



**CITY OF CAMPBELL**  
Community Development Department

**PLANNING APPLICATION CHECKLIST**  
**WIRELESS TELECOMMUNICATIONS FACILITIES**

(Download at <http://bit.ly/wirelesstelecomchecklist>)

This Planning Application Checklist (“Checklist”) is intended to facilitate the submittal of a development application to the City of Campbell Planning Division. Please note that there are specific Checklists for different application types (e.g., single-family homes, land use changes, planned developments, etc.). If you are unsure of which Checklist to refer, please visit the Planning Application Checklists webpage at <http://bit.ly/appchecklists>. If you need additional assistance, please contact the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov), or visit us at City Hall.

**APPLICATION TYPES**

This Checklist is to be used for applications for **Wireless Telecommunications Facilities** only, for the following three application types, including proposals for new facilities and modifications to existing facilities, including Eligible Facilities Request (EFR). This Checklist is limited to wireless telecommunications facilities located on private or City-owned property. “Small-Cell” facilities located on public utility poles are processed pursuant to City Ordinance No. 2253 (please see <https://www.ci.campbell.ca.us/969/Small-Cell-Facilities-Deployment> for more information).

APPLICATION TYPES	
APPLICATIONS	DESCRIPTION
<ul style="list-style-type: none"> <li>■ <b>Conditional Use Permit (CUP)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Required for a new <i>Concealed Facility</i>, defined as any wireless communications facility which results in new site or architectural features being added to a property in a manner which complements, enhances, or seamlessly integrates into their surroundings. Examples of concealed facilities include, but are not limited to, the construction of new rooftop, louver, chimney, silo, pole, railing, sign, window, parapets, dormers, steeples, penthouses, water towers, bell towers, artificial trees, and flag poles.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Administrative Site and Architectural Review Permit (ASA)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Required for a new <i>Stealth Facility</i>, defined as any wireless communications facility which has no perceptible visual impact. These include new facilities that are completely integrated into an existing structure or architectural feature and those which are imperceptible as a result of careful placement.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Eligible Facilities Request (Zoning Clearance)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Required for an <i>Eligible Facilities Request</i>, defined by the FCC in 47 C.F.R. Section 1.40001(b)(3), as a request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, typically involving (1) collocation of new transmission equipment; (2) removal of transmission equipment; or (3) replacement of transmission equipment.</li> </ul>

## DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a development permit must be electronically submitted through the MGO system**, accessible at <http://bit.ly/planningmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <http://bit.ly/campbellappcenter>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov). If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

## REQUIRED APPLICATION MATERIALS

Unless specifically excluded by a staff planner in writing, the following Application Materials, as specified in the table, below, pursuant to Campbell Municipal Code Section 21.34.060 (Submittal requirements), are required for a development application to be deemed "complete" under the [California Permit Streamlining Act](#). A designation of ‘Yes’ or ‘No’ in each row states whether the specific Application Material is required or not for the particular project type (i.e., “CUP/ASA” or “EFR”).

Upon submittal to the MGO system, a staff planner will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS	CUP/ASA	EFR
<b>Project Plan Sheets</b> <i>(provide as a single document)</i>			
1.	<b>Coversheet</b> <ul style="list-style-type: none"> <li>■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map;</li> <li>■ Project data table including net lot size, facility height, facility setbacks, and number of existing/proposed antennas/RRUs;</li> <li>■ Reserved area for City date and approval stamps (two 2" x 3" boxes).</li> </ul>	Yes	Yes
2.	<b>Site Photography Sheet</b> providing six (6) labeled photographs of the project site taken from multiple vantage points, with a key/legend identifying the location where each photograph was taken.	Yes	Yes
3.	<b>Existing/Demolition Plan</b> providing the information required for the ‘Site Plan’ as noted below, depicting current conditions and existing structures and features to be removed (if applicable).	Yes, if demolition is proposed	
4.	<b>Site Plan</b> <ul style="list-style-type: none"> <li>■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s);</li> <li>■ Recorded easements with the purpose for each easement noted (i.e., PUE), and notation if existing easements are to be vacated;</li> <li>■ Existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line;</li> <li>■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.);</li> <li>■ Location, height and materials of all walls and fences;</li> </ul>	Yes	Yes

#	REQUIRED APPLICATION MATERIALS	CUP/ASA	EFR
	<ul style="list-style-type: none"> <li>■ Existing buildings, showing dimensions of each building, setbacks from property lines, and distances between buildings;</li> <li>■ Proposed/modified wireless telecommunications facilities, including all existing/proposed ground-mounted equipment;</li> <li>■ All existing and proposed utility runs and points of contact;</li> <li>■ Depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities including legal boundaries of the leased, licensed or owned area surrounding the proposed facility and any associated access or utility easements;</li> <li>■ Existing/proposed landscaping areas, including shrubs, ground cover, and trees including size (DBH) and drip-line.</li> </ul>	Yes	Yes
5.	<p><b>Exterior Elevations</b></p> <ul style="list-style-type: none"> <li>■ Unobscured grayscale or color hardline architectural depictions of all sides of all <i>proposed</i> structures and <i>proposed</i> transmission equipment, specifically indicating height and width measurements;</li> <li>■ Unobscured grayscale or color hardline architectural depictions of all sides of all <i>existing</i> structures and <i>existing</i> transmission equipment, specifically indicating height and width measurements (if applicable);</li> <li>■ Delineation between existing and proposed buildings and transmission equipment (if applicable) through use of lines, shading, and/or notes;</li> <li>■ Existing and finished grade (in AMSL benchmarks);</li> <li>■ Maximum facility height in both relative values (feet and inches) and elevation benchmark (AMSL);</li> <li>■ All exterior materials and associated colors with specific manufacture and product number notations consistent with the color/material sheet;</li> </ul> <p><b>Note:</b> For proposed collocations or modifications to <i>towers</i>, the elevations must also depict the physical dimensions of the wireless tower as it existed on February 22, 2012, or as approved if constructed after February 22, 2012. For proposed collocations or modifications to <i>base stations</i>, the plans must include elevations that depict the physical dimensions of the base station as it existed on February 22, 2012, or as approved if constructed after February 22, 2012</p>	Yes	Yes
6.	<p><b>Construction/Staging Plan</b> indicating the location and duration of all associated construction activities.</p>	Yes	No
7.	<p><b>Visual Simulations</b></p> <ul style="list-style-type: none"> <li>■ Scaled visual simulations that show unobstructed before-and-after construction daytime and clear-weather views from the four most prominent angles, together with a full-color map that shows the location of each view angle;</li> <li>■ Color and finished material palate for proposed materials juxtaposed against the existing material it seeks to match (if applicable);</li> <li>■ Photograph of a completed facility of a similar design and setting as the proposed wireless communication facility (if applicable);</li> <li>■ A visual simulation showing the maximum expansion of the facility which could occur as a result of a future eligible facility request pursuant to Section 6409(a) and FCC rules implementing Section 6409 of the Spectrum Act, codified at 47 U.S.C. 1455.</li> </ul>	Yes	No
<b>Additional Items</b> (provide as separate documents)			
8.	<p><b>Purpose Statement</b></p> <ul style="list-style-type: none"> <li>■ A description of the technical objectives to be achieved;</li> </ul>	Yes	No

#	REQUIRED APPLICATION MATERIALS	CUP/ASA	EFR
	<ul style="list-style-type: none"> <li>■ An annotated topographical map that identifies the targeted service area to be benefitted;</li> <li>■ The estimated number of potentially affected users in the targeted service area;</li> <li>■ Full-color signal propagation maps with objective units of signal strength measurement that show the applicant's current service coverage levels from all adjacent sites without the proposed site, predicted service coverage levels from all adjacent sites with the proposed site, and predicted service coverage levels from the proposed site without all adjacent sites.</li> </ul>	Yes	No
9.	<b>Project Description</b> describing the project in detail (including a summary of facility equipment) and asserting whether or not the request is a new facility, a collocation, or an eligible facility request, specifying the facility design approach (e.g. concealed, stealth, or eligible facility), and providing reasons why the permit should be granted. The application must also state what approval is being sought (i.e. use permit, administrative site and architectural review permit, or zoning clearance). If the applicant believes the project constitutes an eligible facility request, the applicant must provide a detailed explanation clarifying how this determination was made	Yes	No
10.	<b>Preliminary Title Report</b> prepared by a title company registered with the <a href="#">California Department of Insurance</a> . <b>Note:</b> The title report must be no older than 120 days from the date of application submittal.	Yes	No
11.	<b>Acknowledgment Statement</b> (attached to this Checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	Yes	Yes
12.	<b>Eligibility Facilities Request (EFR) Worksheet</b> (attached to this Checklist) documenting compliance with the applicable EFR requirements of the Campbell Municipal Code.	No	Yes
13.	<b>Noise Study</b> , if the proposed facility (or any portion thereof or equipment thereon) will generate or omit noise, prepared and certified by an engineer for the proposed facility and all associated equipment including, but not limited to, all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators demonstrating compliance with the City's noise regulations. The noise study must also 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.	Yes	No
14.	<b>City Authorization Letter</b> , signed by an authorized representative of the City and accompanied by the license or other agreement authorizing applicant's use of such City-owned property.	Yes, if the facility is to be located on City-owned property	
15.	<b>Prior Permits</b> (true and correct copies) issued for an existing facility, including, without limitation, all required conditions of approval. For eligible facilities requests, the application must also include a certification by the applicant that the proposal will not violate any previous permit or conditions of approval or why any violated permit or conditions does not prevent approval under Section 6409(a) and the FCC's regulations implementing this federal law.	Yes, for existing facilities	
16.	<b>FCC Compliance Statement</b> , affirming under penalty of perjury, that the proposed installation will be FCC compliant and will not cause members of the general public to be exposed to RF levels that exceed the MPE levels deemed safe by the FCC.	Yes	Yes
17.	<b>Radio Frequency Report</b> , evidencing that the proposed facility, as well as any collocated facilities, and cumulative conditions will comply with applicable FCC	Yes	Yes

#	REQUIRED APPLICATION MATERIALS	CUP/ASA	EFR
	standards and regulations, (including, but not limited to, federal RF exposure standards and exposure limits). Documentation of FCC compliance shall be required for all wireless communications facility permits, including, without limitation, permit modifications.		
18.	<b>Required Licenses</b> , evidencing that the applicant has all current licenses and registrations from the FCC, the CPUC, and any other applicable regulatory bodies where such license(s) or registration(s) are necessary to provide wireless communication services utilizing the proposed wireless communication facility	Yes	Yes
19.	<b>Structural Analysis</b> , prepared, signed, and sealed by a California-licensed engineer that assesses whether the proposed wireless communications facility complies with all applicable building codes.	Yes	Yes
20.	<b>Alternative Sites Analysis</b> providing a list of all existing structures considered as alternatives to the proposed location, together with a general description of the site design considered at each location. The applicant must also provide a written explanation for why the alternatives considered were unacceptable or infeasible, unavailable or not as consistent with the development standards in this chapter as the proposed location. 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 development standards in this chapter as the proposed location. If an existing facility is listed among the alternatives, the applicant must specifically address why the modification of such existing wireless communications facility is not a viable option. Stealth facilities shall not be required to provide an alternative site analysis.	Yes	No
<b>Additional Requirements</b>			
21.	<b>Building Permit Application</b> submitted concurrently with an EFR Zoning Clearance. If an <a href="#">application for a building permit</a> has not been submitted, your Zoning Clearance application will not be accepted.	No	Yes

## PROJECT PLAN PREPARATION REQUIREMENTS

Project Plans submitted for a development application must adhere to the following requirements:

- Be professionally prepared by a licensed architect and/or engineer;
- Be drawn to a standard architectural and/or engineering scale (e.g., 1/4" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, email, and stamp of the plan author(s);
- Specify the date of preparation; document version (deltas); noted and graphical scale; and north arrow (as applicable);
- Be produced in a uniform size (all sheets) of 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;
- Incorporate all the required plan sheets, inclusive of architectural, civil, and landscaping sheets, into a single set of Project Plans; and
- Be natively generated by a CAD application program, rather than printed and scanned

## APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application Materials must be submitted **electronically** in [Adobe PDF](#) (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and \*), version numbers or prefix numbers to the file names. Please also ensure that the Project Plans, inclusive of architectural, civil, and landscaping sheets, **are combined into a single PDF file**. All other files should be provided as separate PDF files.

<b>REQUIRED FILE NAMING FORMAT</b>	
<b>Required Material</b> <i>(one PDF file for each item)</i>	<b>Required File Name Format</b> <i>(label each file exactly like this)</i>
■ <b>Project Plans</b> (inclusive of architectural, civil, and landscaping sheets)	■ <b>Project Plans (year-month-day)</b> <i>Example: Project Plans (2020-01-30)</i>
■ <b>Purpose Statement</b>	■ <b>Purpose Statement (year-month-day)</b> <i>Example: Purpose Statement (2020-01-30)</i>
■ <b>Project Description</b>	■ <b>Project Description (year-month-day)</b> <i>Example: Project Description (2020-01-30)</i>
■ <b>Preliminary Title Report</b>	■ <b>Title Report</b>
■ <b>Acknowledgment Statement</b>	■ <b>Acknowledgment Statement</b>
■ <b>Eligibility Facilities Request (EFR) Worksheet</b>	■ <b>EFR Worksheet</b>
■ <b>Noise Study</b>	■ <b>Noise Study</b>
■ <b>City Authorization Letter</b>	■ <b>City Authorization Letter</b>
■ <b>Prior Permits</b>	■ <b>Prior Permits</b>
■ <b>FCC Compliance Statement</b>	■ <b>FCC Compliance Statement</b>
■ <b>Radio Frequency Report</b>	■ <b>RF Report</b>
■ <b>Required Licenses</b>	■ <b>Required Licenses</b>
■ <b>Structural Analysis</b>	■ <b>Structural Analysis</b>
■ <b>Alternative Sites Analysis</b>	■ <b>Alternative Sites Analysis</b>

## APPLICATION FEES

Payment of application fees is required for submittal of all development applications. Once your application has been accepted, an invoice with instructions for payment will be emailed to you. **Payment of the application fees must made within two (2) business days.** Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. The application fee schedule is available at <http://bit.ly/feesplanning>. The Planning Division also reserves the right to require a cash deposit to reimburse the City for its costs (plus an 20% administrative overhead) to retain an independent consultant to review the technical aspects of the application. Please note that the City charges a surcharge fee for all credit/debit card and ACH (e-check) transitions in the amount of 4% and 1%, respectively. Cash or check payments may be made at the City Finance Department at no additional cost.



CITY OF CAMPBELL  
Community Development Department

**ACKNOWLEDGEMENT STATEMENT**

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation is grounds for revocation of an approved land use entitlement pursuant to [Campbell Municipal Code \(CMC\) 21.68.030.B](#). Signature by the Applicant and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

- (1) The Project Site *is not* included on the [Hazardous Wastes and Substances Sites List](#) pursuant to Cal. Gov. Code § 65962.5;
- (2) A political donation(s) of \$250 or more to any City of Campbell Planning Commissioner *has not* been made pursuant to the [Political Reform Act](#);
- (3) A vested right to a land use entitlement or building permit *will not* be conferred without additional approval by the [West Valley Sanitation District](#);
- (4) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the City’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the [California Public Records Act \(CPRA\)](#);
- (5) As specified by [CMC Sec. 21.38.040.C](#), if an application is deemed incomplete revised Application Materials must be submitted within one hundred eighty calendar days after notification of incompleteness, or the application shall be deemed withdrawn *without refund of application fees*;
- (6) All notices and communications may be provided electronically via email through the MGO system. This acknowledgement also constitutes an intelligent, voluntary, and knowing waiver to receive a physical copy of any notice required or implied to be required by the [Permit Streamlining Act \(PSA\)](#);
- (7) An application for a development permit is not deemed submitted for the purposes of the [Permit Streamlining Act \(PSA\)](#) until all required materials have been received and all fees have been paid;
- (8) A project shall not be construed as operative, vested, or final nor shall City permits be considered valid, until the filing fees for a Notice of Determination (NOD) have been paid (Fish & Game Code §711.4(c)(3)); and
- (9) The information submitted with the development application is true and correct to the best of my knowledge.

ATTEST:

**APPLICANT ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**PROPERTY OWNER ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**Company (if applicable):**  
\_\_\_\_\_

# Eligible Facilities Request Worksheet

This worksheet is intended to assist the applicant and City staff to determine whether or not the permit request qualifies for consideration as an Eligible Facility Request. With the exception of Table 2 (which is completed by staff), all information on this form must be completed prior to application submittal. Please be advised if the response is noted in bold and underline (i.e. **Yes**  or **No** ) the project will be ineligible for review as an Eligible Facility Request.

1. What type of wireless telecommunications facility? Please check the option that applies:
  - The facility is a tower facility.
  - The facility is a non-tower facility.
2. Is the facility located outside of the public right of way (i.e. on private property)? Yes  **No**
3. Will the project result in more than four equipment cabinets being added to the property (compare to applicable approval)? **Yes**  No
4. Will the project result in any excavation outside of the approved license area (obtain from applicable approval)? **Yes**  **No**
5. Will the project comply with all previously approved conditions of approval? Yes  **No**  | Entitlement File Number: \_\_\_\_\_ | Resolution Number: \_\_\_\_\_ or N/A
6. Will the project defeat an existing concealment element? **Yes**  No
7. Will the project result in adding ground mounted equipment where no prior ground mounted equipment was approved? **Yes**  No
8. Will the project result in adding ground mounted cabinets that are more than 10% larger in height or overall volume than existing cabinets associated with facility? **Yes**  No
9. Will the project seek to extend the underlying facility approval/duration? **Yes**  No  | Date of Permit Expiration: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Table 1 – Project Dimension Calculations <small>(Completed by Applicant)</small>		
	Approved <small>(obtain from applicable approval)</small>	Proposed
<b>Overall Height</b> <small>(from ground)</small>	_____ Feet	_____ Feet
<b>Separation</b> <small>(for towers only)</small>	_____ Feet	_____ Feet
<b>Width</b> <small>(towers only; distance from edge all others)</small>	_____ Feet	_____ Feet

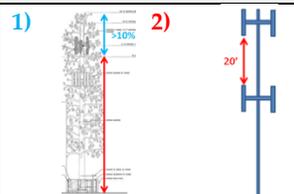
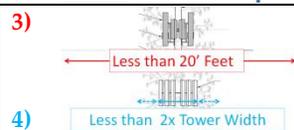
Table 2 - Eligibility Threshold <small>(Completed by City Staff)</small>			
Tower or Base station	Supporting Graphic For Tower Facilities	Non-Tower	Eligible (Y/N)
Not more than the greater of: <b>1)</b> 10% of the height of the tower; or <b>2)</b> the height extension needed to accommodate one additional antenna array with a separation of 20-feet from the nearest existing antenna.		10% or 10-feet	
Not more than the greater of <b>3)</b> 20-feet; or <b>4)</b> the tower width at level of appurtenance.		6-feet from edge	

Table 3 - Equipment Summary			
	Approved <small>(obtain from applicable approval)</small>	Proposed <small>(to be added)</small>	Total <small>(Approved + Proposed)</small>
<b>Number of Antennas</b>			
<b>Number of RRU's</b>			
<b>Number of Equipment Cabinets</b>			