



**CITY OF CAMPBELL**  
Community Development Department

## ELIGIBLE FACILITY REQUEST APPLICATION

Applications for a wireless communications facility **shall be by appointment only** and by someone with authority to act on behalf of the applicant during the planning division public counter hours. Applications and any subsequent resubmittal that are not made in person by someone with authority to act on behalf of the applicant and during scheduled times shall not be accepted for filing and will be returned. The staff planner who is on duty when your application is submitted will give the application a cursory review for completeness. If any of the following items are not provided, in full, the application will not be accepted. Further, please be advised that the submission of materials and information, including when responding to a notice of incompleteness, must be given to the City in one (1) submittal packet.

1. **Application.** A fully completed and executed City application form, including Supplemental Forms A, B, & C.
2. **Application filing fees.** Application fees, in a payment format accepted by the City finance department, as may be amended from time to time.
  - a. Planning Division Fees: \$1,425.00 Zoning Clearance Fee (FY19)
  - b. Building Division Fees: Due to the complexity of permit fees for new construction, it is required that you visit the Building Inspection & Safety Counter to determine the amount required for the building permit fee.
3. **Written statement; Type of approval sought.** A written narrative describing the project in detail (including a summary of facility equipment) and explaining why the permit qualifies as an eligible facility request.
4. **City-owned.** If the proposed facility is to be located on a City-owned building, pole, or other structure, the application must be 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.
5. **Independent consultant deposit.** A fee deposit, if required, to reimburse the City for its costs to retain an independent consultant to review the technical aspects of the application.
6. **Site and construction plans.** Complete and accurate plans, drawn to scale, signed, and sealed by a California-licensed engineer, land surveyor, and/or architect, which include, at a minimum, the following:
  - a. Number of Plan Sets:
    - i. Seven (7) full-size sets (24" x 36") Must FOLD to 8 1/2" X 11" size.
      1. At least two must be "wet-signed" and stamped by a State of California licensed architect or engineer).
    - ii. Two (2) "wet-signed" reduced sets (11" x 17")
    - iii. One (1) Digital Copy of plans and associated materials on USB / CD
      1. PDF Format in 24" x 36" scale / 300 dpi and 11" x 17" scale / 300 dpi
  - b. Minimum Details to Include on Plan Drawings:
    - i. A site plan and elevation drawings for the facility as existing and as proposed with all height and width measurements explicitly stated.
    - ii. A depiction, with height and width measurements explicitly stated, of all existing and proposed transmission equipment.
    - iii. A depiction of all existing and proposed utility runs and points of contact.
    - iv. A depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities labeled in plan view and including legal boundaries of the leased,

licensed or owned area surrounding the proposed facility and any associated access or utility easements.

- v. A demolition plan (if applicable).
  - vi. A true and correct copy of all the conditions of approval required by Campbell Municipal Code Section [21.34.070](#) as amended from time to time. The conditions of approval may be included as a separate sheet or as a reduced page imbedded into a plan sheet.
7. **Prior permits.** True and correct copies of all previously issued permits, 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.
  8. **FCC compliance; Affirmation of radio frequency standards compliance.** An affirmation, 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. The application shall include an RF report (or other documentation) acceptable to the City, evidencing that the proposed facility, as well as any collocated facilities, and cumulative conditions will comply with applicable FCC 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.
  9. **Required Licenses or Approvals.** Evidence 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.
  10. **Structural analysis.** A structural analysis, prepared, signed, and sealed by a California-licensed engineer that assesses whether the proposed wireless communications facility complies with all applicable building codes.
    - a. Four (4) sets in 8½" x 11" format and "wet-signed".
  11. **Other permits.** An application for an eligible facility request shall include all permit applications with all required application materials for each and every separate permit required by the City including, but not limited to, a building permit (see Attachment A) and an encroachment permit (if applicable).
  12. **Other information.** Such other information as the City may require, as specified in publically available materials, including, but not limited to, information required as stated on the City's website.

**DATE RECEIVED**  
(City Date Stamp)



**CITY OF CAMPBELL**  
Community Development Department

**PROJECT INTAKE**  
(City Use Only)

File No: \_\_\_\_\_  
APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Zoning: \_\_\_\_\_  
GP: \_\_\_\_\_  
Checked in by: \_\_\_\_\_

## Eligible Facility Request Application Form

### PROJECT INFORMATION

Project Address: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

General Project Description: \_\_\_\_\_  
\_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Signature (see acknowledgements): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Mobile: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Signature (see acknowledgements): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Mobile: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

### ACKNOWLEDGEMENTS

Submittal of this development application and signature by the Applicant and Property Owner constitutes acknowledgment of the following by all parties: (1) That the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may invalidate any approval or clearance granted; (2) The Project Site *is not* included on the Hazardous Wastes and Substances Sites List pursuant to Cal. Gov. Code § 65962.5; (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; and (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) It is understood that the application is submitted 'at risk', and that application materials may be required to be modified, and if denied, shall not be reimbursed application fees. If any of these statements cannot be affirmatively acknowledged, please inform the planner *before* submitting a development application.

## Application for Building Permit

Applicant: Fill in all applicable areas; please print clearly. Application Number: \_\_\_\_\_ Intake Person (office use only) \_\_\_\_\_

Applicant is: \_\_\_\_\_ Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Architect/Designer \_\_\_\_\_ Agent: \_\_\_\_\_

**Project Identification:**

APN: \_\_\_\_\_ Lot #: \_\_\_\_\_ Suite or Space #: \_\_\_\_\_

Job Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Project Type** (check appropriate item)

\_\_\_\_ Commercial \_\_\_\_\_ Residential

**Permit Type(s)** (check appropriate items)

\_\_\_\_ BLDG \_\_\_\_\_ MECH \_\_\_\_\_ PLUMB \_\_\_\_\_ ELEC

**Scope of Work** \_\_\_\_\_

Valuation: \$ \_\_\_\_\_ Const. Type: \_\_\_\_\_ Occupancy: \_\_\_\_\_

Is Bldg. Sprinklered? \_\_\_\_\_ Yes \_\_\_\_\_ No Existing Use: \_\_\_\_\_

Proposed Use \_\_\_\_\_ # of Stories: \_\_\_\_\_ # of Units: \_\_\_\_\_

Comm. Sq. Ftg. Office: \_\_\_\_\_ Retail: \_\_\_\_\_ Warehouse: \_\_\_\_\_ Other: \_\_\_\_\_

Res. Sq. Ftg. Total Sq. Ftg. \_\_\_\_\_ Dwelling: \_\_\_\_\_ Gar: \_\_\_\_\_ # of cars \_\_\_\_\_ Patio: \_\_\_\_\_ Porch: \_\_\_\_\_ Deck: \_\_\_\_\_

**Are you removing a street tree?** Yes \_\_\_\_\_ No \_\_\_\_\_ **Are you doing any work in the public right of way?** Yes \_\_\_\_\_ No \_\_\_\_\_**Owner's Name, Address, Phone**

Name \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Email \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Contractor's Name, Address, Phone & Contractor's Lic. #****Check Here if "Owner/Builder" Permit** \_\_\_\_\_

Company Name \_\_\_\_\_ Bus Phone: \_\_\_\_\_

Contact Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address \_\_\_\_\_ Cell. Phone: \_\_\_\_\_

Email \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

License #: \_\_\_\_\_ License Classifications(s): \_\_\_\_\_

**Architect** \_\_\_\_\_ **Designer** \_\_\_\_\_ **Engineer** \_\_\_\_\_ **(please check one)**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Email \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Desired contact person:** \_\_\_\_\_ Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Architect/Designer \_\_\_\_\_ Agent\_\_\_\_\_  
**Applicant Signature**\_\_\_\_\_  
**Printed Name**\_\_\_\_\_  
**Date**

## 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, in full, prior to application submittal. Please be advised if the response is not 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 seek to extend the underlying facility approval/duration?    **Yes**    No | Date of Permit Expiration: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Table 1 – Project Dimension Calculations			
	Approved (obtain from applicable approval)	Existing (as built)	Proposed (beyond what was approved; please provide percentage and feet)
<b>Height<sup>1</sup></b>	_____ Feet	_____ Feet	_____ Feet _____ %
<b>Separation (if applicable; see 1b)</b>	_____ Feet	_____ Feet	_____ Feet _____ %
<b>Width</b>	Width of facility at level of appurtenance:  _____ Feet	Width of facility at level of appurtenance:  _____ Feet	Total increase (<20-feet): _____ Distance from edge of app.: _____

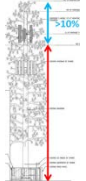



Table 2 - Eligibility Threshold (Completed by City Staff)			
Tower	Supporting Graphic For Tower Facilities	Non-Tower	Eligible (Y/N)
Not more than the greater of: a) 10% of the height of the tower; or b) the height extension needed to accommodate one additional antenna array with a separation of 20-feet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

Table 3 - Equipment Summary				
	Approved (obtain from applicable approval)	Existing (as built)	Proposed	Total
<b>Number of Antennas</b>				
<b>Number of RRU's</b>				
<b>Number of Equipment Cabinets</b>				

<sup>1</sup> For roof mounted facilities, please provide the height from the ground to the top of the facility, as well as from the roof (bottom) of the equipment to the top of the facility.

## Timeline for Review

For an eligible facilities request, the City will act on the application within sixty (60) calendar days of the community development department's receipt of such application packet. The timeframe for review of an application shall begin to run when the application is submitted in writing to the community development department, but may be tolled by mutual agreement or in cases where the City determines that the application is incomplete. The application processing time for applications subject to this chapter shall be in conformance with the time periods and procedures established by applicable FCC decisions, adjusted for any tolling due to incomplete application notices or mutually agreed upon extensions of time.

This form is intended to assist the applicant and staff to track the timeline for review. This form should be updated upon submittal and each subsequent resubmittal:

Action	Date	Calendar Days Remaining
Project Submitted		60
First Notice (within 30-days)		
Project Resubmitted		
Second Notice (within 10-days)		
Project Resubmitted		
Third Notice (within 10-days)		
Project Resubmitted		
Fourth Notice (within 10-days)		
Project Resubmitted		
Fifth Notice (within 10-days)		
Project Resubmitted		