



5050 Clark Avenue
Lakewood, CA 90712
Phone: (562) 866-9771
www.lakewoodca.gov

Department of Public Works
**Wireless Facility Permit
Application Checklist**

**Wireless Renewal
Applications**

INSTRUCTIONS:

Applicants must submit a completed Wireless Renewal Application Checklist, together with all information and materials required in the Application Guidelines.

This application is specific to permit renewals.

City staff may deem the application incomplete if the applicant fails to include any required information or materials.

To submit a wireless application, please contact the City's Department of Public Works 562-866-9771 ext. 2504 for an appointment.

Applicant:

Name: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Site Location and Description:

Project Address: _____

Project Description: _____

Pole Number: _____

Provide the pole number for any streetlight pole or utility pole.

Applicants' Request:

WIRELESS FACILITY PERMIT RENEWAL

APPLICATION CHECKLIST – REQUIRED MATERIALS

APPLICATION FORM AND FEE

PROJECT PLANS

PHOTOS

PERMITS AND REGULATORY APPROVALS

PROPERTY OWNER'S AUTHORIZATION/TITLE REPORT

RF COMPLIANCE REPORT

NOISE COMPLIANCE REPORT

STRUCTURAL ANALYSIS

MAINTENANCE CERTIFICATION

CERTIFICATION OF APPLICANT

STAFF USE ONLY

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APPLICATION GUIDELINES – REQUIRED MATERIALS

The following Application Guidelines specify the requirements for a complete Wireless Facility Permit application for permit renewals. For any application to be deemed complete, the applicant must submit **all** the applicable application materials in the Application Checklist in accordance with the Application Guidelines along with all other generally applicable materials required for the requested renewal permit. See the City's website or inquire with the Department of Public Works for any generally applicable application materials not contained in this application.

1. APPLICATION FORM AND FEE

Instructions: Complete this Wireless Renewal Permit Application and submit the corresponding application fee for the requested renewal permit.

Contact the Department of Public Works for appropriate filing fees.

2. PROJECT PLANS

Instructions: Provide **electronic copies** of project plans. Label the form "**Attachment 1 – Plans**" and attach them to this application.

Project plans must contain all the following:

- a. Cover Sheet

A complete cover sheet must include at a minimum:

- a detailed project description that identifies the existing site and the requested permit renewal including without limitation all physical elements such as antennas, radios, power services, all cables, mounts, and all other elements of the existing wireless site; and
- site information that includes the existing site address, site latitude and longitude (WGS 84 datum), zoning classification of the nearest private property, project team contact information site map, and pole number.

b. Site Survey

Only a California-registered Civil Engineer or licensed surveyor may prepare the site survey. A complete site survey must include:

- property and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps, or other markers clearly shown and called out
- boundaries for all existing easements and/or dedications with all dimensions clearly shown and called out
- approximate topographical contour lines with elevations called out
- any trees at least 4 inches in diameter at a point approximately 4.5 feet above ground
- all structures or improvements on the property or within the right of way within any block partially or entirely occupied by the project and any elements thereof
- all structures or improvements on adjacent parcels within 15 feet from the property line
- a north arrow, date, scale, and legend
- wet stamp and wet signature from the licensed preparer
- general specifications and notes identifying the applicable public health and safety codes and standards

c. Site Development Plan

A complete site development plan must include:

- plan-view drawings, which include:
 - the entire property or right-of-way block
 - detailed views for all existing elements such as antennas, equipment pads, enclosures, cabinets, pedestals, and/or vaults
 - all existing equipment with all dimensions, labels and ownership identifications clearly called out
 - boundaries for all easements, encroachments and/or other rights-of-way for access and utilities in connection with the wireless site with all dimensions clearly shown and called out

- all existing primary and backup utilities, including without limitation all cables, connectors, risers, conduits, cable shrouds, trays, bridges and/or doghouses, transformers, disconnect switches, panels, meters, pedestals, cabinets, vaults generators and/or generator sockets
- detailed existing elevation drawings from all four cardinal directions, which include:
 - all existing structures, and/or fixtures with all dimensions clearly called out
 - all existing equipment with all dimensions, labels and ownership identifications clearly called out
 - all existing fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out
- existing concealment elements
- a north arrow, date, scale, and legend

d. Equipment Inventory

The equipment inventory does not need to include primary utility cables, panels or cabinets, or any other objects not primarily existing for radio communications purposes. All other equipment must be inventoried with the following information for each component:

- manufacturer and model number
- basic dimensions (height, width, length, and weight)

e. Fiber

The plans must include a street map view that shows all the fiber associated with the deployment that serves the current deployment, all fiber optic cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors, or other items on the map.

3. PHOTOS

Instructions: Provide current site photographs of the existing wireless facility. Label these photos “Attachment 2 – Photos” and attach them to this application.

Current site photographs must include:

- photographs of the existing site from at least three different reasonable line-of-sight locations from public streets or other adjacent viewpoints
- a map detail showing each location where a photograph was taken

4. PERMITS AND REGULATORY APPROVALS

Instructions: Provide true and correct copies of all the following:

a. Existing Permits

Provide copies of all prior existing local regulatory approvals (original sitting permits and any modification permits) issued for the facility with any corresponding conditions of approval and project plans approved by the applicable regulatory authority. Alternatively, the applicant may submit a written justification that sets forth the reasons why prior regulatory approvals were not required for the wireless facility at the time it was constructed or modified. Label this documentation "**Attachment 3a – Permits**" and attach it to this application.

b. FCC Licenses

Provide the FCC-licenses for the existing wireless facility operating bands. Label this documentation "**Attachment 3b – FCC Licenses**" and attach it to this application.

c. FAA Forms

If the existing facility required the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 *et seq.*, or under the FCC rules, provide such existing documentation. Label this documentation "**Attachment 3c – FAA Forms**" and attach it to this application.

5. PROPERTY OWNER'S AUTHORIZATION

Instructions: Provide evidence of the property owner's authorization for the existing wireless installation.

a. Property Owner's Authorization

Provide a letter of authorization executed by the personal property owner that previously authorized the applicant to perform the installation or modification. Also, the letter of authorization shall depict the authorization of the applicant for the renewal of the wireless facility. The property owner's signature must be duly notarized.

In lieu of a letter of authorization, the applicant may submit the property owner's standard authorization form that is used by the property owner in its regular course of business to demonstrate that the applicant has the legal authority to renew the wireless facility. Label this authorization "**Attachment 4a – Property Owner's Authorization**" and attach it to this application.

b. Certificate of Public Convenience and Necessity (CPCN) / Wireless ID Registration (WIR)

For all applications for facilities in the public right-of-way, provide a true and correct copy of the applicant's CPCN and/or WIR issued by the California Public Utilities Commission or its successor agency. Label this documentation "**Attachment 4b – CPCN / WIR**" and attach it to this application.

6. RF COMPLIANCE REPORT

Instructions: Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the existing facility, as well as any collocated facilities, currently comply with applicable federal RF human exposure standards and limits. For projects on or attached to poles subject to CPUC General Order 95 regulation, provide evidence of compliance with CPUC General Order 95, Rule 94. Label this report “**Attachment 5 – RF Compliance Report**” and attach it to this application. The RF compliance report must include:

- the actual frequency and power levels (in watts effective radiated power (ERP)) for all existing antennas at the site

- exhibits that show:
 - the location and orientation of all transmitting antennas
 - the overview and elevation view boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC)
 - the overview and elevation view boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC).

Note: Each such boundary must be clearly marked and identified for every transmitting antenna at the project site.

7. NOISE COMPLIANCE REPORT

Instructions: Provide a noise compliance report for the existing facility and all associated equipment including all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators in order to demonstrate current compliance with the City’s noise regulations.

The noise compliance report 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 existing equipment relative to all adjacent property lines.

In lieu of a noise compliance report, the applicant may submit evidence from the equipment manufacturer that the current ambient noise emitted from all the existing equipment does not, both individually and cumulatively, exceed the City’s Municipal Code applicable limits. Label this analysis “**Attachment 6 – Noise Compliance Report**” and attach it to the application.

8. STRUCTURAL ANALYSIS

Instructions: Provide a report prepared and certified by a California-licensed professional engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying pole, support structure or base station has the structural integrity to support all the existing antenna and equipment. At a minimum, the analysis must be consistent with all applicable requirements in the most current versions of the CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, the California Building Code and any safety and construction standards

required by all state and local regulations. Label this analysis “**Attachment 7 – Structural Analysis**” and attach it to this application.

9. MAINTANANCE CERTIFICATION

The applicant shall identify and describe any maintenance, repair, or replacement work required to ensure the wireless facility and all associated equipment, structures, and improvements remain in safe operating condition and in compliance with all applicable codes, permit conditions, and prior approvals. The applicant shall provide documentation confirming that the facility has been properly maintained.

If deficiencies, damage, or code compliance issues are identified, the applicant shall submit a detailed maintenance or corrective action plan, including the scope of work, proposed timeline, and responsible parties. The City reserves the right to require completion of all necessary maintenance or corrective work, or verification thereof, prior to issuance of the permit renewal. Failure to address identified maintenance issues may result in delay, conditioning, or denial of the renewal application. Label this analysis “**Attachment 8 – Maintenance Certification**” and attach it to this application.

10. CERTIFICATION OF APPLICANT

I understand there are no assurances at any time, implicitly or otherwise, whether provided to me in writing or by oral communication regarding final staff recommendations to the decision-making body about this application or the determination of any decision-making body.

I acknowledge and agree that approval of this renewal permit, if granted, shall solely extend the validity and renewal rights of the existing wireless permit and does not authorize, approve, or permit any modifications, alterations, upgrades, or changes to the existing wireless facility, its equipment, or its approved configuration.

I hereby certify that to the best of my knowledge and after investigation into the facts that the information I have presented in this form and the accompanying materials is true and correct to the best of my abilities. I understand that additional data and information may be required prior to final action on this application.

I am the applicant described in the application, I have read and understand the content contained in this certificate, and I hereby consent to the filing of the application.

Applicant Signature

Title

Applicant Name

Company Name