

### **Overview**

In general terms, a wireless facilities permit application is a formal request to allow “the installation, operation, collocation, modification and removal of wireless facilities in the City of Brentwood in a manner that protects and promotes public health, safety and welfare, and balances the benefits that flow from robust wireless services with the unique historic character, aesthetics and local values of the city” (BMC 17.795.010.A). A wireless facilities permit may be approved with various conditions of approval. See Chapter 17.795 of the Brentwood Municipal Code for more information related to wireless facilities permits. There are three types of wireless facilities permits approved by the City, as follows:

1. *Conditional Wireless Facilities Permits.* Applications for new facilities and collocation or modifications to existing facilities that constitute unconcealed facilities, facilities in discouraged locations, camouflaged facilities in preferred locations, and all other facilities that do not meet the criteria for Section 6409 or the Small Cell Facility policy, require a conditional use permit. Conditional use permit applications are considered by the Planning Commission.
2. *Administrative Wireless Facilities Permits.* Applications for administrative wireless facilities permits are required for any new facilities and collocations or modifications to existing facilities that meet the criteria for Section 6409; comprised of stealth facilities in preferred locations and all stealth and camouflaged facilities in the public rights-of-way. Administrative use permits are considered by staff level only.
3. *Accessory Wireless Use Permits.* Standards and regulations for accessory wireless use permits, also known as *small cell wireless use permits*, are established under [City Council Policy 30-4](#). Small cell facilities and must meet the definition of a stealth facility unless the proposed facility is located in the public right-of-way, all non-antenna equipment is placed underground, no individual antenna exceeds three cubic feet in volume, the cumulative antenna volume on any single pole does not exceed nine cubic feet, the facility is located a minimum of 200 feet from any other wireless facility located along the same side of an arterial or collector street, and the facility is located at least 200 feet from any intersection along any arterial or collector street.

### **Submittal Requirements**

Applications will not be accepted for processing until the information listed below is submitted to the satisfaction of the Community Development Department:

1. Completed Applications and authorization by the property owner.
2. Application fee(s) as shown on the Universal Application.
3. Written statement of purpose.
4. Evidence of prior regulatory approvals showing that the applicant holds all current licenses and registrations from the FCC and proof of prior local regulatory approvals.
5. Site survey, including latitude and longitude for each location.
6. Site development plan and elevation drawings prepared by a California-licensed engineer, showing all applicable easements, utilities, specifications showing the height, width, depth, and weight of all proposed equipment, and call outs and notes for any proposed or extended concealment elements.
7. Traffic control Plans
8. Fiber network Plan
9. Structural Analysis, consistent with CPUC General Order 95, the national Electric Safety Code, and any safety and construction standards required by the utility company.
10. Photographs and photo simulations showing the proposed facility in the context of the site and a map

- showing the photo location of each view angle.
11. RF exposure compliance report prepared by a certified RF engineer certifying compliance of the proposed and collocated facilities with applicable federal RF exposure standards and exposure limits.
  12. Section 6409 Evaluation Sheet (attached, if applicable) and related FCC regulations approval of the specific project.
  13. Small Cell Wireless Facility Supplemental Application (attached, if applicable).
  14. Alternative sites analysis listing all existing structures considered as alternatives to the proposed location and an explanation of why the alternatives were unacceptable, infeasible, unavailable, or inconsistent with development standards.
  15. Noise study prepared and certified by an engineer for the proposed facility and all associated equipment.
  16. Preliminary title report for the subject property, no more than three months old at the time of submittal.
  17. Flash drive containing all written documents in Word format and all maps/plans in PDF format.
  18. Three hard copies of the submittal package. Additional hard copies of the plans may be required once a hearing date has been determined.
  19. Other information which is pertinent and/or which the Community Development Director may require all applicants to furnish, by general policy.
  20. Resubmittals, if necessary, shall include three sets of plans and an electronic copy.

### **Preliminary Application Meetings and Submittal**

Prior to application submittal, applicants are strongly encouraged to schedule and attend a pre-application meeting with staff for all facilities proposed on poles, vacant properties, or in residential zones. This meeting will determine whether the application may appropriately be qualified for a 6409(a) collocation/modification permit or small cell facilities. Additionally, applicants must schedule an application submittal appointment for submittal of each wireless facilities permit application. Although only one application may be accepted per appointment, successive appointments may be scheduled. Submittal appointments are available to be scheduled for Monday or Tuesday only between the hours of 8:00 a.m. to 4:00 p.m. Email submittals will not be accepted.

### **Processing Time**

Wireless facilities applications are processed in accordance with all limits established by federal statute.

### **Public Hearings Required**

Conditional wireless facilities permits require noticed public hearings before the Planning Commission. The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing. Administrative wireless facilities permits are administrative procedures that do not require a public notice. Small Cell facilities require public notice and the applicant is responsible for providing all applicable notices to all property owners within 300 feet of the project site (see [City Council Policy 30-4](#)).

### **Appeal Process**

Decisions made by staff or the Planning Commission are subject to appeal, in accordance with Chapter 17.880 of the Brentwood Municipal Code. In general, decisions become effective 10 days after they are made. Any affected party may appeal a decision made by staff to the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission also become effective 10 days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.



## WIRELESS FACILITIES PERMIT APPLICATIONS

Planning Division

Revised: August 29, 2019

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### **Other Permit Requirements**

Each project is unique and may require additional approvals and fees. Once Planning approval is received or it is determined that only a ministerial review is required, the Building and Engineering permit application and review may begin. Building and Engineering submittal requirements can be found online or by calling a representative.

**Building Department** (925) 516-5405

[Building Permit Application](#)

[New Commercial Submittal and Approval Requirements](#)

**Public Works Department and Engineering Division** (925) 516-5420

[Encroachment Permit Application](#)



**WIRELESS FACILITIES PERMIT APPLICATIONS**

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**Section 6409 Evaluation Sheet**

<b>FCC Rule 6409 Compliance</b>	
<b>Applicability of FCC Rule 6409 must comply with and provide supporting documentation</b>	<b>Compliance Yes/No</b>
<b>1. Existing Facility:</b> Project within an existing wireless facility or base station	
<b>2. Project Type</b> ( <i>attach a narrative</i> ): <input type="checkbox"/> Removal <input type="checkbox"/> Replacement <input type="checkbox"/> Collocation	
<b>Provide information for either #3 or #4, depending on the proposed facility location</b> (attach calculations to support your conclusions)	
<b>3. Towers Outside the Public Right of Way:</b> Does the project: a) Increase the height of the tower more than 10% or no more than one additional antenna array not more than 20' higher (whichever is greater; and b) A proposed width that is less than 20' or the tower width at the level of appurtenance (whichever is greater)?	
<b>4. Towers Within the Public right of Way:</b> Does the project: a) Increase the height of the tower more than 10% or no more than one additional antenna array not more than 20' higher (whichever is greater; and b) proposed width that is less than 20' or the tower width at the level of appurtenance (whichever is greater)?	
<b>5. Cabinets:</b> Does the project result in the addition of 4 or fewer additional equipment cabinets (including remote radio units/heads; teleco, power cabinets; base station cabinets; etc)	
<b>6. Excavation:</b> Will any proposed project-related excavation be: a) On private property, entirely inside the lease area, OR b) In the public right-of way, in proximity to the ground mounted equipment	
<b>7. Concealment:</b> Will the project preserve all existing concealment elements of the current tower and/or base station	
<b>8. Prior Conditions of Approval</b> ( <i>provide prior approval</i> ): Will the proposed project preserve all prior conditions of approval that do not conflict with FCC regulation?	

Applicant/Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**CITY OF BRENTWOOD, CALIFORNIA**

For Government Use Only

**Small Wireless Facility  
Required Supplemental Application**

This Small Wireless Facility Required Supplemental Application and the required plans as described below must be included with each proposed application to install in the City of Brentwood, California, a small wireless facility (“SCF”) as described by the FCC at 47 C.F.R. § 1.6002(I).

This Small Wireless Facility Required Supplemental Application cannot be submitted alone; it must be attached to the [Universal Application](#).

Project Address/ Location(s):

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Location(s) in the public right of way?  Yes  No

(If Yes, submit a completed [Encroachment Permit Application](#))

List Utility Pole Number(s) and City or PG&E pole Identification Number(s), include latitude and longitude for each location:

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Applicant’s Project ID: \_\_\_\_\_

Attach to the plans you submit with the City of Brentwood’s Wireless Facilities Permit Application a 100% complete Site Drawing page (referred to as a “SD-100” level drawing). Title that SD-100 page “SCF-1”. The SD-100 must use the same size and scale as for the balance of the zoning drawings submitted to the City of Brentwood. The SD-100 must provide discrete name/identification, dimensions, and volume of every component of the proposed small wireless facility. **All dimensions must be shown in decimal feet (ft) (i.e., 2.75 feet; not 2¾ feet), and all volumes must be shown decimal cubic feet (ft<sup>3</sup>) (i.e., 22.25 ft<sup>3</sup>; not 22¼ ft<sup>3</sup>).** If additional plan pages are required to meet the specifications required herein add additional SD-100 pages sequentially titled as “SCF-2” ... “SCF-3” ... etc.

Provide every element proposed in connection with the small wireless facility (even if concealed within City of Brentwood-required camouflage elements) including and not limited to:

- (a) Every electronic equipment component or cabinet of every type (e.g. radio transmission; backhaul; interconnection; etc.);
- (b) Every support structure added for this project (e.g., new and replacement poles of every type such as light standards, H-Frames, pole offset brackets/sleds, all cable trays of all types, etc.);

- (c) All conduits above and below ground, cables not within conduits, and interconnecting equipment;
- (d) All surface-mounted and sub-surface structures not already disclosed;
- (e) All electric utility and grounding equipment associated with the facility (e.g. disconnect switches, electric meters, pedestals, remote power sources, etc.);
- (f) All foundations, whether physically attached to the ground or a structure, or weighted to rest about, above, or below a structure; and
- (g) Each and every other element of the small wireless facility not disclosed in (a)-(f) above.





For every element disclosed in (a)-(g) above on the SD-100 drawing, also list in table form the discrete callout, description of the element, and volume. Provide the volumetric sum of every item listed at the bottom of the table. The table should appear very similar to the following example, and must contain all the columns show in the example:

Call out	Description of Element	Cubic Volume of Element	Government Use Only
1	<i>Concrete Foundation</i>	<i>0.5 ft<sup>3</sup></i>	
2	<i>Antenna Pole</i>	<i>12.0 ft<sup>3</sup></i>	
3	<i>Conduit 1</i>	<i>1.4 ft<sup>3</sup></i>	




22	<i>Remote Radio Unit</i>	<i>1.1 ft<sup>3</sup></i>	
23	<i>DC Power Pack</i>	<i>0.3 ft<sup>3</sup></i>	
24	<i>Mounting Bracket</i>	<i>0.25 ft<sup>3</sup></i>	
[LEAVE BLANK]		Total of above = _____ ft <sup>3</sup>	[LEAVE BLANK]
<b><i>Note: If the total cubic volume indicated above is greater than 28 ft<sup>3</sup>, the project will not qualify as a small wireless facility</i></b>			

(Note that the italicized text above in the table is for example only; the Applicant must insert its own actual projected-related identification and volumetric information in the table.)

Separately, on the same SCF SD-100 drawing, identify and provide the height-width-depth (or as applicable the height-radius for canister/cylindrical antennas) dimensions of every antenna proposed for the SCF project (without regard to whether the antenna transmits, receives, or both) including without limitation to panel antennas, omni-directional antennas, GPS-antennas, LMU antennas, microwave antennas, millimeter wave antennas, any every other type of antenna to be placed in connection with the SCF. For each antenna, also provide a call-out listing the volume including the dimensions of the mounting bracket if such a bracket is integrated into the antenna. Note that if the mounting bracket is not integrated into the antenna, it must be listed as part of (g) above. For every antenna, on the SCF-1 drawing, also list in table form the discrete callout, description of the element, and volumes of every antenna. The table should appear very similar to the following example, and must contain all of the columns show in the example:

Call out	Description of Element	Cubic Volume of Element	Government Use Only
	<i>Panel Ant 1</i>	<i>3.0 ft<sup>3</sup></i>	
	<i>Panel Ant 2</i>	<i>2.5 ft<sup>3</sup></i>	
	<i>Panel Ant 3</i>	<i>2.5 ft<sup>3</sup></i>	
	<i>Omni Ant 1</i>	<i>0.9 ft<sup>3</sup></i>	



	<i>GPS Ant 1</i>	<i>0.5 ft<sup>3</sup></i>	
	<i>Microwave Ant 1</i>	<i>2.9 ft<sup>3</sup></i>	
	<i>LMU Ant 1</i>	<i>0.5 ft<sup>3</sup></i>	
Insert total number of antennas here _____		[LEAVE BLANK]	[LEAVE BLANK]

(Note that the italicized text in the table above is for example only; the Applicant must insert its own actual projected-related identification and volumetric information in the table.)

All SD-100 pages submitted in response to this Small Wireless Facilities Required Supplemental Application must be wet stamped/sealed and signed by either a qualified State of California-licensed/registered professional engineer or California-registered architect.

There is/are \_\_\_\_\_ SCF Plan page(s) associated with this Small Wireless Facility Required Supplemental Application. The Plan page number(s) is/are SCF- \_\_\_\_\_ through SCF- \_\_\_\_\_.

Applicant's Certification: On behalf of the Applicant, I have reviewed the submittal specifications and have provided the SD-100 Plan pages as required in this Small Wireless Facility Required Supplemental Application. I understand and acknowledge that this Small Wireless Facility Required Supplemental Application can only be filed in conjunction with the submittal of the City of Brentwood's current Wireless Facilities Permit Application form.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name and Title

\_\_\_\_\_  
Date Signed by Applicant