



## UNION CITY WIRELESS SUBMITTAL REQUIREMENTS

To provide clarity and to ensure that wireless submittals are reviewed in a timely manner, as of June 20, 2018 all wireless submittals must be ***made in-person and by appointment***.

Planning will not accept incomplete submittals or submittals sent via mail/email.

For questions or to schedule an intake appointment, please contact the Planning Department at 510.675.5319 or [UnionCityPlanning@UnionCity.org](mailto:UnionCityPlanning@UnionCity.org)

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|--------------------------|---|
| <input type="checkbox"/> | <p><a href="#">Preliminary Project Application</a> – All projects will submit for preliminary review and the shot clock will begin on the date accepted for preliminary review. <i>Staff will inform the applicant when a project is ready for formal review, the submittal requirements for formal review, and applicable fees.</i></p> <p>Link to application: <a href="https://www.unioncity.org/DocumentCenter/View/139">https://www.unioncity.org/DocumentCenter/View/139</a></p>  |
| <input type="checkbox"/> | <p><a href="#">Hazardous Materials Notification Form</a></p> <p>Link to form: <a href="https://www.unioncity.org/DocumentCenter/View/1115/Hazardous-Information?bidId=">https://www.unioncity.org/DocumentCenter/View/1115/Hazardous-Information?bidId=</a></p>   |
| <input type="checkbox"/> | <p><a href="#">Environmental Information Form</a></p> <p>Link to form: <a href="https://www.unioncity.org/DocumentCenter/View/152">https://www.unioncity.org/DocumentCenter/View/152</a></p>  |
| <input type="checkbox"/> | <p>One (1) written statement for the proposed project that includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The existing equipment (quantity of antennas, RRUs, cabinets, etc. and their location).</li> <li><input type="checkbox"/> The equipment to be removed (quantity of antennas, RRUs, cabinets, etc. that are on site and their location).</li> <li><input type="checkbox"/> The equipment to be installed (number of antennas, RRUs, cabinets, etc. that are on site and their location).</li> <li><input type="checkbox"/> Clearly describe the proposed antenna and RRU configuration and ground equipment (provide an explanation for the configuration if additional equipment is being added).</li> <li><input type="checkbox"/> Describe how the proposed wireless telecommunication facility will not be readily visible by providing a detailed description of proposed screening method for the antennas, ground equipment, and cables and conduits connecting the antennas to the ground equipment, or demonstrated that it is not technically feasible to incorporate additional measures that would make the facility not readily visible.</li> <li><input type="checkbox"/> Describe how the proposed wireless telecommunication facility is necessary to prevent or fill a significant gap in coverage or capacity shortfall in the applicant’s service area, and is the least intrusive means of doing so.</li> </ul> |
| <input type="checkbox"/> | <p>One (1) Radio Frequency (RF) Emissions Report prepared by a licensed engineer that includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coversheet - Written statement that the proposed configuration (antenna model(s) and quantity) at the project location (address and APN) is within the acceptable range set by the FCC accompanied by a wet stamp.</li> <li><input type="checkbox"/> Engineering calculations demonstrating that the proposed wireless telecommunication facility will comply with all applicable FCC requirements and standards.</li> </ul>  |

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|--------------------------|--|
| <input type="checkbox"/> | One (1) set of all applicable licenses or other approvals required by the FCC, PUC, and any other agency of the Federal or State government with authority to regulate telecommunication facilities that are required in order for the applicant to construct the proposed wireless telecommunication facility.  |
| <input type="checkbox"/> | One (1) set of all applicable documentation that the applicant is in compliance with all conditions imposed in conjunction with such licenses or approvals, a description of the number, type, power rating, frequency range, and dimensions of antennas, equipment cabinets, and related wireless telecommunication facilities proposed to be installed, and engineering calculations demonstrating that the proposed wireless telecommunication facility will comply with all applicable FCC requirements and standards.   |
| <input type="checkbox"/> | Material and color samples of the proposed screening for all new locations (staff may require material and color samples for an existing site if deemed appropriate).  |
| <input type="checkbox"/> | <p>Plan Sets – Preliminary (see Plan Set Requirements)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ten (10) sets of 11"x17" - stapled together, folded in half, printed on one side</li> <li><input type="checkbox"/> Two (2) full-sized sets (2'x3') - stapled together and folded into an 8.5"x11" size with the title block showing.</li> </ul> <p>Plan Sets – Formal (see Plan Set Requirements)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Twenty-five (25) sets of 11"x17" - stapled together, folded in half, printed on one side</li> <li><input type="checkbox"/> Three (3) full-sized sets (2'x3') - stapled together and folded into an 8.5"x11" size with the title block showing.</li> </ul> |
| <input type="checkbox"/> | Electronic documents, in PDF form, of the required document.   |

| <b>Supplemental - New Monopoles/Location</b> |  |
|--|--|
| <input type="checkbox"/>                     | Justification of proposed height and visual impact of the project and why the impact cannot be lessened.   |
| <input type="checkbox"/>                     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Written justification for why colocation, alternative sites and/or additional sites cannot be considered.</li> <li><input type="checkbox"/> Two (2) color maps of the carrier's existing coverage within a 1-mile radius of the project location (11"x17"), once showing the current coverage and one showing upgraded coverage.</li> <li><input type="checkbox"/> One (1) color map of the carrier's existing coverage map in Union City (11"x17").</li> </ul>  |
|  | <b><i>Monopoles only</i></b>   |
| <input type="checkbox"/>                     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Justification of why proposed height and visual impact of structures cannot be lessened on proposed site, or by use of alternate and/or additional sites and demonstration that service cannot be provided without a monopole.</li> <li><input type="checkbox"/> Provide one (1) 11"x17" color map identifying all potential co-location sites (all sites within a 1-mile radius of the proposed location, including pending applications currently on file with the City.) If co-location on any such monopole or other freestanding facility would result in less visual impact than the visual impact of the proposed wireless telecommunication facility, the applicant shall justify why such co-location is not being proposed.</li> </ul> |

**Plan Set Requirements** - The plan set shall, *at minimum*, contain the specified information listed below:

- Sheet 1 – Title Sheet
  1. □ Project address and Assessor’s Parcel Number(s)
  2. □ Table of contents listing all plan set sheets, their content and page number
  3. □ Scope of work detailing the proposed project.
  4. □ Hazardous materials inventory
  5. □ Citation of adopted Building/Fire Code at time of construction used in project design.
  6. □ 1-mile vicinity map showing major roads/freeways
  7. □ Project data in tabular form
  8. □ Surrounding uses/zoning
  9. Additional sheets may be used and labelled Sheet 1.A, 1.B, etc.
  
- Sheet 2 – Site Plan, Existing & Proposed
  1. □ Location and configuration of antennas
  2. □ Location and configuration of ground equipment
  3. □ Location and configuration of cables and conduits
  4. □ Scaled and fully dimensioned
  5. □ Directional arrow
  6. □ Property lines, easements, setbacks, access road(s)
  7. □ Name of streets
  8. □ Adjacent properties (as appropriate)
  9. □ All existing structures and features including those proposed for demolition and of other carriers
  10. A partial site plan may be appropriate when the project is limited to a small section of the property and a reduced full-site plan is provided to provide context.
  11. Additional sheets may be used and labelled Sheet 2.A, 2.B, etc.
  
- Sheet 3 – Antenna, Existing & Proposed Plan
  1. □ Show existing and proposed plan side by side using the same scale
  2. □ Include equipment from other carriers if located on the same structure
  3. □ Show cables and conduits
  4. □ Scaled and fully dimensioned
  5. □ Directional arrow
  6. □ Note the existing and proposed screening
  7. Separate sheets may be used for the drawings and staff may request that the drawings be depicted on separate sheets and/or for the drawing to be shown at a different scale.
  8. Additional sheets may be used and labelled Sheet 3.A, 3.B, etc.
  
- Sheet 4 – Ground Equipment, Existing & Proposed Plan
  1. □ Show existing and proposed plan side by side using the same scale
  2. □ Include equipment from other carriers if located in the same enclosure
  3. □ Show cables and conduits
  4. □ Scaled and fully dimensioned
  5. □ Directional arrow
  6. □ Note the existing and proposed screening and/or fencing
  7. Separate sheets may be used for the drawings and staff may request that the drawings be depicted on separate sheets and/or for the drawing to be shown at a different scale.
  8. Additional sheets may be used and labelled Sheet 4.A, 4.B, etc.

- Sheet 5 – Antenna Elevations, Existing & Proposed
  1. □ Show existing and proposed elevations side by side using the same scale from all directions (e.g. north, south, etc.)
  2. □ Include equipment from other carriers if located on the same structure
  3. □ Show cables and conduits
  4. □ Scaled and fully dimensioned
  5. □ Note the direction in each drawing (north, south, east, and west)
  6. □ Note the existing and proposed screening
  7. Separate sheets may be used for the drawings and staff may request that the drawings be depicted on separate sheets and/or for the drawing to be shown at a different scale.
  8. Additional sheets may be used and labelled Sheet 5.A, 5.B, etc.
  
- Sheet 6 – Ground Equipment Elevations, Existing & Proposed
  1. □ Show existing and proposed elevations side by side using the same scale from all directions (e.g. north, south, etc.)
  2. □ Include equipment from other carriers if located on the same structure
  3. □ Show cables and conduits
  4. □ Scaled and fully dimensioned
  5. □ Note the direction in each drawing (north, south, east, and west)
  6. □ Note the existing and proposed screening
  7. Separate sheets may be used for the drawings and staff may request that the drawings be depicted on separate sheets and/or for the drawing to be shown at a different scale.
  8. This sheet may be omitted if no changes are proposed to the ground equipment.
  9. Additional sheets may be used and labelled Sheet 6.A, 6.B, etc.
  
- Sheet 7 – Current Site Photos (color)
  1. □ Note the date photos were taken
  2. □ Show building and/or structures that house the antennas from a far and close up.
  3. □ Show existing cables and conduits
  4. □ Show ground equipment area (interior and exterior)
  5. □ Show existing antenna structure (interior and exterior as appropriate)
  6. □ Show existing antenna configuration
  7. Additional sheets may be used and labelled Sheet 7.A, 7.B, etc.
  
- Sheet 8 – Photo Simulations (color)
  1. □ Before and after photo simulations of surrounding views points
  2. □ Aerial map depicting location and angles in which the photos were taken
  3. Close-up and/or additional photo simulations may be requested by staff.
  4. Additional sheets may be used and labelled Sheet 8.A, 8.B, etc.
  
- Sheet 9 – Equipment and Attachment Details
  1. □ Provide details showing the dimensions and specification for each equipment
  2. □ Provide attachment details for each equipment
  3. Additional sheets may be used and labelled Sheet 9.A, 9.B, etc.

Sheet 10 – Additional Information (as needed)

1. Provide any additional information that may be needed for the Planning review of the project.