



TELECOMMUNICATION FACILITIES IN ROW

The following are submittal requirements for new or replacement of telecommunication facilities on a non-City pole within the ROW (right-of-way). A submittal missing any of the checked items will not be accepted. Application materials must be digitally submitted online - <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/permit-center>.

Date: _____

Staff Contact: _____

PROPERTY INFORMATION

Site Address: _____

APN: _____

Zoning: _____ Combining District: _____

Lot Size: _____

PROPOSAL INFORMATION

Project Description: _____

PERMIT TYPE	APPROVAL BODY
<input type="checkbox"/> Design Review	<input type="checkbox"/> Staff Level <input type="checkbox"/> Planning Commission <input type="checkbox"/> City Council

SUBMITTAL MATERIALS

- [Owner Certification](#)
- Design Review Checklist** to identify process timeframe, level of review and compliance with Design Criteria.
- 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**
- 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.
- Fee** (non-refundable) _____

PLANS

- Plan Submittal** - 12 sets of 11"x17" colored plans may be required 2 weeks prior to the public hearing date, to be confirmed by the project planner.
- 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.

One-Stop Permit Center at City Hall, 456 W. Olive Ave., 408-730-7444
Building and Planning hours are 8 a.m. - 12:30 p.m. and 1 - 5 p.m.
Sunnyvale.ca.gov

- **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

- **Shot Clock Info** -
 - All Shot clocks for both small cell and non-small cell wireless facilities on ROW apply to building permits, encroachment permits, and any other permits required for installation. (47 CFR 332(c)(7)(B)(ii))
 - The shot clock starts when the application is submitted.
 - **Small Cell Tolling System:** The clock is paused if the Notice of Incompleteness (NOI) is sent within 10 days to the applicant. The shot clock re-sets to zero upon resubmittal. Subsequent NOIs pause but do not re-set the shot clock.
 - **Non-Small Cell Tolling System:** The clock is paused if the NOI is sent within 30 days to the applicant. The shot clock resumes (but is not re-set) upon resubmittal. 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.

RESOURCES

- **Planning and Building:** <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building>
- **Sunnyvale Municipal Code Chapter 19.54 Wireless Telecommunication Facilities:** https://library.qcode.us/lib/sunnyvale_ca/pub/municipal_code/item/title_19-article_4-chapter_19_54
- **Design Criteria for Processing Wireless Communication Facilities in the Public Right-of-Way:** <https://www.sunnyvale.ca.gov/home/showpublisheddocument/1552/637820850607700000>
- **Building and Fire Codes:** <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/building-and-fire-codes>
- **Homes, Streets and Property:** <https://www.sunnyvale.ca.gov/homes-streets-and-property>