



1052 Tata Lane  
South Lake Tahoe, CA 96150  
Phone: (530) 542-6020  
Fax: (530) 541-7524  
Web address: www.cityofslt.us

City of South Lake Tahoe  
Development Services Department, Planning Division

## Small Wireless Facilities Permit Application Checklist

### INSTRUCTIONS:

Applicants must submit the Application Cover Page and this Application Checklist, together with all information and materials provided in the Application Guidelines. City staff may deem the application incomplete if the applicant fails to include any required information or materials.

Applicants may submit applications by appointment only. For an appointment, contact the Development Services Department.

### Applicant:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Site Location and Description:

Approximate Project Address: \_\_\_\_\_  
Pole Coordinates:  NAD 83  NAD27 \_\_\_\_\_  
Pole Number (if applicable): \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Present Use of Site Location: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Small Wireless Facility Batched Application:  Yes  No  
If batched, number of applications in batch is: \_\_\_\_\_

## APPLICATION CHECKLIST – REQUIRED MATERIALS

- APPLICATION FORM AND FEE
- SMALL WIRELESS FACILITY EVALUATION
- PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION
- PROJECT PLANS
- SITE PHOTOS AND PHOTO SIMULATIONS
- REGULATORY AUTHORIZATIONS AND APPROVALS
- PROPERTY OWNER'S AUTHORIZATION
- RF COMPLIANCE REPORT
- ACOUSTIC ANALYSIS
- STRUCTURAL ANALYSIS
- ALTERNATIVES ANALYSIS
- LANDSCAPE PLANS
- MAILING INFORMATION

**STAFF USE ONLY**

Pre-Application Meeting No. 1 \_\_\_\_\_

Application Submittal Date \_\_\_\_\_

Pre-Application Meeting No. 2 \_\_\_\_\_

Completeness Review DUE \_\_\_\_\_



## **CITY OF SOUTH LAKE TAHOE** Development Services Department, Planning Division

### **SMALL WIRELESS FACILITIES APPLICATION GUIDELINES – REQUIRED MATERIALS**

Proposals to construct, install, modify and/or operate wireless communication facilities require additional information and materials in order to evaluate compliance with South Lake Tahoe City Code subject to certain federal and state laws. These Application Guidelines specify those requirements that any applicant must submit for a complete permit application for a small wireless facility (“**SWF**”), pursuant to the rules and regulations in the City of South Lake Tahoe Policy on Small Wireless Facilities in the Public Rights-of-Way (“**Policy**”), adopted on May 12, 2020 and as may be amended or superseded.

For the City to deem complete any permit application for a SWF, the applicant must submit all the applicable application materials listed below with the following instructions in these Application Guidelines and/or application materials listed in other publicly available guidelines including but not limited to the Policy. **Applications that do not contain all applicable materials in these and/or other publicly available guidelines may be deemed incomplete.**

#### **APPLICATION FORM AND FEE**

**Instructions:** Complete the Small Wireless Facilities Permit Application Cover Page available on the City’s website at [www.cityofslt.us](http://www.cityofslt.us) or in-person at the City’s Development Services Department. The applicant must submit the appropriate permit application fee based on the City’s Fee Schedule for current year.

#### **SWF EVALUATION**

**Instructions:** To install a SWF, the applicant must prepare a separate justification that evaluates whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(*l*). The justification should demonstrate how the proposed facility complies with each section of 47 C.F.R. § 1.6002(*l*)(1)-(6). Label this evaluation as “**Attachment 1 – Small Wireless Facility Evaluation**” and attach it to the application.

#### **PROJECT PURPOSE AND TECHNICAL OBJECTIVES**

**Instructions:** Provide the following information to 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 facility or enhanced by the proposed modification. Label this analysis “**Attachment 2 – Project Purpose and Technical Objectives**” and attach it to the application.

##### **1. Dominant Project Purpose**

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

- add new personal wireless service coverage to an area in which the licensee does not currently

provide any personal wireless service coverage;

- 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, provide such purpose in full detail.

## 2. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed wireless facility 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:

- 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**”);
- 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;
- 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;
- 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).

## PROJECT PLANS

**Instructions:** Provide a digital plan set in a legible portable document format (PDF). Label this analysis “**Attachment 3 – Project Plans**”. The Project Plans must contain all the following:

### 1. Cover Sheet

A complete cover sheet must include at a minimum:

- a detailed project description that specifies the proposed installation and/or modifications;
- site information that includes the approximate site address, pole number (if applicable), site latitude and longitude, zoning classification, site map, and project team contact information.

### 2. Site Survey

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

- a north arrow, date, scale and legend;
- private and public property boundaries and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out within 300 feet from the proposed project site;
- location of all traffic lanes within 300 feet from the proposed project site;
- location of above and below-grade utilities and related structures and infrastructure within 300 feet from the proposed project site;
- location of all fire hydrants, roadside call boxes and other public safety infrastructure within 300 feet from the proposed project site;
- location of all streetlights, decorative poles, traffic signals and permanent signage, sidewalks, driveways, parkways, curbs, gutters and storm drains, benches, trash cans, mailboxes, kiosks and other street furniture within 300 feet from the proposed project site;
- location of all existing trees, planters and other landscaping features within 300 feet from the proposed project site, including any trees at least 4 inches in diameter at a point approximately 4.5 feet above ground;
- boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
- boundaries for all easements and/or dedications with all dimensions clearly shown and called out;
- all access points and/or access routes to the nearest public right-of-way;
- approximate topographical contour lines with elevations called out;
- all structures or improvements on the property;
- all structures or improvements within the public 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;
- stamp and signature from preparer;
- general specifications and notes identifying the applicable public health and safety codes and standards.

### **3. Site Development Plan**

Only a California Registered Civil Engineer or licensed surveyor may prepare the site development plan. A complete site development plan must include:

- a north arrow, date, scale and legend;
- plan-view drawings, which include:
  - the entire property or right-of-way block with the proposed project improvements;
  - detailed before-and-after views of the any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features;
  - detailed before-and-after views for each antenna sector;
  - detailed before-and-after views for any equipment pads, shelters, enclosures, rooms, vaults and/or platforms;
  - all existing and proposed equipment (including the point of origin and point of connection for all power and telco utilities) with all dimensions, labels and ownership identifications clearly called out;
  - boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and 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 and proposed 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, handholes, generators and/or generator sockets;
- detailed before-and-after elevation drawings from all four cardinal directions, which include:
  - all existing and proposed structures, improvements and/or fixtures with all dimensions clearly called out within 500 feet of the proposed project site;
  - detailed before-and-after depictions of the any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features;
  - all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out;
  - for projects in the public right-of-way, all existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out;

- callouts and notes for any proposed new or extended concealment elements;
- depictions of the applicant's plan for electric and data backhaul utilities, which includes the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches and points of connection;
- a demonstration that proposed project will be in full compliance with all applicable health and safety laws, regulations or other rules, which includes without limitation all building codes, electric codes, local street standards and specifications, and public utility regulations and orders.

#### **4. Equipment Inventory**

All equipment must be inventoried with the following information for each component in a separate cut sheet:

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

#### **5. 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.

#### **6. 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.

### **SITE PHOTOS AND PHOTO SIMULATIONS**

**Instructions:** Provide site photos and photo simulations that would allow the City to visualize the applicant's 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. Label these photo simulations "**Attachment 3 – Photos and Photo Simulations**" and attach them to this application. Except as otherwise provided, photo simulations must contain all the following:

#### **1. Current Site Photos**

Current site photos must include:

- photos of the existing site from at least three different reasonable line-of-sight locations from public streets or other publicly available areas;
- photos of the existing site from any TRPA scenic corridor or scenic resource location;
- a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

## 2. Photo Simulations

Photo simulations must include:

- an accurate and reliable visual representation of the proposed facility from the same reasonable line-of-sight locations used in the current site photos and must include without limitation all interconnecting cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment;
- at least one photo simulation depicting the SWF from a vantage point approximately 50 feet from the proposed support structure or location;
- a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

## **REGULATORY AUTHORIZATIONS AND APPROVALS**

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

### 1. Local Regulatory Approvals

Provide copies of all permits and/or other regulatory approvals issued by the City (or other local public agency with jurisdiction over the proposed site) for installation, construction, modification or maintenance of the proposed SWF. Such permits include, but are not limited to: public right-of-way permits, encroachment permits, building permits, and electrical permits. Label this documentation "**Attachment 4a – Local Regulatory Approvals**" and attach it to this application.

### 2. FCC Licenses

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). Alternatively, the applicant may provide a URL address or written instructions on where to find such licenses in publicly available FCC resources. Label this documentation "**Attachment 4b – FCC Licenses**" and attach it to this application.

### 3. FAA Forms

If the proposed wireless facility 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, provide such documentation. Label this documentation "**Attachment 4c – FAA Forms**" and attach it to this application.

### 4. State Regulatory Authorization



For facilities proposed in the public rights-of-way, the applicant must submit evidence of the applicant's regulatory status California law to provide the services and construct the facility proposed in the application. Applicants may provide a URL address or written instructions on where to find the regulatory status (e.g., CPCN or WIR) in publicly available resources. Label this documentation "**Attachment 4d – State Regulatory Authorization**" and attach it to this application.

## **PROPERTY OWNER'S AUTHORIZATION**

**Instructions:** If the applicant does not own the subject pole or support structure, provide a written authorization executed by the property owner(s) that authorizes the applicant to file the application and perform the work to the extent described in the application.

### **1. City-Owned Property in the PROW**

If the applicant proposes to install a SWF on any structure owned or controlled by the City and located within the public rights-of-way, the applicant must submit a partially executed 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. Label this documentation "**Attachment 5a – City-Owned PROW Property Authorization**" and attach it to this application.

### **2. Non-City Owned Light Standard**

If the applicant proposes to install a SWF on a light standard owned by a party other than the City, the applicant must submit a letter of authorization from the light standard owner. Label this documentation "**Attachment 5b – Non-City Owned Light Standard Authorization**" and attach it to this application.

### **3. Joint Utility Poles**

If the applicant proposes to install a SWF on a joint utility pole, the applicant may submit the standard authorization form issued in the regular course of business to demonstrate that the applicant has the authority to perform the installation on that pole. Label this authorization "**Attachment 5c – Joint Utility Pole Authorization**" and attach it to this application.

## **RADIO FREQUENCY ("RF") COMPLIANCE REPORT**

**Instructions:** Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the proposed facility, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits. Label this report "**Attachment 6 – 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], not effective isotropic radiated power [EIRP]) for all existing and proposed antennas at the site;
- exhibits that show:

- 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).

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

### **ACOUSTIC ANALYSIS**

**Instructions:** Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment related to the wireless facility and 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 a certified report, 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 applicable ambient noise limits. In addition, describe whether the equipment will be passively or actively cooled if any equipment will be enclosed in a shroud, cabinet, pedestal or other enclosure. If the equipment will be actively cooled, the applicant must include the manufacturer's specifications for all active cooling mechanisms. Label this analysis "**Attachment 7 – Acoustic Analysis**" and attach it to the application.

### **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. Label this analysis "**Attachment 8 – Structural Analysis**" and attach it to this application.

### **ALTERNATIVES ANALYSIS**

**Instructions:** Provide a detailed written analysis that describes how the proposed wireless facility complies with all the requirements in the Policy, which includes without limitation the Policy location requirements, and all the alternative locations and designs considered before the applicant submitted this application. Label this analysis "**Attachment 9 – Alternatives Analysis**" and attach it to the application.

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

- an aerial map that shows the general geographic area of the proposed location annotated to show:

- all existing wireless facilities within the City;
- the search ring used for this particular project;
- all locations for each alternative considered for this particular project;
- for each alternative site considered, a detailed written description that includes, without limitation all the following:
  - the physical address or coordinates;
  - zoning district designation;
  - the property or pole owner's name, contact information used in attempts to inquire about interest in a lease or other agreement to use the property for a wireless facility, when such attempts were made and the response, if any, received from the property or pole owner;
  - support structure type considered;
  - general design concept and concealment elements/techniques considered;
  - overall height and achievable antenna centerline height;
  - 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 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 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;

**Note:** If a less preferred SWF location is proposed, the applicant must present fact-based, reliable evidence to support its selection of the less preferred SWF location.
- for each alternative site *within the search ring*, 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 RSSI, RSRP or other relevant signal level or quality indicator with and without the alternative site 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. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

## **LANDSCAPE PLANS**

**Instructions:** Provide a detailed written landscape plan with landscape features when the SWF is proposed to be placed in a landscaped area. The landscape plan must include existing vegetation, and vegetation proposed to be removed or trimmed, and the landscape plan must identify proposed landscaping by species type, size and location. Label this analysis “**Attachment 10 – Landscape Plans**” and attach it to the application.

### **MAILING INFORMATION**

**Instructions:** Provide a list of all properties within a 500-foot radius of the subject site keyed to a list of names and addresses of the current property owner(s). The list shall include the names and addresses for all properties and property owners within the required radius; certification that the names and addresses provided are those of the property owner(s) currently listed on the latest available Tax Assessor’s records. The list shall be provided in an excel file.