



Wireless Telecommunications Facility Application Submittal Requirements

The following materials in the checklist below must be included in the application. Depending on the nature of the proposed project, the Planning Department staff may modify this list, as applicable. Please ask staff for more information.

All materials shall be provided in both paper and digital format. See last page for details and specifications.

- 1. The Wireless Telecommunication Facility Planning Application Cover Form:**
<http://www.cityofmartinez.org/civicax/filebank/blobdload.aspx?BlobID=18673>
- 2. Administrative Review Fee Deposit;** to fully recover the estimated cost of the City. This includes staff time, a consultant review, any other legal and third party services, and all other costs of whatever type or variety, incurred for the processing, review, commenting upon, evaluation, hearing, and consideration of the application.
REIMBURSEMENT CONTRACT REQUIRED. See staff for details.

GENERAL SUBMITTAL CHECKLIST:

- A. Project Summary** – The type of facility, including a full written description of the proposed facility, its purpose and specifications.
- B. Site and Engineering Plan** – A detailed site and engineering plan of the proposed facility containing the exact proposed location of the facility, created by a qualified licensed engineer and in accordance with requirements set by the Community and Economic Development Director.
- C. Photos and Photo Simulations** – Photographs of facility equipment and an accurate visual impact analysis with photo simulations, including reasonable line-of-sight locations from public streets or other adjacent viewpoints, and a map that shows the photo location of each view angle.
- D. Building Elevations and Roof Plans** – Building elevations and roof plan (for building- and/or rooftop-mounted facilities) indicating exact location and dimensions of equipment proposed. For freestanding facilities, indicate surrounding grades, structures, and landscaping from all sides.
- E. Landscape Plans** – Proposed landscaping and/or non-vegetative screening (including required safety fencing) plan for all aspects of the facility.

- F. Documentation of Good Faith Efforts** – Written documentation demonstrating a good faith effort to locate the proposed facility in the least intrusive location and screened to the greatest extent feasible in accordance with the site selection and visual impact criteria of this Ordinance.
- G. If Facility is located within Right-Of-Way** – If the application is for a facility that will be located within the public right-of-way, the applicant shall certify that it is a telephone corporation or state the basis for its claimed right to enter the right-of-way, and provide a copy of its certificate of public convenience and necessity (CPCN), if a CPCN has been issued by the California Public Utilities Commission.
- H. Geographic Service Area** – A written description identifying the geographic service area for the subject installation, accompanied by a plan and maps showing anticipated future installations and modifications for the following two years, in addition to the Master Plan described in section K.
- I. Noise Study** – A written report that analyzes acoustic levels for the proposed wireless telecommunications facility and all associated equipment including without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators in order to demonstrate compliance with ordinance 9.56 (Noise). The acoustic analysis must be prepared and certified by an engineer and include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the noise contours for the proposed equipment relative to all adjacent property lines. In lieu of a written report, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed equipment will not, both individually and cumulatively, exceed the applicable limits. At no time shall equipment noise from any facility exceed 65 dbA intermittent or 55 dbA constant (Ldn or CNEL) for installations within the public right of way or an exterior noise level of 60 Ldn 50 dbA at the facility's property line if the facility is located within 100 feet of a residential dwelling unit.
- J. Request to Consider Any Exception** – If an exception to the requirements of the Martinez Municipal Code related to telecommunications is being requested, all information and studies necessary for the City to evaluate that claim must be submitted. Any request for exceptions shall be submitted at the time of the application. The request shall include an analysis as to the availability and feasibility of other alternatives to the exception(s) that are being requested and a description of the need for the exception and analysis of how the need would be met by the exception being requested.
- K. Master Plan** – A Master Plan which identifies the location of the proposed facility in relation to all existing and potential locations in the city that are reasonably anticipated for construction within two years of submittal of the application. (Applicants may not file, and the City shall not accept, applications that are not consistent with the master plan for a period of two years from

approval of a wireless facility conditional use permit unless: (a) the applicant demonstrates materially changed conditions which could not have been reasonably anticipated to justify the need for a wireless telecommunications facility site not shown on a master plan submitted to the City within the prior two years; or (b) the applicant establishes that the application is needed to prevent the actual or effective prohibition of the provision of telecommunications wireless services under the Telecommunications Act of 1996.)

- L. Radio Frequency Exposure Compliance Report** – An RF exposure compliance report prepared and certified by an RF engineer licensed by the State of California that certifies that the proposed facility, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits. The RF report must include the actual frequency and power levels (in watts effective radio power (ERP)) for all existing and proposed antennas at the site and exhibits and show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC) and also limit (as that term is defined by the FCC). Each such boundary shall be clearly marked and identified for every transmitting antenna at the project site.
- M. Feasible Location Siting Analysis** – A siting analysis which identifies a minimum of five other feasible locations within or outside the City which could serve the area intended to be served by the facility, unless the applicant provides compelling technical reasons for fewer than the minimum. The alternative site analysis should include at least one collocation site, if feasible.
- N. Other Studies Deemed Necessary** – Any other studies or information as determined to be necessary by the Community and Economic Development Director in order to consider an application for a wireless telecommunications facility may be required.
- O. Eligible Facilities Request** – If applicable, a request that this application be made as an eligible facilities request under Section 6409(a) of the Middle-Class Tax Relief and Job Creation Act of 2012, and written documentation sufficient to establish that it will not cause a “substantial change” (as that term is defined by Section 1.6100(b)(9) of 47 CFR Part 1 Subpart U) to an existing facility.
- P. Collocation Facility Eligibility** – If applicable, a statement that this application is for an eligible collocation facility as established under Government Code Section 65950.6, and written documentation sufficient to establish that the facility that is the subject of the application meets the requirements of that section.
- Q. Shot Clock Applicability** – A statement identifying the “presumptively reasonable period of time” that applies to the application and written documentation establishing the basis for that time period being applicable under 47 CFR Section 1.6003. A statement indicating whether the Applicant

may be agreeable to extending this time period in accordance with Government Code Section 65964.1 and applicable FCC decisions, as defined within that section.

Submittal Document Details

All submittal documents shall be submitted in both paper and electronic form.

Site Plans, Elevations, Roof Plans, and Landscape Plans– Include *three full-sized copies* of each of the following plans. (Staff may request additional copies and sizes as needed.) These plans shall be drawn to scale, unless otherwise noted.

Electronic Documents. These documents shall be in “portable document format” (PDF), version 7 or later. Each PDF file must not exceed 25 MB. Please submit digital documents on a flash drive or provide a link where the files can be readily downloaded.

SITE PLAN – A site plan shows the entire property on which the project will be located. At a minimum, a site plan shall include:

- Scale must either be 1” = 20’ or 1” = 10’, and include north arrow
- Property lines with length of each property line labeled
- Adjacent streets with names labeled
- Footprint (outline) of all buildings on the property, including all accessory buildings
- Location of the proposed wireless telecommunications facility(ies)
- Location of parking stalls and parking aisles with dimensions
- Driveways and pedestrian walkways

ELEVATION DRAWINGS – Elevation drawings show the sides of the building(s) or structure(s). They shall include at a minimum:

- Scale must either be 1’ = 1/8” or 1’ = 1/4”
- Existing and proposed building forms and dimensions
- Existing and Finished grade
- Proposed height - as measured from the existing grade to the highest part of the roof exterior
- Exterior materials and colors
- Any architectural trim or detailing
- Any mechanical equipment or other exterior equipment
- Any exterior lighting that will be attached to or directed at the building – Any proposed signs

LANDSCAPE PLAN – Proposed landscaping and/or non-vegetative screening (including required safety fencing) plan for all aspects of the facility. Also include existing mature trees; and the proposed irrigation system.