

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

REQUIREMENTS FOR WIRELESS FACILITY APPLICATIONS

It is essential that all applicable items below are submitted with the application to avoid delays. The planner has up to 30 days to provide comments on your submission. If the application is not complete, the application could be delayed up to an additional 30 days from re-submission.

Please check off each item and include the checklist with your application.

	Development Application Form
	Fee(s)
	Letter of Authorization
	Current Title Report
	Neighbor Review Requirement
	Project Description
	Statement of Purpose
	Radio Frequency Emissions Report
	Photo Simulation
	Materials and Color Board
	Comprehensive List of Carrier Installations
	Alternative Sites
	Design Review Findings Support
	Coverage Maps
	Forecasts
	Undergrounding or Enclosure of Equipment
	Two (2) Sets of 24" X 36" Drawings
	▪ Cover Sheet
	▪ Site Plan
	▪ Elevations
	Arborist Report
	Landscape / Irrigation Plan

Applicant _____

Project Address _____

Representative _____

Signature _____

Date _____

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- I. **DEVELOPMENT APPLICATION FORM** – Complete with signature
- II. **FEE(S)** - see current fee schedule.
- III. **LETTER OF AUTHORIZATION** - from owner if an agent is to act on behalf of owner
- IV. **CURRENT TITLE REPORT** (dated within 90 days) – Note: A Deed of Trust is not acceptable
- V. **NEIGHBOR REVIEW REQUIREMENT** - Provide written documentation that all of the adjacent property owners have reviewed the plans of the proposed structure and additional mechanical equipment and had an opportunity to comment. Include all comments with your submittal. A template is attached for your convenience.
- VI. **PROJECT DESCRIPTION** – Provide a written detailed project description that includes a description of the location proposed for the facility and all associated equipment; the proposed dimensions (height, length, depth, area) of the facility and equipment including any cabinets or shelter for the equipment; proposed landscaping and other means of screening the facility and equipment; associated signage, etc. Include the number and location of other facilities associated with the proposed facility.
- VII. **STATEMENT OF PURPOSE** – Please provide a statement from the wireless carrier or RF engineer explaining why this additional coverage is necessary. Please quantify the need for the proposed project. For example, this might be based on the existing dropped call rate in the area or on a comparison of existing cellular service to projected service with the inclusion of the new site.
- VIII. **RADIO FREQUENCY EMISSIONS REPORT** - A professional evaluation of the radio frequency (RF) emissions of the facility demonstrating that the radiation levels generated by the facility meet Federal standards in effect and pose no health risks to the public. The evaluation should indicate any areas of overlapping emissions and/or cumulative impacts of multiple facility sites within the vicinity of the proposed site. The report should address the following:
 1. The evaluation should be based upon the ‘worst case’ operating conditions at maximum possible power levels and should address the following situations:
 - a. Persons are exposed as a consequence of their employment and may or may not be fully aware of the potential for exposure or cannot exercise control over their exposure.
 - b. Persons are exposed while being transient through a location where FCC occupational/controlled limits apply.
 - c. The general population may be exposed.
 2. The report should be prepared in a format that is comprehensible to the average person.
 3. When an antenna is proposed to be co-located on a site or structure with an existing antenna, the RF report shall evaluate the cumulative emissions of all existing and proposed antennas.

Continued on next page

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- IX. PHOTO SIMULATIONS** - Submit an 8.5” x 11” photo simulation showing 1) existing conditions and structures; and 2) proposed conditions and structures with new wireless facility
- X. MATERIALS AND COLOR BOARD** Submit an 8.5” x 11” sheet showing colors and materials
- XI. CARRIER INSTALLATION LIST AND MAP** – Please include a comprehensive list of all of the carrier’s telecommunication installations throughout the City of Saratoga. The list should include the address or APN of the location for each installation. Please include a map of the City with coordinating points for each location.
- XII. ALTERNATIVE SITES** - A map and written description of at least three alternative sites. Please consider all possibilities within the area of the project location and include an explanation of why the alternative sites are not feasible.
- XIII. DESIGN REVIEW FINDINGS** - Please describe how the project meets each of the design review findings required for approval:
1. Co-location on an existing structure or utility pole/tower in the public right-of-way is preferred. Otherwise, please provide supporting documentation why a co-location is not technically or operationally feasible.
 2. Please describe how the Wireless Telecommunications Facility and related structures incorporate the following architectural treatments and screening features:
 - a. Appropriate and innovative stealth design solutions
 - b. Techniques to blend with the surrounding environment and predominant background
 - c. Colors and materials that are non-reflective
 - d. Exterior textures to match the existing support structure or building
 - e. Reasonably compatible height with the existing surrounding environment.
 3. Landscaping and fencing shall provide visual screening of the Wireless Communication Facility's ground-mounted equipment, related structures. Fencing material shall be compatible with the image and aesthetics of the surrounding area.
- XIV. COVERAGE MAPS** - A colored master multi-year coverage plan map for all of the service provider’s existing and planned sites in the City of Saratoga. Please include the following:
1. The location of each existing facility.
 2. The location of all proposed facilities.*
 3. The service area covered by each site.
 4. The number and type of facilities at each site, including any areas of overlapping emissions.
 5. The location of alternative facility locations.
- *If the wireless carrier has any other applications pending with the City of Saratoga, please include the corresponding Use Permit application numbers in your documentation.
- XV. FORECASTS**
1. A statement describing the 3- and 5-year plans that your organization has for additional coverage and wireless facilities that will involve the City of Saratoga.
 2. A statement describing the technological advances that are currently under consideration by your organization that will either reduce the requirement for additional sites or reduce the number of existing sites in the City of Saratoga.

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- XVI. **UNDERGROUNDING OR ENCLOSURE OF EQUIPMENT** - The undergrounding of equipment is preferable. Aboveground facilities must be placed in an enclosure with adjacent landscaping and must blend with the surrounding environment. If equipment cannot be placed underground, please include the following:
1. A statement explaining justification for aboveground equipment
 2. A color and materials board for the enclosure.
 3. A landscape and irrigation plan for the site.
- XVII. **LANDSCAPE / IRRIGATION PLAN** – Wireless communication facilities must be screened. Please include a landscape plan that shows all existing and proposed landscaping. Please include irrigation for maintenance of landscaping.
- XVIII. **ARBORIST REPORT** (*required when the project encroaches upon the dripline of, or requires the removal of one or more protected trees*). If required, the entire Report shall be incorporated into the plan set including authorization Form & Fees.
- XIX. **TWO (2) SETS OF 24" x 36" DRAWINGS** of the following:
1. **COVER SHEET** – Include all of the following information (regardless of duplication elsewhere)
 - a. **Assessor's Parcel Number**
 - b. **Owner's Name and Address** of Project
 - c. **Zoning District and Existing Use**
 - d. **Lot Size** (if proposing a structure)
 - e. **Age** of co-located Structure(s)
 - f. **Plan Preparation** Name, Address and Telephone Number
 - g. **Date** of drawing and subsequent revisions
 2. **EXISTING AND PROPOSED ELEVATIONS** – Include front, rear, and all side elevations. Show landscape screening and any equipment enclosure area. Label accordingly (e.g., south, northeast, etc.).
 3. **SITE PLAN** – The Site Plan shall include all of the following information:
 - a. **Vicinity Map** – Show major streets, neighborhood orientation, and relative project location.
 - b. **Adjacent Streets** - Show existing and proposed streets adjacent to the property.
 - c. **Adjacent Lots and Land Use** - Indicate adjacent land uses.
 - d. **Trees** – Identify species, size (dbh), and accurate dripline/canopy of all existing trees. Indicate any trees proposed for removal or relocation.
 - e. **Property Lines / Setbacks** – Show all property lines and proposed setbacks
 - f. **Structures** – show all existing and proposed structures (sheds, pools, pool equipment, etc.)
 - g. **Fencing** – show the location, height and materials of all existing and proposed fencing materials. Indicate if any fencing, gates, or pilasters will be removed or replaced.
 - h. **Circulation** – Include all driveways, parking areas, and maneuvering areas.
 - i. **Directional Arrow and Scale**
 - j. **Site Coverage** breakdown if proposing any hardscape.
 - k. **Setback Table** of required and proposed setbacks.

**City of Saratoga
Neighbor Notification Form**

Applicant Name: _____ Date: _____

Project Address: _____ Application Number: _____

Dear Neighbor,

I am proposing a project at the above address and would like to provide you with an opportunity to review the proposal and provide comments. All of the adjacent neighbors and the neighbors across the street from the property are being provided this notice as a courtesy in advance of the standard City Notice which will be sent out prior to a decision being made on the project.

The City of Saratoga asks that this form be signed by each neighbor to indicate that they have had an opportunity to review the proposal. Please familiarize yourself with the proposed plans.

NOTE: These plans are PRELIMINARY ONLY and may change as the project moves forward. You may contact the City of Saratoga's Planning Division at any time to review any changes that may occur. Please contact the City of Saratoga at 408-868-1222 to speak with the assigned project planner.

My signature below certifies that I am aware of the proposal and have reviewed the plans.

Neighbor Name: _____ Date: _____

Neighbor Address: _____

Neighbor Phone #: _____ Email: _____

Please address any initial concerns with the project below (attach additional sheets if necessary):

SIGNATURE: _____