



Small Wireless Facility Permit Application

**City of Escondido
Planning Division
201 N. Broadway
Escondido, CA 92025-2798
(760) 839-4671
Fax: (760) 839-4313**

Case No.:	_____
Date Submitted:	_____
Fees Paid:	_____
Receipt No.:	_____
Project Planner:	_____
<i>To be completed by staff</i>	

A permit is required for all small wireless facilities or existing facility modifications located within the public right-of-way for the provision of wireless communication services. Applicants for a Small Wireless Facility Permit (SWF Permit) must complete and submit this application, including the supplemental checklist and certification form, and include all exhibits, studies and established fees. City staff may deem the application incomplete if the applicant fails to include any required information or materials. An Encroachment Permit application or voluntary tolling agreement shall be submitted concurrently with the SWF Permit application.

Applications must be filed in-person. It is recommended that applicants schedule a submittal appointment with the Planning Division by calling (760) 839-4671.

Request: Check boxes that apply

Minor Use Permit Administrative Permit

Complete Project Description (use additional sheets if necessary): _____

Applicant/Authorized Representative:

Name: _____
Company: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____
Signature: _____

Owner: (or pole/structure owner)

Name: _____
Company: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____
Signature: _____
or letter of authorization

Proposed Site Location(s) and Description:

Address*: (adjacent to) _____
APN*: (adjacent to) _____
Pole Number: _____
Longitude/Latitude: _____
Provider Site ID No. (e.g., SD120) _____
Zone/District: _____

Applicable Shot Clock (for info purposes only)

60 days
 90 days
 120 days
 Other

* provide nearest adjacent address/APN, adjacent zoning designation.

Wireless Service Provider (at time of submittal): _____

Master License Agreement No.: _____

APPLICATION GUIDELINES – REQUIRED MATERIALS

Small Wireless Facility Permit (SWFP) Information. In accordance with Zoning Code Article 34 (Communication Antennas), the City's Guidelines for Deployment of Small Wireless Facilities in the Public Right-of-Way (the "Guidelines"), and the information listed below, the following is required at the time a Small Wireless Facility Permit application is submitted to the Community Development Department.

1. SWFP Application.

- a. Completed SWFP application form, fees, supplemental checklist and certification form.
- b. Plans. Seven (7) sets of complete and accurate plans (11" x 17" preferred with one full-size set no greater than 24" x 36") and an electronic copy (PDF). No hard copies or a reduced amount may be filed if submitting through Cityworks. To include a site plan elevations and equipment specifications (to scale). The plans shall accurately depict the proposed wireless facility including any and all proposed structures or existing structures the facility is to be mounted onto, and any appurtenant equipment cabinetry and underground vaults for associated mechanical devices (i.e., switching or relay equipment, air conditioning units, back-up power generators, etc.). The plans shall include the following:
 - Prepared by an architect or civil engineer licensed to practice in the State of California
 - All plans shall be clearly labeled with sheet title, project name and project site/node ID number (e.g., SD 120, ESCO 1, etc.) in lower right-hand corner. The title sheet shall include location map, address of proposed node (adjacent parcel address/APN) detailed scope of work, longitude and latitude (digital format, e.g., 33.13202°).
 - Detailed site plan drawn to engineering scale no small than 1" = 40' showing all proposed trenching, conduit, wiring, pull boxes, utility boxes, antennae, etc. Show existing utilities within half street and all items per the City's improvement plan checklist. <https://www.escondido.org/Data/Sites/1/media/pdfs/Engineering/ImprovementPlanCheck.pdf>. Note and label all property boundaries, address/APN of adjacent parcel, retaining walls, mature trees, nearest buildings and setback of proposed facility from nearest structures.
Note: All smalls cell installation approvals limited up to a maximum of 50 feet of trenching/conduit installation from node to pull box. Separate approvals from the Engineering Services Division required for trenching/conduit installation greater than 50 feet in length.
 - Elevation/profile drawings to include front, side and top views. Scale no smaller than 1" = 6" and fully dimensioned (top pole, top luminaire, top, bottom and rad center antennas/radios, etc.).
 - Facility maps for all utility providers (i.e., SDG&E, COX, AT&T, etc.) within the immediate area of the proposed wireless node and associated trenching/conduit installation and pull box.
 - Elevation/profile of all utility crossings to demonstrate clearance (pothole where elevations are not known).
 - Show retrofit of street light with LED fixture per current City Standard Drawing (E-1-E) where power is to be taken from the street light.
 - Detailed equipment specifications and attachment details for antennas and related equipment, including, but not limited to, size, shape, materials, color(s), construction, wiring, etc.
- c. RF Report. A theoretical radiofrequency radiation study (RF) prepared by a qualified third-party, demonstrating compliance with applicable Federal Communication Commission (FCC) policies, guidelines and standards for maximum permissible exposure (MPE) to radiofrequency radiation emissions.

- d. Visual Simulations. An accurate and clear depiction of the before and after simulation of the proposed facility (from at least two perspectives, front/side). All elements of the proposed facility shall be shown in close-up photos simulations. Include electronic copy of photo sims (PDF). Also, include photos of a similar constructed facility (if available).
 - e. Photo Survey. Photos of the proposed facility location and surrounding properties. The photos should be incorporated into 8 1/2' x 11" plans and include a diagram or site plan showing the point and direction for each photograph taken.
 - f. Structural Calculations. Structural details for all new poles, replacement poles, or existing poles, on or in which antennas or any other equipment will be attached. The plans shall be stamped and signed by a licensed engineer in the State of California certifying the proposed design will withstand heavy wind loads.
 - g. Site Selection Analysis: An analysis of available existing structures on which the proposed small wireless facility will be placed. The analysis shall specify if the proposed facility is being placed on the most preferred type/location of structure and mounted in the most preferred method, and if a more preferable structure is available in the vicinity. If the facility is not being placed on the most preferred type/location of structure, the analysis must specify the reason that the proposed facility is not being placed on the more-preferred structure. The analysis shall include the potential installation of a new supplemental street light or structure, where appropriate.
2. An Encroachment Permit Application shall be submitted concurrently with the Wireless Facility Permit application, including all submittal requirements identified on said application form, and all required fees and deposits (*as set forth in Chapter 32 of the Municipal Code*). The application shall include the following:
 - Signed by the permittee or authorized agent.
 - Stamped/signed traffic control plan (11' x 17") by a registered civil engineer or Registered Traffic Engineer
 - Proof of current business license
 - Certificate(s) of liability insurance
 - Completed SDG&E Electric Underground Meter and Service Location forms
 - Copy of the proposed door hanger (*English and Spanish*) see example.
 - Small wireless facilities within Caltrans right-of-way will not require a City Encroachment Permit.

Alternatively, the applicant may submit an executed voluntary tolling agreement.

3. Master License Agreement. The applicant shall provide evidence of a fully-executed Master License Agreement (MLA) for any facilities proposed to be placed on structures owned by the City of Escondido. Alternatively, the applicant may submit an executed voluntary tolling agreement.
4. Applicable Fees
5. Performance bond and cash cleanup deposit as described in the MLA.

SUPPLEMENTAL CHECKLIST

SMALL WIRELESS FACILITY PERMIT - Complete one checklist for each facility proposed as part of a batched application.

Applications may be submitted at the Planning Division counter during specific posted days/hours or by appointment during regular business hours. Please call (760) 839-4671 to set up an appointment with a designated planner. Complete the following supplemental application items in its entirety. All written responses to the questions below must be clear and legible. Several questions require you to attach supplemental documentation and commentary to support your answers. All supporting documentation must be clear and legible. Small Wireless Facility Permit applications submitted by U.S. mail or other mail/delivery service will not be accepted and processed unless prior authorization is obtained by the Planning Division.

Applicant/Carrier: _____ Site ID/Node No.: _____

Location: _____ Project File No.: _____

APPLICATION CHECKLIST – REQUIRED MATERIALS

<u>Applicant Initials (mark N/A if doesn't apply)</u>	<u>City Initials</u>
___ COMPLETE APPLICATION FORM, SUPPLEMENTAL CHECKLIST, CERTIFICATION OF CONFORMANCE, AND FEES	_____
___ PROJECT PLANS	_____
___ PHOTO SIMULATIONS AND SITE PHOTOS	_____
___ RF COMPLIANCE REPORT	_____
___ NOISE COMPLIANCE REPORT (as may be required)	_____
___ SITE SELECTION ANALYSIS	_____
___ EVIDENCE OF MASTER LICENSE AGREEMENT (MLA) (FOR CITY-OWNED STRUCTURES)	_____
OR	
___ MLA TOLLING AGREEMENT	_____
___ AUTHORIZATION FROM STRUCTURE OWNER (IF NOT A CITY-OWNED STRUCTURE)	_____
___ ENCROACHMENT PERMIT	_____
OR	
___ ENCROACHMENT PERMIT DEFERRAL AND TOLLING AGREEMENT	_____

CERTIFICATION OF CONFORMANCE WITH CITY REGULATIONS

SMALL WIRELESS FACILITY PERMIT - Complete one certification for each facility proposed as part of a batched application.

Please read and initial the following and sign below:

_____ I have completed all portions of this application and have attached all of the items listed in the Small Wireless Facility Permit application and Supplemental Checklist. The application and materials are complete and accurate, to the best of my knowledge and belief, and said plans, materials and the design of the proposed small wireless facility are in conformance with the City's Wireless Ordinance (Article 34), findings, and Guidelines for Deployment of Small Wireless Facilities in the Public Right of Way (the "Guidelines").

_____ I understand the City of Escondido may require corrections and/or changes to the submitted plans and the submittal of revised plans prior to approval or construction. If it is determined, the project is subject to one or more public hearings additional copies of the submitted plans will be required.

_____ Applicant understands and agrees that no permit or approval may be issued until Applicant has the legal right to use the Subject Property. The applicant further certifies and that all of the required application submittal items detailed in the Supplemental Checklist have been submitted and agrees to provide all necessary information requested by the City, including required documentation to conduct CEQA review.

_____ (If requesting this item then initial, otherwise leave blank). Applicant requests to defer the submittal of the Encroachment Permit Application and has submitted the necessary tolling agreement.

Applicant's Signature

Date

Project ID No(s). (e.g. SD 120, ESCO 1)

Project Case No(s). (City to complete)

BATCHED APPLICATIONS

Use the following to include proposed sites/nodes for batched applications:

Proposed Site Location(s) and Description:

Address: (adjacent to) _____

APN: (adjacent to) _____

Pole Number: _____

Longitude/Latitude: _____

Provider Site ID No. (e.g., SD120) _____

Zone/District: _____

* provide nearest adjacent address/APN, adjacent zoning designation.

Proposed Site Location(s) and Description:

Address: (adjacent to) _____

APN: (adjacent to) _____

Pole Number: _____

Longitude/Latitude: _____

Provider Site ID No. (e.g., SD120) _____

Zone/District: _____

* provide nearest adjacent address/APN, adjacent zoning designation.

Proposed Site Location(s) and Description:

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Pole Number: _____

Longitude/Latitude: _____

Provider Site ID No. (e.g., SD120) _____

Zone/District: _____

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Proposed Site Location(s) and Description:

Address: (adjacent to) _____

APN: (adjacent to) _____

Pole Number: _____

Longitude/Latitude: _____

Provider Site ID No. (e.g., SD120) _____

Zone/District: _____

* provide nearest adjacent address/APN, adjacent zoning designation.

VOLUNTARY TOLLING AGREEMENT

Check the boxes that apply and sign/date form

- Deferral of Encroachment Permit Application
- Deferral of Master License Agreement

Pursuant to FCC Rulings, the City is required to comply with shot clock requirements for Wireless Communication Facilities, including Small Cell Wireless Communication Facilities (“Shot Clock Deadline”). The Shot Clock Deadline requires the City to process complete applications within designated time periods. However, the Rulings authorize that the deadlines may be tolled voluntarily and by mutual consent.

In deferring the above-checked item(s) necessary for completion of the underlying application, _____ (“Carrier”) and the City of Escondido (collectively, Carrier and the City are referred to as the “Parties”) desire to enter into this voluntary mutual agreement (“Agreement”) to extend the Shot Clock Deadline and the City’s associated review time for the underlying application for the project, which is described as follows:

This Agreement does not toll to a date certain; however, it also does not waive any permit expiration dates described in the Escondido Municipal Code.

This Agreement is executed by the Parties or their duly authorized representatives:

CITY OF ESCONDIDO

Date: _____

By: _____

CARRIER

I freely and voluntarily agree and consent to the extension of the processing deadline described in this Agreement, and hereby represent and warrant that I am authorized to execute and deliver this Agreement to extend the processing deadline on behalf of Carrier. I acknowledge that this Agreement applies only to the Shot Clock Deadline and does not extend to any other of the City’s permit application expiration dates.

Date: _____

By: _____