



TELECOMMUNICATION FACILITIES IN NON-ROW

The following are minimal submittal requirements as required by SMC 19.54 and the Community Development Director for new or replacement of telecommunication facilities. Submittal of a Planning Application will also require a complete copy of this form and the following information noted below.

Date Submitted: _____

Staff Contact: _____

PROJECT INFORMATION

Project Address: _____

Project Description: _____

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

REQUIRED INFORMATION (FROM APPLICANT)

Check the Type of Proposal

| Installation of Non-Small Cell Wireless Facility | Shot Clock |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <input type="checkbox"/> Add new/modify facility on <u>existing structure/colocation</u> (tower, monopole, utility pole, rooftop) and is not a substantial change (increase of 20 feet or 10% whichever is greater) | _____ 60 |
| <input type="checkbox"/> Add new/modify facility on <u>existing structure/colocation</u> (tower, monopole, utility pole, rooftop) and is a substantial change (increase of 20 feet or 10% whichever is greater) | _____ 90 |
| <input type="checkbox"/> <u>New construction</u> (tower, monopole, utility pole or other base station) | _____ 150 |

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.
- Photo simulation** At least two (2) photo simulations from, different angles. The photo simulations should show before and after views and should be accurately dimensioned. Show all equipment (antennas, coax, GPS, cabinets, amplifiers, etc.).
- Plans** - See below for the information needed on plan sets.

One-Stop Permit Center - City Hall - 456 W. Olive Avenue - (408) 730-7444
 Planners and Building Division staff are available 8:00 a.m. to 5:00 p.m.

Sunnyvale.ca.gov - Search "Planning and Building"

□ **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.
- **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. 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>

ADDITIONAL NOTES REGARDING SHOT CLOCKS

- Shot clocks for non-small cell wireless facility on non-ROW includes Planning Permit only.
- The shot clock starts when the application is submitted.
- Tolling System: The clock is paused, if the Notice of Incompleteness (NOI) is sent within 30 days to the applicant. The clock is paused again if the applicant is notified within 10 days that the supplemental submission did not provide the information identified in the original NOI.