

## PERMITS FOR WIRELESS COMMUNICATIONS FACILITIES

### WHAT IS THE PURPOSE FOR A WIRELESS COMMUNICATIONS PERMIT?

Permits for wireless communications are legal mechanisms that regulate the installation of wireless communications facilities which provide for the facilities that support wireless communications needs to the residents of the City and region, as well as to local business and government. The main purpose of the wireless communications permit is to minimize adverse visual and operational effects of such facilities (e.g. towers, antennae, etc.) through appropriate design, location, siting, and screening.

Pursuant to United States Code Section 332 (c) (7) (B) (iv), the Federal Communications Commission (FCC) has the authority to regulate the environmental effects of Radio Frequency (RF) emissions. The wireless communications permit is the process by which the City ensures that the proposed wireless communication facility is in compliance with FCC requirements.

### CITY EVALUATION PROCESS: ARTICLE 38, WIRELESS COMMUNICATIONS FACILITIES

City Planning Staff/Zoning Administrator of the City of Redwood City will review and determine what, if any, potential issues may be created as a result of the new installation and what measures must be taken to mitigate anticipated impacts. In reviewing a wireless communication permit application, the City Planning Staff/Zoning Administrator will evaluate items such as:

- ▶ Location – adjacent uses
- ▶ Size
- ▶ Treatment aesthetically with surroundings
- ▶ Placement - setbacks
- ▶ Height
- ▶ Screening/color
- ▶ Security & lighting

### WHAT TYPE OF PERMIT(S) FOR WIRELESS COMMUNICATION FACILITIES?

An Architectural Permit will be required to be submitted for review by the Zoning Administrator for the installation of a wireless communication facility in any of the following zoning districts: IR, IP, GI, and PF. Additionally, a Use Permit in addition to an Architectural Permit will be required for the installation of a wireless communication facility in the following zoning districts: PO, CA, CN, CB, CG, CP, CBR, RH, R-1, R-2, R-3, R-4, AND R-5 and properties located within precise plan areas.

If the wireless communications facility is proposed to be located on **City-owned property** or in the **right-of-way**, please refer to the handout entitled, "Antenna Leases on City Owned Property."

### APPLICATION REQUIREMENTS:

#### 1. *Use & Architectural Permit:*

**Permit Seven sets of the Site Plan** drawn to scale and completely dimensioned. The Site Plan shall show all of the existing and proposed structures, off-street parking and loading facilities, driveways, curb cuts, areas to be landscaped, location, size, and type of existing trees, setbacks, signs, lighting, fencing, and property lines. In addition, the site plan shall include detailed location of setbacks and surroundings of the proposed wireless communications facility.

#### 2. *Use & Architectural Permit:*

**Seven sets of elevations** drawn to scale (recommended scale 1/4" or 1/8") showing all applicable sides

including context of the proposed installation. For additions, please indicate if material, color, trim, etc. will match the existing building.

3. **Use & Architectural Permit:**

**Seven sets of floor plans** if applicable, showing equipment to be installed within each room and/or space e.g. equipment room.

**NOTE:** All drawings furnished shall be folded to approximately 8 1/2" x 11".

4. **Use & Architectural Permit:**

**Two copies of a Radio Frequency (RF) Report** indicating the maximum permissible exposure (MPE) limits for the City's files and a statement confirming that the proposed installation will be in compliance with all FCC regulations at all times.

5. **Use & Architectural Permit:**

**Photo simulations** of the proposed wireless communication installation, including the existing setting.

6. **Use & Architectural Permit:**

**Description of proposed use** including type of installation, number of antennas, height, type of screening proposed, and other relevant information such as a statement explaining how the proposed installation will be compatible in the setting per article 38.1 and 45.1 of the Zoning Ordinance. In addition, a statement of technology status shall be included, citing co-locating inventory of all carriers on site and report status of most modern equipment proposed to be installed. *In some instances where more or less detailed information is needed, the Planning staff shall use their discretion to determine what items will be required with the application.*

7. **Use & Architectural Permit:**

**Signed application by the owner or authorized agent.** Proof of ownership must be submitted, such as a title report or copy of a tax bill.

8. **Use Permit:**

Completed **application form**, including a **Statement of Justification** either on the form or by a separate letter. The applicant should explain how the proposed use "would not be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood or would not be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the City" (Article 42.3).

9. **Use Permit:**

**Title Report.** If Title Report indicates that easements or other conditions are present, they must be depicted on the site plan.

10. **FEES:**

Property less than ¼ acre	Architectural Permit	\$1000
Property less than ¼ acre	Use Permit	\$2,630
Property less than ¼ acre	Newspaper advertisement	\$200
<b>Property greater than or equal to ¼ acre (10,890 sq. ft.)</b>	<b>\$5,000 deposit – project will be billed at actual cost. Deposit will cover all associated Planning entitlements.</b>	

**A fee will be assessed on all returned checks.**

**HOW LONG DOES THIS TAKE?**

The length of time involved in processing a Wireless Communication Permit varies according to the complexity and type of your project. An Architectural Permit may be processed in as little as four (4) weeks. Normal processing time for a Use Permit may take between six to eight weeks (6 to 8 weeks). Furthermore, larger projects that require Design Review and/or Environmental Review may take longer.

**Incomplete applications will not be accepted.**