



TELECOMMUNICATION FACILITIES IN ROW

The following are minimal submittal requirements as required by SMC 19.54 and the Community Development Director for new or replacement of telecommunication facilities within the public right-of way.

Date Submitted: _____

Staff Contact: _____

PROJECT INFORMATION

Project Address: _____

Project Description: _____

PERMIT TYPE	APPROVAL BODY	PLAN SUBMITTAL
<input type="checkbox"/> Design Review	<input type="checkbox"/> Staff Level <input type="checkbox"/> Planning Commission <input type="checkbox"/> City Council	<input type="checkbox"/> 3 Reduced (11" x 17") <input type="checkbox"/> 4 Reduced (11" x 17") <input type="checkbox"/> 2 Reduced (11" x 17") <input type="checkbox"/> Digital Copy (3 MB max.)

SUBMITTAL MATERIALS

- Application** signed by the property owner or a Letter of Authorization from the property owner (not needed for applications for small cell wireless facility installations on the City's light poles from carriers who have active Master License Agreement with the City).
- Design Review Check-list** to identify process timeframe, level of review and compliance with Design Criteria.
- Project Description**, including the following additional information:
 - Alternative site analysis.
 - If a roll-up generator is proposed, provide a description of the unit, specifications, noise levels and Appleton plug location.
- RF Emissions Analysis**
- Photo simulation** At least two (2) photo simulations from, different angles. The photo simulations should show before and after views and should be accurately dimensioned. Show all equipment (antennas, coax, GPS, cabinets, amplifiers, etc.).
- Plans** - See below for the information needed on plan sets.
- Fee** (non-refundable) _____

PLANS

- Project Data** - Including lot size and existing and proposed calculations of living area, garage, other floor area, Floor Area Ratio (FAR), lot coverage, pervious and impervious surfaces and grade differential of adjacent properties.
- Site Plan** - Including entire lot, all dimensions, location of the existing building(s), property lines, easements, adjacent building footprints, adjacent right-of-way, parking, enclosure location, landscaping, location and dimensions of any backup generators, transformer location, and uses on adjacent properties.
- Architectural Elevations** - Provide both existing and proposed. Elevations should include location and dimensions for the roof, parapet, existing antennas with carriers noted, accurate illustration of coax runs, associated mechanical equipment and details for equipment enclosures.

- **Tower Structures** - Indicate the height of trees and other vertical elements located near the proposed structure, near streets and parking areas, and near adjacent property lines.
- **Signage** - Indicate all existing and proposed signage including emergency contact signs.
- **Additional Visual Aids** - perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

NOTES

- **City-owned Poles:** Any company that proposes to install a wireless facility on city light structures or other city poles must first initiate a lease (including lease rate) before making application for a planning permit. (SMC 19.54.160. (e))
- **Plan Submittal:** An additional 12 sets of 11”x17” plans must be submitted 2 weeks prior to the public hearing date. A digital copy may be required. Digital plans should include site plan, elevations, and renderings. The project planner will notify the applicant when the additional plan sets are needed.

RESOURCES

- **Planning and Building Divisions** - <https://sunnyvale.ca.gov/business/planning/default.htm>
 - Telecommunications Facilities; Applications; Design Guidelines; Specific Plans; General Plan; Zoning Code (19.54)
- **Public Works Department** - <https://sunnyvale.ca.gov/property/default.htm>

ADDITIONAL NOTES REGARDING SHOT CLOCKS

- All Shot clocks for both small cell and non-small cell wireless facilities on ROW apply to building permits, encroachment permits, and any other permits required for installation. (47 CFR 332(c)(7)(B)(ii))
- The shot clock starts when the application is submitted.
- **Small Cell Tolling System:** The clock is paused if the Notice of Incompleteness (NOI) is sent within 10 days to the applicant. The shot clock re-sets to zero upon resubmittal. Subsequent NOIs pause but do not re-set the shot clock.
- **Non-Small Cell Tolling System:** The clock is paused if the NOI is sent within 30 days to the applicant. The shot clock resumes (but is not re-set) upon resubmittal. The clock is paused again if the applicant is notified within 10 days that the supplemental submission did not provide the information identified in the original NOI.