



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

Small Wireless Facilities PERMIT APPLICATION CHECKLIST

INSTRUCTIONS:

Applicants must submit Small Wireless Facilities (“SWF”) Application Checklist, together with all information and materials provided in the Application Guidelines and Requirements. City staff may deem the application incomplete if the applicant fails to include any required information or materials.

Applicant:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Email: _____
 Batched Application: Yes No
 If Yes, # of Applications in Batch: _____

Site Location and Description:

Project Address: _____
 APN: _____
 Project Description: _____
 Pole Number (if applicable): _____
 Latitude (Decimal, WGS 84): _____
 Longitude (Decimal, WGS 84): _____

APPLICATION CHECKLIST – REQUIRED MATERIALS

FOR CITY STAFF USE:

Check the box if the item/information is included in the application submittal.

<ul style="list-style-type: none"> <input type="checkbox"/> APPLICATION FEE <input type="checkbox"/> PROJECT NARRATIVE AND JUSTIFICATION <input type="checkbox"/> PROJECT PURPOSE AND TECHNICAL OBJECTIVES <input type="checkbox"/> PROJECT PLANS <ul style="list-style-type: none"> <input type="checkbox"/> COVER SHEET <input type="checkbox"/> SITE SURVEY <input type="checkbox"/> SITE DEVELOPMENT PLAN <input type="checkbox"/> EQUIPMENT INVENTORY <input type="checkbox"/> TRAFFIC CONTROL PLAN <input type="checkbox"/> FIBER NETWORK PLAN <input type="checkbox"/> LETTER OF AUTHORIZATION <ul style="list-style-type: none"> <input type="checkbox"/> CITY-OWNED INFRASTRUCTURE <input type="checkbox"/> NON-CITY OWNED INFRASTRUCTURE <input type="checkbox"/> NEW STRUCTURE IN THE PROW 	<ul style="list-style-type: none"> <input type="checkbox"/> SITE PHOTOS AND PHOTO SIMULATIONS <input type="checkbox"/> ALTERNATIVES ANALYSIS <input type="checkbox"/> FCC LICENSES <input type="checkbox"/> FAA FORMS <input type="checkbox"/> RF COMPLIANCE REPORT <input type="checkbox"/> ACOUSTIC ANALYSIS <input type="checkbox"/> STRUCTURAL ANALYSIS <input type="checkbox"/> REGULATORY AUTHORIZATION <input type="checkbox"/> CERTIFICATES OF INSURANCE <input type="checkbox"/> CITY BUSINESS LICENSE <input type="checkbox"/> ENCROACHMENT/CONSTRUCTION PERMIT FORM <input type="checkbox"/> CERTIFICATION OF APPLICANT
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GUIDELINES

This guideline is specifically tailored to Small Wireless Facilities (“SWF”) as defined by the Federal Communications Commission (FCC) in 47 C.F.R. § 1.6002(l). This SWF guideline is designed to provide guidance on how to submit wireless application materials in support of new SWF within the City.

1. Appointments

SWF Applications shall be submitted by appointment only.

Please contact the City’s Public Works Department at 562-866-9771, ext. 2504 to schedule an appointment with City staff to submit a SWF application. Appointments are scheduled for Monday – Thursday, from 7:30 am – 5:30 pm, excluding holidays and City closures.

Any wireless application submitted prior to their assigned appointment date will not be considered submitted until the actual scheduled appointment date.

Questions about SWFs should be addressed to the City’s Public Works Department at 562-866-9771, ext. 2504 or kspreitzer@lakewoodca.gov.

For batched SWF applications under AB965, please refer to the City’s AB965 guidelines.

2. Electronic Copies

Applicant must submit an electronic copy of the Application.

All submittal items shall be provided in digital portable document format (PDF).

3. Voluntary Pre-Submittal Conferences

The City encourages, but does not require, applicants to schedule and attend a pre-submittal conference with City staff for all proposed projects. This voluntary pre-submittal conference does not cause the FCC Shot Clock(s) to begin and is intended to streamline the review process before a SWF application is filed.

To mitigate unnecessary delays due to application incompleteness, applicants are encouraged (but not required) to bring any draft applications or other materials so that City staff may provide informal feedback and guidance about whether such applications or other materials may be incomplete or present other issues. To schedule a voluntary pre-submittal conference, please contact the City’s Public Works Department at 562-866-9771, ext. 2504 to schedule an appointment.

4. Resubmission Timelines

When the City timely issues a Notice of Incomplete (NOI), the Applicant shall have sixty (60) calendar days from the date of the NOI to resubmit the required application materials. If the Applicant fails to submit the necessary materials within this timeframe, the application shall be deemed automatically withdrawn without further notice. However, prior to the expiration of the sixty (60) day period—specifically no later than thirty (30) days from the deadline, the Applicant may submit a written request to the City for additional time. Any extension shall be subject to the sole discretion and written approval of the Public Works Director or their designee.

REQUIRED MATERIALS

For the City to deem complete any permit application for SWF, the applicant must submit all the applicable application materials listed below with the following instructions in these Application Requirements.

1. APPLICATION FEE

Instructions: The applicant must submit the appropriate permit application fee based on the City's Fee Schedule for the current year, available on the City's website. The permit application fee will require the applicant to fund a deposit with the City for further assessed fees related to the application.

Each individual SWF Application Form (including each individual application within a batch) must be accompanied by a processing fee deposit based on the City's Fee Schedule. This fee includes fees for a third-party consultant plan review and staff administration cost.

2. PROJECT NARRATIVE AND JUSTIFICATION

Instructions: The applicant must complete and submit the information to support evaluation of whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(l)(1-6).

For Batched Applications, please use the City's Batched Application AB965 Cover Page.

3. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION

Instructions: This section should demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant's network in the area that would be served by the proposed SWF. All necessary coverage maps should be provided.

a. Project Purpose

Identify and describe the dominant project purpose. Possible responses analyze whether the proposed facility or modification will:

- i. add new personal wireless service coverage to an area in which the licensee does not currently provide any personal wireless service coverage;
- ii. add new personal wireless service capacity to an area in which the licensee currently provides personal wireless service coverage.

If the project has a different dominant purpose from the options described above, please provide such purpose in full detail.

b. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed SWF to achieve and the factual reasons why the proposed location, centerline height and

equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- i. a street-level map that shows the general geographic area of the service area(s) to be improved through the proposed wireless facility (the “**Service Area**”);
- ii. full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSRP (or other relevant signal level or quality indicator) and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps;
- iii. a written narrative that describes the uses (commercial, residential, primary thoroughfare, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed;
- iv. a statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).

4. PROJECT PLANS

Instructions: Provide Plans that contain all the following. Dimensions must be shown in decimal feet and volumes must be shown in decimal cubic feet.

a. Cover Sheet

- i. Contain detailed project description that specifies the proposed installation and/or modifications;
- ii. Contain site information that includes the site address, assessor’s parcel number, site latitude and longitude, project team contact information, location map, and pole number (if applicable).

b. Site Survey

- i. Be prepared, signed, and wet stamped by a California Licensed or Registered Engineer;
- ii. Include the North Arrow, date, scale, and legend on each plan page;
- iii. Show all leased/licensed areas in connection with the small wireless facility, including all power and fiber vaults;
- iv. Include sidewalk measurements (in feet) to demonstrate full compliance of Americans with Disability Act (“**ADA**”) regulations;
- v. Within 300 feet, depict all surrounding existing pedestrian ramps, posts, pedestals, traffic signals, sidewalk widths, fire hydrants, transit shelters, kiosks, ramps, driveways, curbs, and all other existing features in the PROW;
- vi. Show all traffic lanes;

- vii. Depict planters, vegetation, trees, and any other landscaped areas and features;
- viii. Depict all above and below-grade utilities, related structures, and encroachments;
- ix. Demonstrate that the proposed SWF project will be in full compliance with all building codes, electrical codes, and all other required codes in the PROW.

c. Site Development Plans

- i. Be prepared, signed, and wet stamped by a California Licensed or Registered Engineer;
- ii. Include the North Arrow, date, scale, and legend on each plan page;
- iii. Include all elevations of the proposed SWF;
- iv. Within 300 feet, include all existing and proposed improvements, structures, equipment, fixtures, concealment elements, and/or facilities with all dimensions, labels and ownership identifications clearly called out;
- v. Depict all electrical, fiber and data backhaul connections (conduits, vaults, handholes, cables, wires, junctions, meters, meter-less power, etc.);
- vi. Depict all proposed antennas, associated equipment, pedestals, flush-to-grade vaults, concealment elements, conduits, risers, and all conditions related to the proposed SWF;
- vii. Include all azimuth orientation of all proposed antennas.

d. Equipment Inventory

- i. Contain cut sheets with all the technical specifications (manufacturer, model number, physical dimensions [height, width, length, and weight]) of all the proposed antennas and associated equipment;
- ii. Include all dimensions shown in decimal feet (ft), and all volumes must be shown in decimal cubic feet (ft³).

e. Traffic Control Plans

Provide engineered traffic control plans that show the traffic control for the project. The plans must be drawn in accordance with the latest version of the California Manual on Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

f. Fiber Network Plan

To the extent that the project requires running new fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the 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. The fiber plans should clearly identify all meet-me points and points of connection. Even if the fiber deployment will be performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

*** Any fiber details and fiber routing depictions will be considered for illustrative purposes only and will not constitute approval of any fiber installation. The fiber portion of a wireless application must be reviewed and processed separately through the City's standard fiber encroachment permit process.

5. LETTER OF AUTHORIZATION

- a. **City-Owned Infrastructure - Pole License Agreement:** If the applicant proposes to install a SWF on any structure owned or controlled by the City and located within the public right-of-way, the applicant must submit an executed pole license agreement on a City-prepared form, stating the terms and conditions of the applicant's use. The applicant is not permitted to change the pole license agreement except as may be indicated on the form. The applicant can obtain the most current pole license agreement form by contacting the City Public Works Department at 562-866-9771, ext. 2504.
- b. **Non-City Owned Infrastructure:** If the applicant proposes a SWF wireless site on any structure not owned nor controlled by the City, the applicant must submit the standard authorization form issued by the structure owner in the regular course of business to demonstrate that the applicant has the authority to perform the installation or modification.
- c. **New Structure in the PROW:** If the applicant proposes to install a SWF on a new (non-existing) structure in the PROW, then the applicant does not need to submit any letter of authorization.

6. SITE PHOTOS AND PHOTO SIMULATIONS

a. Site Photos

- i. Provide base color photos of the proposed site, from three vantage points with each vantage point separated by approximately 120 degrees;
- ii. Provide a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location;
- iii. The photos must be in a high-resolution format.

b. Photo Simulations

Instructions: Provide photo simulations that would allow the City to visualize the proposed project as constructed. The photo simulations must be in a high-resolution format and show the proposed facility from reasonable line-of-sight locations that would accurately and reliably reflect the appearance of the proposed facility and/or modifications as-built.

- i. Provide photo simulations using the base photos from the three vantage points. Each base

photo and matching photo simulation must be the same size; At least one simulation must depict the SWF from a vantage point approximately 100 feet from the proposed structure or location.

- ii. Depict the proposed facility accurately and reliably by visually representing all elements (cables, conduits, brackets, and electronic equipment such as antennas, radio units, and powering equipment etc.) of the proposed facility and/or modifications as-built.

7. ALTERNATIVE ANALYSIS

Instructions: Provide a detailed written analysis that describes how the proposed SWF complies with all the requirements in the City Policy, which includes without limitation the Policy location requirements, and all the alternative locations and designs considered before the applicant submitted this application.

The analysis must include all the following required information and/or materials:

- a. an aerial map that shows the general geographic area of the proposed location annotated to show:
 - i. all existing wireless facilities within the City;
 - ii. the search ring used for this particular project;
 - iii. all locations for each alternative considered for this particular project;
- b. for each alternative site considered, a detailed written description that includes, without limitation, all of the following:
 - i. the physical address;
 - ii. zoning district designation;
 - iii. support structure type considered;
 - iv. general design concept and concealment elements/techniques considered;
 - v. overall height and achievable antenna centerline height;
 - vi. the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable, or not in accordance with the standards in the City Policy.

Note: This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable, or not as consistent with the standards in the City Policy. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable, or not in accordance with the standards in the Policy will be deemed incomplete.

8. FCC LICENSES

Instructions: If the applicant proposes to operate in FCC-licensed spectrum, provide proof of licenses for all planned operating bands in the applicable geographic market(s).

9. FAA FORMS

Instructions: If the proposed SWF requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq., or under other FCC rules, please provide such documentation.

10. RF COMPLIANCE REPORT

Instructions: Provide a Radio Frequency (RF) exposure compliance report prepared and certified by a qualified RF engineer that certifies that the SWF, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits.

The RF compliance report must include the actual frequency and power levels [in watts effective radiated power (“ERP”), not EIRP] for all existing and proposed antennas at the site; also, the RF Compliance Report should depict:

- the location and orientation (degree azimuths) of all transmitting antennas;
- the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC);
- the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC).

11. ACOUSTIC ANALYSIS

Instructions: Provide a report prepared and certified by an engineer that measures all noise-emitting equipment related to the SWF and which would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must include an analysis of the manufacturers’ specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines. In lieu of an acoustic analysis, 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 City’s Municipal Code applicable limits.

12. STRUCTURAL ANALYSIS

Instructions: Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, and any safety and construction standards required by the utility.

13. REGULATORY AUTHORIZATION

Instructions: Provide evidence of applicant's regulatory status under Federal and State law to provide services and construct SWFs in the Public Right of Way.

14. CERTIFICATES OF INSURANCE

Instructions: Provide all proof of certificates of insurance.

15. CITY BUSINESS LICENSE

Instructions: Provide proof of City Business License.

16. ENCROACHMENT/CONSTRUCTION PERMIT FORM

Instructions: Post approval of the planning application, the applicant will need to apply for an encroachment permit with the Public Works Department. Call 562-866-9771, ext. 2504, or email kspreitzer@lakewoodca.gov for questions.

17. CERTIFICATION OF APPLICANT

- a. 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.

- b. 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

_____ Date Signed