



TELECOMMUNICATION FACILITIES

The following are minimal submittal requirements as required by SMC 19.54 and the Community Development Director for a new or collocation of telecommunication facilities. Submittal of a Planning Application will require a copy of this form and the following information noted below. A submittal missing any of the checked items may not be accepted.

Date: _____

Staff Contact: _____

PROPERTY INFORMATION

Site Address: _____

APN: _____

Zoning: _____ Combining District: _____

Lot Size: _____

PROPOSAL INFORMATION

Project Description: _____

PERMIT TYPE	APPROVAL BODY	PLAN SUBMITTAL
<input type="checkbox"/> Miscellaneous Plan Permit	<input type="checkbox"/> Staff Level	<input type="checkbox"/> 2 Full Sized sets (24"x36")
<input type="checkbox"/> Variance	<input type="checkbox"/> Administrative Hearing	<input type="checkbox"/> 9 Full Sized sets (24"x36")
<input type="checkbox"/> Minor Use Permit/Special Development Permit	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> 2 Reduced (8½" x 11")
<input type="checkbox"/> Major Use Permit/Special Development Permit	<input type="checkbox"/> City Council	<input type="checkbox"/> 2 Reduced (11" x 17")
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Digital Copy (3 mb max.)

SUBMITTAL MATERIALS

- Application** signed by the property owner or a Letter of Authorization from the property owner.
Note: If locating on City property, the application will need to be signed by the City Manager as the authorized agent for the City. Please contact Planning Division staff for information on how to complete this step.
- Project Description**, including the following additional information:
 - Alternative site analysis.
 - If a roll-up generator is proposed, provide a description of the unit, specifications, noise levels and Appleton plug location.
- RF Emissions Analysis** - The analysis should include the emissions for the proposed carrier and a cumulative emissions analysis if the application is for a co-location. Physical site testing is required to demonstrate the baseline; modeling can be used to demonstrate what effect the modifications have on the site.
- Photosimulation** At least two (2) photosimulations from, different angles. The photosimulations should show before and after views and should be accurately dimensioned. Show all equipment (antennas, coax, GPS, cabinets, amplifiers, etc.).
- Project Data Sheet** completed by applicant.
- Plans** - See page 2 for the information needed on plan sets.
- Environmental Information Form** completed by applicant.
- Use Permit/Special Development Permit Justification Form** completed by applicant.
- Material Sample**
- Fee** (non refundable) _____

PLANS

- **Project Data** - Including lot size and existing and proposed calculations of living area, garage, other floor area, Floor Area Ratio (FAR), lot coverage, pervious and impervious surfaces and grade differential of adjacent properties.
- **Site Plan** - Including entire lot, all dimensions, location of the existing building(s), property lines, easements, adjacent building footprints, adjacent right-of-way, parking, enclosure location, landscaping, location and dimensions of any backup generators, transformer location, and uses on adjacent properties.
- **Architectural Elevations** - Provide both existing and proposed. Elevations should include location and dimensions for the roof, parapet, existing antennas with carriers noted, accurate illustration of coax runs, associated mechanical equipment and details for equipment enclosures.
- **Tower Structures** - Indicate the height of trees and other vertical elements located near the proposed structure, near streets and parking areas, and near adjacent property lines.
- **Monopines** - Provide clear details of tree type, trunk treatment, branches, antenna location and needle configuration.
- **Signage** - Indicate all existing and proposed signage including emergency contact signs.
- **Additional Visual Aids** - perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

NOTES

- **City Park or School District Sites** - A separate permitting process by the Sunnyvale Department of Community Services (DCS) may be required prior to submittal of a Planning application. Please contact DCS at (408) 730-7596 for more information.
- **Location and Design Considerations**- The proposed design should address the following:
 - ✓ Co-location.
 - ✓ Use of existing facilities (i.e. towers, light poles, buildings) or tree poles when appropriate.
 - ✓ Use of the most current technology.
 - ✓ Facilities that can accommodate antennas and allow for camouflaging.
 - ✓ Sensitivity to noise and visual impacts to residents.
- **Plan Submittal:** An additional 12 sets of 11"x17" plans must be submitted 2 weeks prior to the public hearing date. A digital copy may be required (3 megabyte maximum). Digital plans should include site plan, elevations, and renderings. The project planner will notify the applicant when the additional plan sets are needed.

RESOURCES

- **Planning and Building Divisions** - <https://sunnyvale.ca.gov/business/planning/default.htm>
 - Telecommunications Facilities; Applications; Design Guidelines; Specific Plans; General Plan; Zoning Code (19.54)
- **Public Works Department** - <https://sunnyvale.ca.gov/property/default.htm>
 - Transportation and Traffic
 - Engineering
 - Solid Waste and Recycling
 - Trees and Landscaping