

## TELECOM/WIRELESS COMMUNICATION FACILITIES INFORMATION GUIDE AND APPLICATION CHECKLIST

This guide provides information on the City's review process and application requirements for telecommunication/wireless communication facilities, including new construction, modifications, replacements, expansions, and/or colocations of facilities within the City of Mountain View.

**LOCATED IN CITY RIGHT-OF-WAY:** For facilities located in the City right-of-way, an Excavation Permit and Encroachment Agreement, or master license agreement, is required. No zoning permit is required. Please contact the Public Works Department at 650-903-6311.

**LOCATED ON PRIVATE PROPERTY:** For facilities located on private property, the City has a tiered review system dependent on the project Scope of Work. All projects are subject to building permit review; however, not all projects are subject to zoning permits. Contact the Building Inspection Division at 650-903-6313 for more information on building plan check.

**Tier 1 projects require a building permit only.** In addition to required building permit materials, the applicant must provide an RF/EMF report and photo simulations (existing and proposed) to the Building Inspection Division. Examples include:

- Modifications located within an existing radome, building, screened area, equipment shelter, etc., where no visual change will occur, as seen from the exterior of the building, enclosure, property, or public right-of-way; or
- Like-for-like replacement(s) of existing approved equipment where no visual change will occur, as seen from the exterior of the building, enclosure, property, or public right-of-way. Plans must state like-for-like replacements will match the existing facility (e.g., tower, base, screen color, or exterior finish).

**Tier 2 projects require a Minor Development Review Permit and a building permit.** Minor Development Review Permits must be submitted to the Planning Division for review and approval prior to submitting for building permits. These permits are reviewed at staff level and do not require a public hearing. Examples include:

- Minor modifications,\* replacements, or expansions of new or modified antennas, transceivers, batteries, or other equipment associated with the operations of a facility which will result in a minor visual change, as seen from the exterior of the building, enclosure, property, or public right-of-way;

**Tier 3 projects require a Major Development Review Permit and a building permit.** Major Development Review Permits must be submitted to the Planning Division for review and approval, prior to submitting for building permits, and are subject to a Zoning Administrative Public Hearing. Examples include:

- Major modifications,\* replacements, or expansions of new or modified antennas, transceivers, batteries, or other equipment associated with the operations of a facility which will result in a substantial visual change, as seen from the exterior of the building, enclosure, property, or public right-of-way;
- A new facility or installation, where one does not currently exist, or relocation of an existing facility.

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\* See reverse side of sheet.

\* Planning staff determines if a project includes minor or major modifications. Examples of major modifications include, but are not limited to:

- Height increase of more than ten percent (10%) (but still compliant with zoning height limit);
- A new antenna is added twenty feet (20') higher (or lower) than any existing antenna;
- The facility, or equipment, increases width by twenty feet (20') or more;
- Site includes excavation;
- Any of the existing concealment methods are being eliminated or modified;
- If the proposed design conflicts with conditions of approval for the existing facility;
- Existing facility, or legal property which facility is located, has outstanding code violations (zoning, fire, health, or building); and
- Proposing to reoccupy an abandoned facility (i.e., closed/nonoperational for a minimum of six (6) months).

### APPLICATION CHECKLIST

This checklist helps make an initial determination on the project scope. Once an application has been submitted and materials have been reviewed, Planning staff will make a final determination on the tier under which the project complies and if any additional fees may be required. **Applications will not be accepted without a completed checklist and wet-signed signature below, in addition to all submittal requirements provided on Page 4.**

	YES	NO
Is the project on private property?*	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a new facility?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a modification to an existing facility?	<input type="checkbox"/>	<input type="checkbox"/>
If so, does the modification(s) result in a visual change, which can be seen from the exterior of the building, enclosure, property, or public right-of-way?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include one or more major modifications (as described on Pages 1 and 2)?	<input type="checkbox"/>	<input type="checkbox"/>
Is a new (or replacement) generator proposed?	<input type="checkbox"/>	<input type="checkbox"/>
Are new batteries proposed?	<input type="checkbox"/>	<input type="checkbox"/>
Is any new (or replacement) equipment proposed within an interior equipment room/shelter?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project in compliance with all Federal Communications Commission (FCC) regulations?	<input type="checkbox"/>	<input type="checkbox"/>
If no, then are safety mitigation measures included?	<input type="checkbox"/>	<input type="checkbox"/>
Does the modification comply with all current Building and Fire Codes?	<input type="checkbox"/>	<input type="checkbox"/>
Do the plans state all proposed visible equipment shall match the existing tower, base, or screen?*	<input type="checkbox"/>	<input type="checkbox"/>

\* If the proposed project is on public property, please contact the Public Works Department at 650-903-6311.

\*\* All projects must have this stated on the plans for Planning to approve the permit over the counter.

I hereby certify that I have reviewed the plans for the below address and have answered the above questions truthfully. I understand that if it is determined by the Planning Division that one of the above was answered incorrectly, my permit will take longer to review and additional fees may be applicable.

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

## APPLICATION SUBMITTAL REQUIREMENTS

Development Review Permit applications for new or modified telecommunication/wireless communication facilities will **not be accepted** without the following submittal items:

- Completed Planning Application form with a wet signature from both the Applicant and property Owner (*Letter of Authorization will not be accepted*). Form available online: <https://www.mountainview.gov/civicax/filebank/blobdload.aspx?BlobID=22369>.
  - Fee payment to the Planning Division, made payable to the **City of Mountain View**:
    - Tier 1 projects: No planning fee
    - Tier 2 (Minor) or Tier 3 (Major) projects: See adopted Application Fee Schedule online at <https://www.mountainview.gov/civicax/filebank/blobdload.aspx?BlobID=29699>.
  - A project description letter identifying the full Scope of Work.
  - Plan Sets:
    - Tier 1 projects: Refer to building permit submittal requirements
    - Tier 2 projects: Two (2) sets of 11" x 17" plans
    - Tier 3 projects: Two (2) sets of 24" x 36" plans and eight (8) sets of 11" x 17" plans
- All plan sets must include:
- a. Site plan;
  - b. Existing and proposed elevations;
  - c. Equipment details (if new equipment is proposed);
  - d. Photometrics (if new lighting is proposed);
  - e. A landscape plan (if modification to site landscaping is proposed); and
  - f. Any signage, safety mitigation measures, or barriers proposed.
- One (1) Radio-Frequency (RF) or Electromagnetic Fields (EMF) Report clearly demonstrating compliance with the FCC general exposure limits (public and occupational limits).<sup>\*</sup> If site exceeds FCC thresholds, then report must identify RF/EMF safety mitigation measures and incorporate measures into the project plans.
  - One (1) set of 8.5" x 11" color photo simulations of existing and proposed perspectives.
  - Electronic PDF of all submittal materials (via CD or USB drive).

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<sup>\*</sup> The RF/EMF Report shall be cumulative and include emission information for all carriers on the site to demonstrate compliance with FCC regulations.