



CITY OF SAN BERNARDINO
Community Development Department, Planning Division
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San Bernardino, CA 92401
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WIRELESS TELECOMMUNICATIONS FACILITY APPLICATION

Applications may be filed with the Planning Division Monday through Thursday between the hours of 7:30 a.m. and 5:00 p.m., and Fridays between the hours of 7:30 a.m. and 4:00 p.m.

ALL SECTIONS MUST BE COMPLETED

Site Address / Location: _____

Assessor's Parcel Number (APN): _____

Zone: _____ General Plan Land Use District: _____

APPLICANT: _____

Mailing Address : _____

City, State, Zip Code: _____

Telephone Number(s): _____

E-mail Address & Fax: _____

TELECOM FACILITY OPERATOR: _____

Contact Name & Title: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone & Fax Numbers: _____ Email: _____

TYPE OF PROJECT

- New antennae disguised as a monopalm or monopine within a group of similar natural objects
- New antennae disguised as public art (e.g. clock tower, windmill, etc.)
- New rooftop antennae screened from public rights-of-way
- New antennae architecturally integrated with a building or structure
- Co-location of antennae on an existing City-approved monopole
- Modification of an existing telecommunications facility (15% or less)

OFFICE USE ONLY

Date Filed: _____ Case No.: ADP _____ or CUP _____

Receipt No.: _____ Receipt Amount: \$ _____ Issued By: _____

PROPERTY OWNER(S) AUTHORIZATION & CERTIFICATION:

Please list the name(s) and address(es) of all property owner(s).

1. Owner name: _____ Phone: _____

Complete Address: _____

2. Owner name: _____ Phone: _____

Complete Address: _____

3. Owner name: _____ Phone: _____

Complete Address: _____

This letter shall serve to notify the City of San Bernardino and verify that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize:

Applicant's name: _____ Phone: _____

Applicant's complete address: _____

to file and present my/our interest in the above referenced application(s).

CERTIFICATION STATEMENT

(Attach additional sheets as necessary for additional owners)

I/we am/are the legal owner(s) of said property, have read the foregoing letter of authorization, and know the contents thereof; and do hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application is true and correct.

Name (printed): _____

Signature: _____

Title: _____

Date: _____, _____.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____.

NOTARY PUBLIC

REQUIRED INFORMATION

(attach additional pages as needed, with each page labeled "Response #1", etc.)

1. List the site names, addresses, and contact information for all existing wireless communications facilities located within the City of San Bernardino that are operated by the wireless service provider.

2. Indicate the dominant purpose of the project and how the project will improve or expand the wireless company's service (check one or more, then proceed as directed):

Add network capacity without adding significant new RF coverage area; Proceed to 2.b.

Provide significant new radio frequency coverage in an area not already served by radio frequency coverage; Proceed to 2.b.

Increase the existing RF signal level in an area with existing radio frequency coverage; Proceed to 2.c.

Other; Proceed to 2.a.

a. If "other", attach a written statement fully and expansively describing all portions or elements of the "Other" dominant purpose of this Project.

b. Is this project intended to close or reduce what the applicant asserts to be a "significant gap" in its network?
 Yes No

c. Attach a written statement fully and expansively describing the following:

1. A clear description of the geographic boundary of the claimed significant gap area, and
2. Attach a map showing the geographic boundary of the claimed significant gap and identify the size of the area, in units of square miles, of the claimed significant gap; and
3. Explain exactly the definition of the term "significant gap" as it applies to this project;
4. Discuss in detail all of the following in relation to the claimed significant gap area only. Where you have relied on external data sources, identify those sources in detail your response.
 - (a) Whether claimed significant gap affects significant commuter highway or railway, and if so, name each highway or railway, and how affected;
 - (b) Describe in detail the nature and character of that area or the number of potential users in that area who may be affected by the claimed significant gap;
 - (c) Describe whether the proposed facilities are needed to improve weak signals or to fill a complete void in coverage, and provide proof of either;
 - (d) If the claimed significant gap poses a public safety risk, describe in detail the claimed risk, and the expansively discuss the basis for this claim.

(e) Provide all other relevant information you want the City of San Bernardino to consider when evaluating your claim of a significant gap.

3. Provide a technically expansive and detailed explanation supported as required by comprehensive radio frequency data and all other necessary information fully describing why the proposed site is the one and only one location within or outside of the City of San Bernardino that can possibly meet the radio frequency objectives of the project. Explain, in exact and expansive technical detail all of the objectives of this project that can be achieved only at this project site, and why. Describe at a minimum:
 - a. Why this project is the least intrusive means to close the significant gap claimed and described in Response #2.c.
 - b. Why the proposed antenna and equipment cannot be co-located at an existing cell site location.
 - c. Identify and discuss all alternative sites and means considered to close the significant gap claimed and described in Response #2.
 - d. Whether two or more sites in lieu of the project site could close the significant gap claimed, or to reduce the significant gap to be less than significant, with less impact on the community as compared with a single site? If the answer is no, please explain in narrative format the basis for that answer.
 - e. Whether the City of San Bernardino requiring two or more sites in place of the proposed site would prohibit or have the effect of prohibiting the applicant from providing any interstate or intrastate telecommunications service. If the response asserts that a prohibition or effective prohibition would occur, explain in detail in narrative form all of the reasons why it would. Include and attach all information whatsoever you relied on in reaching your affirmative determination.
 - f. Include any other information you believe would assist the City of San Bernardino make findings regarding whether the proposed project is the least intrusive means of closing the significant gap claimed and described in 4.12, or to reduce the significant gap to be less than significant.
4. Explain how the proposed tower/antenna location will be compatible with surrounding development, and will not adversely impact the neighborhood.
5. Explain how the location, size, design, and operating characteristics of the proposed development will not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

SITE PLAN REQUIREMENTS

- North arrow, drawing scale, date of preparation, name of plan preparer
- Names and addresses of property owner(s) and wireless service provider(s)
- Dimensions and shape of lot, all structures, and show parking lot area
- Dimensions and footprints of all buildings/structures
- Square footage figures and proposed lot coverage calculations
- Dimensions of all driveways, alleys, etc.
- Dimensions of parking space and access aisle for service vehicles
- Dimensions and names of all abutting and adjacent streets
- All existing and proposed fences, walls, and gates (including heights)
- Setbacks of proposed tower and proposed buildings/equipment
- Distance from property lines of the proposed antennae and branches/fronds
- Locations of overhead or adjacent utility lines, pole signs, or other structures
- Existing and proposed utility easements
- Pavement or groundcover material and thickness
- Existing trees on site and approximate heights
- Preliminary landscape plan
- Preliminary irrigation plan

APPLICATION SUBMITTAL REQUIREMENTS

- Completed application form – 1 copy
- Site Plan (see above list for required items) – 5 copies for all applications
- Floor Plan showing how the inside of the equipment enclosure is organized – 5 copies for all applications
- Elevations showing all 4 sides of the proposed building changes or tower – 5 copies for all applications
- Color photosimulations (digital are acceptable) of all 4 sides of the building or location – 5 copies for all applications
- Color photos (digital are acceptable) or manufacturer’s brochure of proposed tower – 5 copies for all applications
- Color Radio Frequency (RF) Map showing the existing RF coverage within San Bernardino on the Applicant’s same network, if any – 1 copy
- Color RF map showing the RF coverage to be provided only by the Project – 1 copy
- Color RF map showing the RF coverage to be provided by the Project and by all other existing wireless sites on the same network should the Project site be activated
- Set of all exhibits, reduced to 8.5 x 11 inches - 1 copy
- Set of exhibits on a cd – 1 copy
- 500’ Radius Map and labels for CUP applications (see attached)
- Applicable fees

All required items must be submitted at the time of application. Incomplete applications will not be accepted.

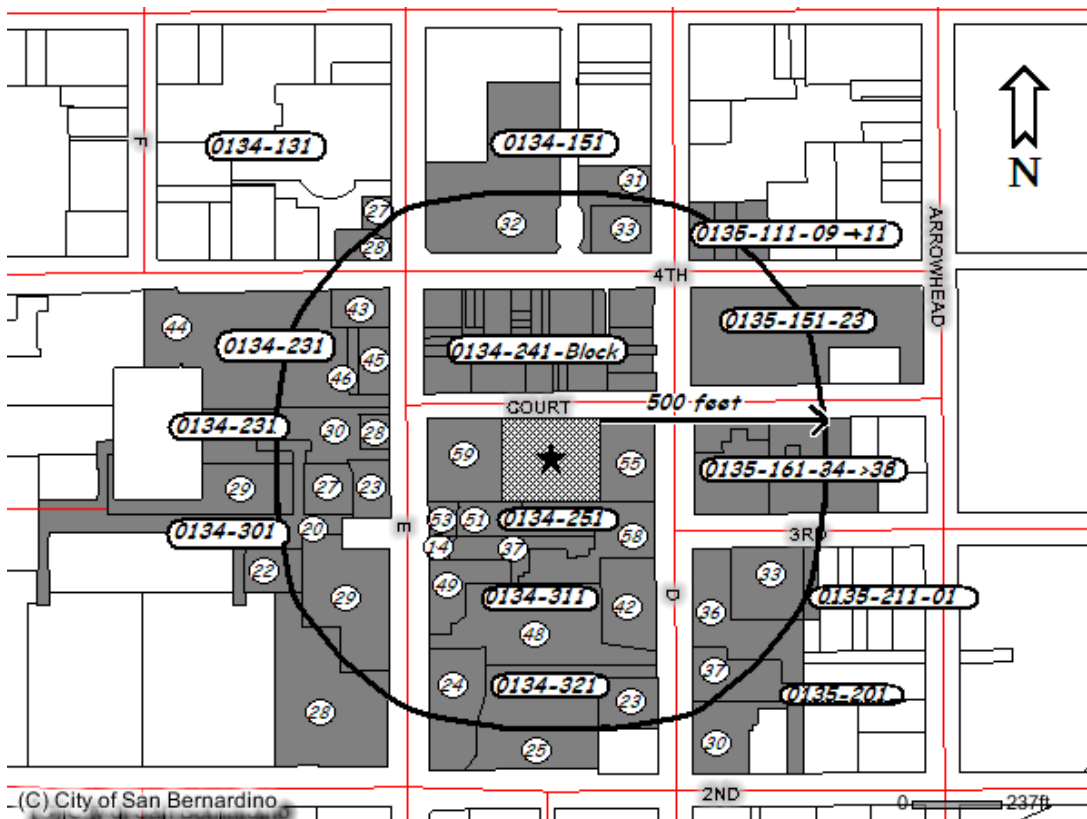
RADIUS MAP, OWNERSHIP LIST, & MAILING LABEL INSTRUCTIONS CUP APPLICATIONS ONLY

Radius Map

The radius map is used to identify the properties that will receive written notice of the public hearing for your project. The radius is drawn as a distance of **500 feet** from the perimeter of the property/properties for which the application is being filed. All owners of the properties within or touched by the radius will be notified.

It is important that the radius map, ownership list, and labels be accurate. Failure to properly notify an affected property owner could cause the project to be delayed and/or potentially require re-noticing and rehearing.

Sample Radius Map



Property Ownership List and Mailing Labels

Once the radius map identifies the affected properties, prepare a mailing list and mailing labels. The list of property owners must be obtained from the latest San Bernardino County Tax Assessment Role. The ownership list and labels must contain the Assessor's Parcel Number and the name and address of the property owner.

Any other persons you want to receive a written notice of the public hearing should also be included on the list and on the sets of address labels (e.g., yourself, project architect, engineer, etc.)

Two sets of typed or printed labels on 1" x 2 5/8" self-adhesive labels (i.e., Avery #5160) are required. The following is an example of how the information should appear on the label.

0151-101-01-0000
Sonny Bernard
300 North "D" Street
San Bernardino, CA 92418

Note:

To save time and effort, the ownership list requirement may be met by providing a photocopy of the sheets containing the completed address labels

Property Description

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom property is assessed as they appear on the latest available assessment roll of the County of San Bernardino within the area described and for a distance of **500 feet** from the exterior boundaries of property legally described as:

Certification Statement

I/we certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name (printed): _____

Signature: _____

Title: _____

Date: _____, _____.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____

NOTARY PUBLIC