the lot which prohibit development of the lot in a manner consistent with lots conforming to City standards. "Unreasonable hardship" shall not refer to any conditions personal to the applicant. Please describe the hardship(s) inherit to this property:*

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## **PART H: Notice Instructions:**

Required for all projects that will be heard by the Planning Commission and/or City Council (e.g., non-exempt projects, projects without proposed collocation, and projects referred to the Planning Commission by the Planning and Building Director or Public Works Director).

1. Complete the attached Notice and make one photocopy for each adjacent neighbor.
2. Hand deliver or mail one copy of the Notice to each adjacent neighbor at least 30 days before the initial hearing. Adjacent neighbors often include one neighbor on each side, three across the street, and three in the rear. You may address the notices to "Property Owner", if you do not know the names of your adjacent neighbors.
3. Complete the attached Affidavit of Service and return it along with one copy of the Notice to the Department of Planning and Building at least 30 days before the hearing. Please note the Affidavit of Service is not required to be notarized.
4. Please call the Department of Planning and Building at (510) 420-3050, if you have any questions or would like help in determining the addresses or names of your adjacent neighbors.

**NOTICE OF AN APPLICATION FOR  
WIRELESS COMMUNICATION FACILITY  
NOT IN THE PUBLIC RIGHT-OF-WAY**

Dear Neighbor:

I/ We have submitted an application for consideration by the Piedmont Planning Commission which seeks City approval of an application to (description of project) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of this form is to notify you of my application. My application will be considered by the Planning Commission on or after (date) \_\_\_\_\_.

This notice will be followed by a notice from the City confirming the date of the hearing and inviting you to comment on the application. The Planning Commission regularly meets at 5:00 p.m. on the second Monday of every month in the Council Chambers at City Hall, 120 Vista Avenue. Please contact the Department of Planning and Building at (510) 420-3050, if you have any questions regarding this application.

Signed,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Address of Project





## APPENDIX: DETAILED APPLICATION REQUIREMENTS BY APPLICATION TYPE

**A. ELIGIBLE FACILITIES REQUESTS:** *For an application asserted to be an eligible facilities request*, the application must provide the following information:

**1. Cover Sheet:**

- a. Name and address of design professional;
- b. Description of the scope of work;
- c. Vicinity map;
- d. Date;
- e. Plan set sheet index, listing sheet titles and sheet numbers.

**2. Location and Zoning Information:**

- a. Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the present zone designation of the project site.
- b. If the facility is proposed to be attached to an existing pole, provide the pole number.
- c. Applicant shall include signed documentation indicating that applicant is the owner or is authorized by the owner of the structure and/or property to install and operate the proposed facility.

**3. Description of the Proposed Project:**

- a. A written description of the proposed facility(ies), including whether the project is a collocated facility or the replacement, removal, or modification of an existing facility.
- b. A detailed explanation as to why applicant asserts that the facility constitutes an eligible facilities request, including reference to and analysis of applicable FCC rules as they pertain to the proposed facility.
- c. A list of all facilities and equipment proposed to be installed and the dimensions, weight, and manufacturer's specifications for each.
- d. A description and plan of the concealment elements, if any, associated with the facilities as they will be modified, including but not limited to painting, and shielding as modified. The description and plan should be sufficiently detailed to demonstrate that the modifications will not defeat any existing concealment elements. If there will be no concealment elements, so state in the description.
- e. A description of any ground disturbance necessary to complete the proposed project.
- f. A description of the site and any deployment outside the site necessary to complete the proposed project.
- g. If a collocation, a description of why this installation qualifies as a collocation within the meaning of the FCC rules.
- h. 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.

- i. A description of all changes to be made to the existing base station and/or tower, including, among other things, identifying precisely what changes will be made to the supporting structure.

**4. Prior Approvals / Permits and Plans:**

- a. 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.
- b. A showing that the facility, as modified, will be in compliance with existing conditions of the underlying approval(s)/permit(s), 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.

**5. Existing Site Plan and Proposed Site Plan:** Two (2) copies each of separate existing site plan and proposed site plan at a scale of 1"=20' or larger and including the following:

- a. Sheet title, date, and design professional's name;
- b. A north-pointing arrow on each plan sheet;
- c. Title block with applicant's name, owner's name, and contact information;
- d. Depiction of the existing facility and the fully-constructed proposed facility;
- e. Location of lot lines, streets (with street names), easements, and all structures and improvements, including accessory equipment, underground utilities and support structures, existing and proposed;
- f. Slopes, contours, trees and other pertinent physical features of the site, existing and proposed;
- g. All exterior lighting on the site, existing and proposed;
- h. Location, use and approximate distance from property lines of the nearest structures on all properties abutting the site; and
- i. The location of parking for maintenance personnel.
- j. Setback dimensions measured from the property lines to the footprint of structure(s), including those within 100 feet of proposed construction, including addresses of adjacent properties. Include on the existing site plan the boundaries of the public right-of-way for a minimum length of 50 feet in each direction, and show any trees, utilities, and structures in the public right-of-way.

**6. Elevation Drawings (preferred scale 1/4" = 1'):**

- a. Existing elevations (or photographs should the site be vacant) and proposed elevations of all facilities, equipment, support structures, appurtenances, and other related structures.
- b. Sheet title, scale, date, dimensions, and drawing label indicating the design as seen from the four cardinal directions ("north," "east," etc.) or indicating cardinal directions that the depicted elevation is facing ("facing north," etc.);
- c. All elevations of each side of the structure on which modifications are proposed;
- d. Label and identify structures, communication equipment, fences, trees, hedges, walls, retaining walls, utilities, parapets, and any other relevant feature, and show the cables, feed lines, risers, shrouds, stand-off brackets, cabinets, meters,

- disconnect boxes, transformers, power connection, signs, banner mounts, brackets, counter weights, enclosures and other relevant features;
- e. Indicate materials and finishes for walls, roofs, windows, doors, decorative features, and WCF equipment and antennas;
  - f. Indicate the height of buildings and structures. Heights are measured to the highest point of the feature from both the lowest adjacent grade and highest adjacent grade. Adjacent grade is where grade meets the footprint of the building or structure;
  - g. Photographs showing existing conditions may be submitted as supplemental information or in place of elevations when there are no existing structures or buildings on site.
  - h. Show the absolute height of equipment and the height of the lowest equipment on the pole or structure, all measured to spot elevation at the curb. (Spot elevation information must include reference survey datum or description of assumed datum).

**7. Site Photograph(s):**

Current color photographs of the site and its surroundings.

**8. Visual Impact and Sightline Analysis:**

A visual impact analysis, which shall include photomontage, photo simulation or similar technique, demonstrating, from all four primary directions (north, south, east, and west) the potential visual impacts of the proposed facility. Consideration shall be given to views from public areas, as well as from private property. Analysis shall include demonstration of safe sightlines for drivers, bicyclists, and pedestrians. The analysis shall assess the cumulative impacts of the proposed wireless communication facility and other existing wireless facilities in the area, and shall identify and include all feasible mitigation measures consistent with the technological requirements of the proposed facility.

**9. Noise Study:**

Demonstrate compliance Piedmont Municipal Code Section 12.8 Noise Declared Nuisance and Section 1207.6, Mechanically Generated Noise Sources, by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that are expected to induce or generate noise, as well as existing ambient noise levels and anticipated noise levels and tones of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur. Manufacturer's Noise specifications or acoustical study prepared by an acoustical engineer for all equipment may be required.

**10. FCC Radio Frequency Standards Report:**

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:

- a. 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.);
- b. The frequency, modulation and class of service;
- c. 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;
- d. Maximum proposed levels of EMF or RF emissions exposure at the ground beneath the WCF installation, maximum proposed levels of EMF or RF emissions exposure at a point within 25 feet lateral of the WCF installation, and maximum proposed levels of EMF or RF emissions exposure at the entrance, second floor, and roof of the nearest residence;
- e. 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; and
- f. 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.

#### **11. Structural Analysis Report:**

A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:

- a. In the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to support the antennas, the proposed method of affixing the antennas and the precise point at which the antennas shall be mounted;
- b. In the case of a facility with a support structure (e.g. monopole), documentation that the structure is capable of supporting the antennas (and any other equipment to be attached to or supported by the support structure) 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; and
- c. 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.

#### **12. Existing and Proposed Equipment Schedule (Microsoft Excel spreadsheet):**

- a. List of existing and proposed poles or structures including identification by location and badge/ID number;
- b. Nearest residential address and nearest cross street;
- c. Indicate whether or not the pole or structure is city-owned or utility-owned;

- d. Indicate whether or not the pole or structure is existing, new or replacement;
- e. Geospatial coordinates (latitude and longitude);
- f. Antenna model name and number;
- g. Antenna diameter or width and antenna length;
- h. Antenna azimuth(s);
- i. Radio model name and number;
- j. Radio's effective radiated power;
- k. Number of radios;
- l. Radio physical dimensions;
- m. Model numbers and manufacturer's specification for any existing equipment;
- n. Phasing of expected construction (start date, duration);
- o. Auxiliary equipment such as meters, ventilation fans, transformers, disconnect box, power connection, etc.

**13. Copy of CPUC CEQA Determination, if applicable.**

**B. RENEWAL REQUESTS:** *For a renewal of an existing permit*, the application must provide the following information:

**1. Cover Sheet:**

- a. Name and address of design professional;
- b. Description of the scope of work;
- c. Vicinity map;
- d. Date;
- e. Plan set sheet index, listing sheet titles and sheet numbers.

**2. Location and Zoning Information:**

- a. Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the current zone designation of the project site.
- b. If the existing facility is attached to a pole, provide the pole number.
- c. Applicant shall include signed documentation indicating that applicant is authorized by the owner of the support structure and/or real property to continue operating the facility.

**3. Description of the Project for Renewal:**

- a. A written description of the existing facility(ies) at the site.
- b. A list of all facilities and equipment currently installed and the dimensions, weight, and manufacturer's specifications for each.
- c. A written description of the concealment measures applicant is using to aesthetically blend the facility to the immediate surroundings and to minimize its visual impact. This should include, but not be limited to, a description of concealment techniques, sizing and placement of elements of the facility (including undergrounding), measures to limit visibility of the facility from residential dwelling units, and the textures and colors used in the concealment process. If none, so state.
- d. A description of the site and any deployment outside the site.

- e. 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. Prior Approvals/Permits and Plans:**

- a. A copy of all approvals and/or permits for the tower or base station 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.
- b. A showing that the facility is in compliance with existing conditions of the underlying approval(s)/permit(s). If the facility is not in compliance with conditions as of the date of application, there must be a plan submitted for correction of any non-compliance condition.

**5. Site and Facility Plan:**

Two (2) copies each of separate existing site plan and proposed site plan at a scale of 1"=20' or larger and including the following:

- a. Sheet title, date, and design professional's name;
- b. A north-pointing arrow on each plan sheet;
- c. Title block with applicant's name, owner's name, and contact information;
- d. Current color photographs of the existing facility and its surroundings;
- e. Location of lot lines, streets (with street names), easements, and all structures and improvements, including accessory equipment, underground utilities and support structures;
- f. Slopes, contours, trees and other pertinent physical features of the site
- g. All exterior lighting on the site;
- h. Location, use, and approximate distance from property lines of the nearest structures on all properties abutting the site; and
- i. The location of parking for maintenance personnel.
- j. Pavement striping, sidewalks, curbs, curb ramps, edge of roadway, and rights-of-way, and location of existing equipment, structures, hardscape areas, fences, retaining walls, bollards, trees, hedges, utilities, and other significant site features;
- k. Setback dimensions measured from the property lines to the footprint of structure(s), including those within 100 feet of proposed construction, including addresses of adjacent properties and show any trees, utilities, and structures in the public right-of-way.

**6. Elevation Drawings (preferred scale 1/4" = 1'):**

- a. Existing elevations of all facilities, equipment, support structures, appurtenances, and other related structures.
- b. Sheet title, scale, date, dimensions, and drawing label indicating the design as seen from the four cardinal directions ("north," "east," etc.) or indicating cardinal directions that the depicted elevation is facing ("facing north," etc.);
- c. All elevations of each side of the structure ;
- d. Label and identify buildings, other structures, communication equipment, fences, trees, hedges, walls, retaining walls, utilities, parapets, and any other relevant feature, and show the cables, feed lines, risers, shrouds, stand-off brackets, cabinets, meters, disconnect boxes, transformers, power connection, signs, banner mounts, brackets, counter weights, enclosures and other relevant features;

- e. Indicate materials and finishes for walls, roofs, windows, doors, decorative features, and WCF equipment and antennas;
- f. Indicate the height of structures. Heights are measured to the highest point of the feature from both the lowest adjacent grade and highest adjacent grade. Adjacent grade is where grade meets the footprint of the structure;
- g. Photographs showing existing conditions may be submitted as supplemental information or in place of elevations when there are no existing structures or buildings on site.
- h. Show the absolute height of equipment and the height of the lowest equipment on the pole or structure, all measured to spot elevation at the curb. (Spot elevation information must include reference survey datum or description of assumed datum).

**7. Noise Study:**

Demonstrate compliance Piedmont Municipal Code Section 12.8 Noise Declared Nuisance and Section 1207.6, Mechanically Generated Noise Sources, by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that induce or generate noise, as well as existing ambient noise levels tones of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur. Manufacturer's Noise specifications or acoustical study prepared by an acoustical engineer for all equipment may be required.

**8. FCC Radio Frequency Standards Report:**

A report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency (RF) emissions that affirms, under penalty of perjury, that the existing facility is compliant with the FCC's standards. The report must also contain the following:

- a. A description of each of the 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.);
- b. The frequency, modulation and class of service;
- c. A clear identification of areas, both vertically and horizontally, where exposure levels 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;
- d. Maximum levels of EMF or RF emissions exposure at the ground beneath the WCF installation, maximum levels of EMF or RF emissions exposure at a point within 25 feet lateral of the WCF installation, and maximum levels of EMF or RF emissions exposure at the entrance, second floor, and roof of the nearest residence;
- e. A certification that the facility will comply with all applicable standards for RF 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; and
- f. If the certification of the facility as currently installed 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.

**9. Structural Analysis Report:**

A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:

- a. In the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to continue to support the antennas and any required maintenance;
- b. In the case of a facility with a support structure (e.g. monopole), documentation that the structure is capable of continuing to support the antennas (and any other equipment attached to or supported by the support structure) and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas; and
- c. A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) is placed can continue to safely support the wireless facility; and that all elements of the wireless facility comply with applicable safety standards.

**10. Notice and Affidavit:**

Evidence that notice has been given to all persons entitled to notice under the Code. *(See templates in Part H of this application)*

**11. Equipment Schedule (Microsoft Excel spreadsheet):**

- a. List of existing poles and structures including identification by location and badge/ID number;
- b. Nearest residential address and nearest cross street;
- c. Indicate whether or not the pole or structure is city-owned or utility-owned;
- d. Indicate whether or not the pole or structure is existing, new or replacement;
- e. Geospatial coordinates (latitude and longitude);
- f. Antenna model name and number;
- g. Antenna diameter or width and antenna length;
- h. Antenna azimuth(s);
- i. Radio model name and number;
- j. Radio's effective radiated power;
- k. Number of radios;
- l. Radio physical dimensions;
- m. Model numbers and manufacturer's specification for any existing equipment;
- n. Phasing of expected construction (start date, duration);
- o. Auxiliary equipment, including, without limitation, meters, ventilation fans, transformers, disconnect box, and power connection.

**12. Copy of CPUC CEQA Determination, if applicable.**

**C. ALL OTHER APPLICATIONS:** *For all other types of applications*, the following must be provided:

**1. Location and Zoning Information:**

- a. Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the present zone designation of the project site.
- b. Applicant shall include signed documentation indicating that applicant is authorized by the owner of the support structure and/or real property to install and operate the proposed facility.

**2. Description of the Proposed Project:**

- a. A written description of the proposed facility(ies), including whether the project is a new facility, a collocated facility, or a modification to an existing facility.
- b. If the application is for a small cell facility, an explanation asserting all of the grounds why the proposed facility constitutes a small cell facility.
- c. If a new facility, the applicant shall include an explanation of whether the new facility could and will be designed to accommodate future wireless facilities.
- d. A list of all facilities and equipment proposed to be installed and the dimensions, weight, and manufacturer's specifications for each.
- e. A written description of the concealment measures applicant proposes to use to aesthetically blend the facility to the immediate surroundings and to minimize its visual impact. This should include, but not be limited to, a description of proposed concealment techniques, sizing and placement of elements of the facility (including undergrounding proposed), measures proposed to limit visibility of the facility from residential dwelling units, and the textures and colors to be used in the concealment process. If none, so state.
- f. A description of any ground disturbance necessary to complete the proposed project.
- g. A description of the site and any deployment outside the site necessary to complete the proposed project.
- h. If a collocation, a description of why this installation qualifies as a collocation within the meaning of the FCC rules. Applicant must also provide the following:
  - i. A description of all installation procedures and plans for the facility; and
  - ii. A description of all changes to be made to the existing structure, which description will, among other things, identify precisely what changes will be made to the supporting structure.

**3. Prior Approvals/Permits:**

If a wireless facility already exists on the site, provide the following:

- a. 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.
- b. 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-compliant condition.

#### **4. Existing Site Plan and Proposed Site Plan:**

Two (2) copies each of separate existing site plan and proposed site plan at a scale of 1"=20' or larger and including the following:

- a. Sheet title, date, and design professional's name;
- b. A north-pointing arrow on each plan sheet;
- c. Title block with applicant's name, owner's name, and contact information;
- d. Depiction of the existing facility and the fully-constructed proposed facility;
- e. Location of lot lines, streets (with street names), easements, and all structures and improvements, including accessory equipment, underground utilities and support structures, existing and proposed;
- f. Slopes, contours, trees and other pertinent physical features of the site, existing and proposed;
- g. All exterior lighting on the site, existing and proposed;
- h. Location use and approximate distance from property lines of the nearest structures on all properties abutting the site; and
- i. The location of parking for maintenance personnel.
- j. Pavement striping, sidewalks, curbs, curb ramps, edge of roadway, and rights-of-way, and location of existing equipment, structures, hardscape areas, fences, retaining walls, bollards, trees, hedges, utilities, and other significant site features;
- k. Setback dimensions measured from the property lines to the footprint of structure(s), including those within 100 feet of proposed construction, including addresses of adjacent properties. Include on the existing site plan the boundaries of the public right-of-way for a minimum length of 50 feet in each direction, and show trees, utilities, and structures.

#### **5. Elevation Drawings (preferred scale 1/4" = 1'):**

- a. Existing elevations (or photographs should the site be vacant) and proposed elevations of all facilities, equipment, support structures, appurtenances, and other related structures.
- b. Sheet title, scale, date, dimensions, and drawing label indicating the design as seen from the four cardinal directions ("north," "east," etc.) or indicating cardinal directions that the depicted elevation is facing ("facing north," etc.);
- c. All elevations of each side of the structure on which modifications are proposed;
- d. Label and identify buildings, other structures, communication equipment, fences, trees, hedges, walls, retaining walls, utilities, parapets, and any other relevant feature, and show the cables, feed lines, risers, shrouds, stand-off brackets, cabinets, meters, disconnect boxes, transformers, power connection, signs, banner mounts, brackets, counter weights, enclosures and other relevant features;
- e. Indicate materials and finishes for walls, roofs, windows, doors, decorative features, and WCF equipment and antennas;
- f. Indicate the height of buildings and structures. Heights are measured to the highest point of the feature from both the lowest adjacent grade and highest adjacent grade. Adjacent grade is where grade meets the footprint of the building or structure;

- g. Photographs showing existing conditions may be submitted as supplemental information or in place of elevations when there are no existing structures or buildings on site.
- h. Show the absolute height of equipment and the height of the lowest equipment on the pole or structure, all measured to spot elevation at the curb. (Spot elevation information must include reference survey datum or description of assumed datum).

**6. Landscape Plan:**

If any ground will be disturbed, six (6) copies of a landscape plan for the site, at a scale of 1/8"=1' or larger and including the following:

- a. Existing trees with trunk diameter over six inches (6") at four feet (4') above grade and/or fifteen feet (15') in overall height within fifty feet (50') of the proposed wireless communication facility;
- b. Species, diameter and condition of all such trees;
- c. Final disposition of all existing trees;
- d. Arborist report for work within the driplines of existing trees; and
- e. Species, location and sizes of trees and other vegetation proposed to be installed in conjunction with the wireless communication facility, including street trees.

**7. Site Photograph(s):**

Current color photographs of the site and its surroundings.

**8. Visual Impact and Sightline Analysis:**

A visual impact analysis, which shall include photomontage, photo simulation or similar technique, demonstrating, from all four primary directions (north, south, east, and west) the potential visual impacts of the proposed facility. Consideration shall be given to views from public areas, as well as from private property. Analysis shall include demonstration of safe sightlines for drivers, bicyclists, and pedestrians. The analysis shall assess the cumulative impacts of the proposed wireless communication facility and other existing wireless facilities in the area, and shall identify and include all feasible mitigation measures consistent with the technological requirements of the proposed facility.

**9. Noise Study:**

Demonstrate compliance Piedmont Municipal Code Section 12.8 Noise Declared Nuisance and Section 1207.6, Mechanically Generated Noise Sources, by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that are expected to induce or generate noise, as well as existing ambient noise levels and anticipated noise levels and tones of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur. Manufacturer's Noise specifications or acoustical study prepared by an acoustical engineer for all equipment may be required.

**10. FCC Radio Frequency Standards Report:**

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:

- a. 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.);
- b. The frequency, modulation and class of service;
- c. 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;
- d. Maximum proposed levels of EMF or RF emissions exposure at the ground beneath the WCF installation, maximum proposed levels of EMF or RF emissions exposure at a point within 25 feet lateral of the WCF installation, and maximum proposed levels of EMF or RF emissions exposure at the entrance, second floor, and roof of the nearest residence;
- e. 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; and
- f. 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.

**11. Notice and Affidavit:**

Evidence that notice has been given to all persons entitled to notice under the Code. *(See templates in Part H of this application)*

**12. Justification for Location/Collocation:**

- a. A justification as to why the applicant chose the location for the proposed wireless communication facility. Such justification shall include a written assessment of not less than two (2) alternative locations considered by the applicant and the reasons why said alternative locations were rejected as candidates.
- b. A written explanation of the applicant's investigation into collocating the proposed facility with an existing facility. Indicate whether collocation is or is not feasible and why.

**13. Existing and Proposed Equipment Schedule (Microsoft Excel spreadsheet):**

- a. List of existing and proposed poles or structures including identification by location and badge/ID number;
- b. Nearest residential address and nearest cross street;
- c. Indicate whether or not the pole or structure is city-owned or utility-owned;
- d. Indicate whether or not the pole or structure is existing, new or replacement;
- e. Geospatial coordinates (latitude and longitude);
- f. Antenna model name and number;
- g. Antenna diameter or width and antenna length;
- h. Antenna azimuth(s);
- i. Radio model name and number;
- j. Radio's effective radiated power;
- k. Number of radios;
- l. Radio physical dimensions;
- m. Model numbers and manufacturer's specification for any existing equipment;
- n. Phasing of expected construction (start date, duration);
- o. Auxiliary equipment such as meters, ventilation fans, transformers, disconnect box, power connection, etc.

**14. Physical Mock-up(s):**

Applications must include physical, full-scale mock-up(s) of the proposed wireless communication facility(ies) equipment, constructed a minimum of 2 weeks before the scheduled hearing date. Mock-up requirement may be satisfied by a previously constructed facility in another jurisdiction within 100 miles of Piedmont which the applicant certifies will match the proposed facility(ies) in Piedmont. The address of the previously constructed facility within 100 miles shall be provided a minimum of 2 weeks before the scheduled hearing date.