



## **SMALL WIRELESS FACILITIES APPLICATION GUIDELINES**

The City of Gardena (“**City**”) recognizes that the provision(s) of Wireless Facilities are highly technical and are subject to various federal, state, and local regulations. This guideline is specifically tailored to Small Wireless Facilities (“**SWF**”) as defined by the Federal Communications Commission (FCC) in 47 C.F.R. § 1.6002(I). This SWF guideline is designed to provide guidance on how to submit wireless application materials in support of new SWF within the City. You may view details of the Wireless Facilities Policy, specifically Section 4 relating to SWF, in the following linked City Wireless Facility Resolution No. 6391:

<https://www.cityofgardena.org/wp-content/uploads/2020/10/Reso-No.-6391-1.pdf>

### **APPOINTMENTS**

SWF Applications can be submitted by appointment only and in person only.

Please contact the City’s Public Works Engineering department by calling (310) 217-9568 or the City’s Planning Department by calling (310) 217-9530 to schedule an appointment with City staff to submit a SWF application. Appointments are scheduled for morning hours on Mondays and Tuesdays, excluding holidays and City closures.

Questions about SWFs should be directed to the City Public Works Engineering department by calling (310) 217-9568. For questions regarding SWFs on private property, contact the City Planning Department by calling (310) 217-9530.

### **PAPER COPIES**

Applicant must provide two (2) hard (paper) copy application sets.

### **SOFT/ELECTRONIC COPIES**

Along with the paper (hard) copies, Applicant must also provide a CD or USB Drive with a soft/electronic copy of the entirety of its SWF Application Form and all supporting documents.

The soft/electronic SWF Application Form and all supporting documents must be in searchable PDF format and as individual documents (not a single PDF document/file). Each individual PDF document must be properly named to indicate the content of the document. For example: ‘Attachment 1 - Photo Simulations’; ‘Attachment 14 - RF Report’; ‘Attachment 19 - Acoustic Analysis’, etc.

### **BATCHED APPLICATIONS**

Each SWF proposal requires its own SWF Application. Applicants may generally submit one (1) SWF application per appointment, or up to five (5) individual SWF applications per

appointment for batched applications. SWFs in a batch must be proposed with substantially the same equipment in the same configuration on the same support structure type.

For each Batch:

- Each SWF application should contain its own application fee.
- If any SWF application is incomplete the entire batch shall be deemed incomplete.
- If any SWF application is withdrawn or deemed withdrawn the entire batch shall be deemed withdrawn.
- If any SWF application requires a tolling agreement, the tolling agreement must cover the entire batch.

### **PRE-SUBMITTAL CONFERENCES**

The City strongly encourages, but does not require, applicants to schedule and attend a pre-submittal conference with City staff for all proposed projects. This voluntary pre-submittal conference does not cause the FCC Shot Clock(s) to begin and is intended to streamline the review process before a SWF application is filed. To mitigate unnecessary delays due to application incompleteness, applicants are encouraged (but not required) to bring any draft applications or other materials so that City staff may provide informal feedback and guidance about whether such applications or other materials may be incomplete or present other issues. To schedule a voluntary pre-submittal conference, please contact the City's Public Works Engineering department by calling (310) 217-9568 to schedule an appointment.

### **APPLICATION FEES**

Each SWF Application Form must accompany a processing fee of Three Thousand One Hundred Ninety Nine Dollars (\$3,199.00) per site. This fee includes services for third party application and design review of one each (\$2,839.00) and staff administration cost (\$360). Additional fees may be required to be paid should the costs to process the application exceed the amount of reviews and initial fees on a per site basis. The Applicant acknowledges that the City may charge the Applicant additional fee deposit(s) to cover all of the City's actual costs to process the application, which may exceed the initial application fee per site. The Applicant also acknowledges that no permit(s) will be issued by the City while a balance remains due on the application. The City will timely return to the Applicant the portion of the deposit exceeding the City's actual costs to process this application, if any. Also, City Encroachment permit fees and bonds will be determined and required upon approval of the plans.

## APPLICATION CHECKLIST – REQUIRED MATERIALS

**For the City to deem complete any permit application for a SWF, the applicant must submit all of the applicable application materials listed in this checklist.**

### **FOR CITY STAFF USE:**

Check the box if the item/information is included in the application submittal.

- ☐ APPLICATION DEPOSIT
- ☐ SWF SUPPLEMENTAL INFORMATION
- ☐ PROJECT PURPOSE AND TECHNICAL OBJECTIVES
- ☐ PROJECT PLANS
  - ☐ COVER SHEET
  - ☐ SITE SURVEY
  - ☐ SITE DEVELOPMENT PLAN
  - ☐ EQUIPMENT INVENTORY
  - ☐ TRAFFIC CONTROL PLAN
  - ☐ FIBER NETWORK PLAN
- ☐ LETTER OF AUTHORIZATION
  - ☐ CITY-OWNED PROPERTY
  - ☐ NON-CITY OWNED LIGHT STANDARD
  - ☐ NON-CITY OWNED WOOD UTILITY POLE
  - ☐ NEW STRUCTURE IN THE PROW
- ☐ SITE PHOTOS AND PHOTO SIMULATIONS
- ☐ ALTERNATIVES ANALYSIS
- ☐ FCC LICENSES
- ☐ FAA FORMS
- ☐ RF COMPLIANCE REPORT
- ☐ ACOUSTIC ANALYSIS
- ☐ STRUCTURAL ANALYSIS
- ☐ PUBLIC NOTICE
- ☐ CERTIFICATES OF INSURANCE
- ☐ CITY BUSINESS LICENSE
- ☐ INDEMNIFICATION FORM
- ☐ ENCROACHMENT/CONSTRUCTION PERMIT FORM
- ☐ CERTIFICATION OF ACCURACY AND RELIABILITY

### **STAFF USE ONLY:**

Application No. \_\_\_\_\_ City Receipt Date: \_\_\_\_\_

Pole Number (if applicable): \_\_\_\_\_

Batched Application: ☐ Yes # of Applications in Batch: \_\_\_\_\_ ☐ No

## SWF APPLICATION

Facility Owner: \_\_\_\_\_ Carrier Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

*\*If in PROW, provide nearest address*

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Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

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Contractor Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

### APPLICATION DEPOSIT

Each SWF Application Form must accompany a processing fee of **Three Thousand One Hundred Ninety Nine Dollars (\$3,199.00)**. Additional fees may be required to be paid should the costs to process the application exceed the amount of the initial fees.

\*City Encroachment permit fees and bonds will be determined and required upon approval of the plans.

### 1. SWF SUPPLEMENTAL INFORMATION

Label this as “**Attachment 1 –SWF Supplemental Information**”.

The applicant must complete and submit the information to support evaluation of whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(I)(1-6). For example: provide evaluation of how the proposed facility qualifies as a SWF relating to the volume of each proposed antenna.

### 2. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION

Label this as “**Attachment 2 –Project Purpose and Technical Objectives**”.

This section should demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant's network in the area that would be served by the proposed SWF.

### **A. Project Purpose**

Identify and describe the dominant project purpose. Possible responses analyze whether the proposed facility or modification will:

- a. add new personal wireless service coverage to an area in which the licensee does not currently provide any personal wireless service coverage;
- b. add new personal wireless service capacity to an area in which the licensee currently provides personal wireless service coverage.

If the project has a different dominant purpose from the options described above, please provide such purpose in full detail.

### **B. Technical Objectives**

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed SWF to achieve and the factual reasons why the proposed location, centerline height and equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- a. a street-level map that shows the general geographic area of the service area(s) to be improved through the proposed wireless facility (the "**Service Area**");
- b. full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSRP (or other relevant signal level or quality indicator) and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps;
- c. a written narrative that describes the uses (commercial, residential, primary thoroughfare, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed;
- d. a statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).

## **3. PROJECT PLANS**

Label this as "**Attachment 3 –Project Plans**".

Provide two full-sized and seven 11"x17" project plans with digital files in portable document format (PDF) that contain all the following. Dimensions must be shown in decimal feet and volumes must be shown in decimal cubic feet.

**A. Cover Sheet**

- a. Contain detailed project description that specifies the proposed installation and/or modifications;
- b. Contain site information that includes the site address, assessor's parcel number, site latitude and longitude, project team contact information, location map, and pole number (if applicable);

**B. Site Survey**

- a. Be prepared, signed and wet stamped by a California Registered Civil Engineer or Licensed Surveyor;
- b. Include the North Arrow, date, scale and legend on each plan page;
- c. Show all leased/licensed areas in connection with the small wireless facility, including all power and fiber vaults;
- d. Include sidewalk measurements (in feet) to demonstrate full compliance of Americans with Disability Act ("**ADA**") regulations;
- e. Depict all surrounding existing pedestrian ramps, posts, pedestals, traffic signals, sidewalk widths, fire hydrants, transit shelters, kiosks, ramps, driveways, curbs, and all other existing features in the PROW;
- f. Show all traffic lanes;
- g. Depict planters, vegetation, trees, and any other landscaped areas and features;
- h. Depict all above and below-grade utilities, related structures, and encroachments;
- i. Demonstrate that the proposed SWF project will be in full compliance with all building codes, electrical codes and all other required codes in the PROW;

**C. Site Development Plans**

- a. Be prepared, signed and wet stamped by a California Registered Civil Engineer or Licensed Surveyor;

- b. Include the North Arrow, date, scale and legend on each plan page;
- c. Include all elevations of the proposed SWF;
- d. Include all existing and proposed improvements, structures, equipment, fixtures, concealment elements, and/or facilities with all dimensions, labels and ownership identifications clearly called out;
- e. Depict all electrical, fiber and data backhaul connections (conduits, vaults, handholes, cables, wires, junctions, meters, meter-less power, etc.);
- f. Depict all proposed antennas, associated equipment, pedestals, flush-to-grade vaults, concealment elements, conduits, risers and all conditions related to the proposed SWF;
- g. Include all azimuth orientation of all proposed antennas;

#### **D. Equipment Inventory**

- a. Contain cut sheets with all the technical specifications (manufacturer, model number, physical dimensions [height, width, length and weight]) of all the proposed antennas and associated equipment;
- b. Include all dimensions shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft<sup>3</sup>);

#### **E. Traffic Control Plans**

Provide engineered traffic control plans that show the traffic control for the project. The plans must be drawn in accordance with the latest version of the California Manual on Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

#### **F. Fiber Network Plan**

To the extent that the project requires running new fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the deployment, all fiber optic cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors or other items on the map. The fiber plans should clearly identify all meet-me points and points of connection. Even if the fiber deployment will be performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

#### **4. LETTER OF AUTHORIZATION**

##### **A. City-Owned Property**

Label this as “**Attachment 4- City LOA**”

If the applicant proposes to install a SWF on any structure owned or controlled by the City and located within the public right-of-way, the applicant must submit an executed pole license agreement on a City-prepared form, stating the terms and conditions of the applicant's use. The applicant is not permitted to change the pole license agreement except as may be indicated on the form. The applicant can obtain the most current pole license agreement form by contacting the City Public Works Engineering department by calling (310) 217-9568.

##### **B. Non-City Owned Light Standard**

Label this as “**Attachment 4- Non-City Owned Light Standard LOA**”

If the applicant proposes to install a SWF on a non-city owned light standard, the applicant must submit a letter of authorization from the light standard owner.

##### **C. Joint Utility Poles [Joint Pole Authority (“JPA”)]**

Label this as “**Attachment 4- Joint Utility Pole LOA**”

If the applicant proposes to install a SWF on a non-city owned wood utility pole (JPA), the applicant must submit either a letter of authorization from the JPA or a 45-day lapse letter.

##### **D. New Structure in the PROW**

Label this as “**Attachment 4- New Structure in PROW LOA N/A**”.

If the applicant proposes to install a SWF on a new (non-existing) structure in the PROW, then the applicant does not need to submit any letter of authorization.

#### **5. SITE PHOTOS AND PHOTO SIMULATIONS**

Label this as “**Attachment 5-Site Photos and Photo Simulations**”.

##### **A. Site Photos**

- a. Provide base color photos of propose site, from three vantage points;
- b. Provide a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location;
- c. The photos must be in a high-resolution format;



## **B. Photo Simulations**

Provide photo simulations that would allow the City to visualize the proposed project as constructed. The photo simulations must be in a high-resolution format and show the proposed facility from reasonable line-of-sight locations that would accurately and reliably reflect the appearance of the proposed facility and/or modifications as-built.

- a. Provide photo simulations using the base photos from the three vantage points. Each base photo and matching photo simulation must be the same size;
- b. Depict the proposed facility accurately and reliably by visually representing all elements (cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment etc.) of the proposed facility and/or modifications as-built;

## **6. ALTERNATIVE ANALYSIS**

Label this as “**Attachment 6 – Alternatives Analysis**”.

Provide a detailed written analysis that describes how the proposed SWF complies with all the requirements in the Policy, which includes without limitation the Policy location requirements, and all the alternative locations and designs considered before the applicant submitted this application.

The analysis must include all the following required information and/or materials:

- A. an aerial map that shows the general geographic area of the proposed location annotated to show:
  - a. all existing wireless facilities within the City;
  - b. the search ring used for this particular project;
  - c. all locations for each alternative considered for this particular project;
- B. for each alternative site considered, a detailed written description that includes, without limitation all the following:
  - a. the physical address;
  - b. zoning district designation;
  - c. support structure type considered;
  - d. general design concept and concealment elements/techniques considered;

- e. overall height and achievable antenna centerline height;
- f. the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable or not in accordance with the standards in the Policy.

**Note:** 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 standards in the Policy. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the standards in the Policy will be deemed incomplete;

**Note:** if a less preferred SWF location is proposed, the applicant must present fact-based, reliable evidence to support its selection of the less preferred SWF location. Also, for each alternative site within the search ring, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSSI, RSRP or other relevant signal level or quality indicator with and without the alternative site and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

## **7. FCC LICENCES**

Label this as **"Attachment 7–FCC Licenses"**.

If the applicant proposes to operate in FCC-licensed spectrum, provide proof of licenses for all planned operating bands in the applicable geographic market(s).

## **8. FAA FORMS**

Label this as **"Attachment 8–FCC Licenses"**.

If the proposed SWF requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq., or under other FCC rules, please provide such documentation.

## **9. RF COMPLIANCE REPORT**

Label this as **"Attachment 9–RF Compliance Report"**.

Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the SWF, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits.

The RF compliance report must include the actual frequency and power levels [in watts effective radiated power (“**ERP**”), not EIRP] for all existing and proposed antennas at the site; Also, the RF Compliance Report should depict:

- the location and orientation (degree azimuths) of all transmitting antennas;
- the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC);
- the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC).

## **10.ACOUSTIC ANALYSIS**

Label this as “**Attachment 10–Acoustic Analysis**”.

Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment related to the SWF and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must 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.

In lieu of a certified report, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed equipment will not, both individually and cumulatively, exceed the applicable ambient noise limits. In addition, describe whether the equipment will be passively or actively cooled if any equipment will be enclosed in a shroud, cabinet, pedestal or other enclosure. If the equipment will be actively cooled, the applicant must include the manufacturer’s specifications for all active cooling mechanisms.

## **11.STRUCTURAL ANALYSIS**

Label this as “**Attachment 11–Structural Analysis**”.

Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, and any safety and construction standards required by the utility.

## **12. PUBLIC NOTICE**

Label this as “**Attachment 12-Public Notice**”.

Per the City’s Wireless Facility Policy, specifically section 4.4 Notices; Decisions and Appeals, the applicant needs to carry out all necessary public noticing requirements including submitting mailing list and mailing labels for all properties and record owners of properties within 100 feet of the proposed SWF location.

\*For Sections 13,14,15 and 16 If the Applicant is not the entity that will construct the facility, then no permit will issue until the construction company is identified and the requirements for Sections 13, 14, 15, and 16 are fulfilled. All approved plans are valid for 6 months. If a permit is not pulled within 6 months of approval, the plan approval will expire, and resubmittal will be necessary.

## **13. CERTIFICATES OF INSURANCE**

Label this as “**Attachment 13-Certificates of Insurance**”.

Provide all proof of certificates of insurance.

## **14. CITY BUSINESS LICENSE**

Label this as “**Attachment 14-City Business License**”.

Provide proof of City Business License.

## **15. INDEMNIFICATION FORM**

Label this as “**Attachment 15-City Indemnification Form**”.

## **16. ENCROACHMENT/CONSTRUCTION PERMIT FORM**

Label this as “**Attachment 16-Encroachment/Construction Form**”.

## **17. CERTIFICATION OF ACCURACY AND RELIABILITY**

The undersigned certifies on behalf of itself, the applicant, and the owner of the property that the information provided in this form and its contents are true and complete to the best of the undersigned’s ability and knowledge, and the information provided here should be relied upon by the City as being accurate and complete when the City evaluates the SWF proposal.

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Signature

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Title

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date Signed