TELECOMMUNICATION FACILITIES IN ROW DESIGN REVIEW CHECKLIST

This form is required by the applicant to complete for processing telecommunication facilities in the public right-of-way requiring review and approval by the Planning Division. The purpose of this form is to identify process timeframe, level of review and compliance with Design Criteria.

I. PROJECT INFORMATION	
Site Address:	Carrier:
Applicant:	

II. CERTIFICATION

I hereby certify that, to the best of my knowledge, the information provided is true and accurate.

APPLICANT SIGNATURE DATE

III. SHOT CLOCK AND TOLLING SYSTEM

A. SMALL CELL

Meets all the following (and definition of Small Cell per **47 CFR 1.1312(e)(2)**), 1) The maximum proposed pole height (including the antenna) is no more than 50 ft., or the total height increase of the pole does not exceed 10% of the existing height, whichever is greater, 2) The antenna is no more than 3 cu. ft., AND 3) The combined size of pre-existing and proposed equipment cabinets does not exceed 28 cu. ft.	☐ Yes ☐ No

B. SHOT CLOCK (IF SMALL CELL)	**TOTAL PROCESS TIME* (Calendar Days)**	**INCOMPLETENESS NOTICE DUE (Calendar Days)**
☐ Existing Pole (colocation)	60	10
☐ Replacement Pole (new construction)	90	

C. SHOT CLOCK (IF NON-SMALL CELL)	**TOTAL PROCESS TIME* (Calendar Days)**	**INCOMPLETENESS NOTICE DUE (Calendar Days)**
☐ Existing Pole (colocation)	90	30
☐ Replacement Pole (new construction)	150	

* Applies to all planning, building, and encroachment permits (47 CFR 332(c)(7)(B)(ii))

IV. LEVEL OF REVIEW CRITERIA			MEETS CRITERIA	LEVEL OF REVIEW (Should Meet All Level of Review Criteria for Staff Level Review)
Pole Height	☐	The maximum proposed pole height (including the antenna) is no more than 50 ft., or the total height increase of the pole does not exceed 10% of the existing height, whichever is greater (Small Cell*), OR	☐ Yes ☐ No	☐ Staff ☐ Planning Commission
	☐	The maximum proposed pole height (including the antenna) is between 51 and 65 ft., or the total height increase of the pole does not exceed 12 ft.		
Antenna Size	☐	The antenna is no more than 3 cu. ft. (Small Cell*), OR	☐ Yes ☐ No	
	☐	The antenna enclosure is between 3 and 4.5 cu. ft.		
Equipment Cabinet Size	The combined size of pre-existing and proposed equipment cabinets does not exceed 28 cu. ft. (Small Cell*).		☐ Yes ☐ No	
Pole Location	The pole is not located within 300 feet from any property line of a public park, public school, or heritage resource or landmark.		☐ Yes ☐ No	
	The pole is not located within a Primary View.		☐ Yes ☐ No	
	The pole is not located within 300 feet from any other wireless facilities located in the public right-of-way.		☐ Yes ☐ No	
Overhead Line	No new overhead lines (phone or power) will be added to serve the Wireless Facility.		☐ Yes ☐ No	

V. DESIGN CRITERIA			
A. GENERAL CRITERIA		**MEETS CRITERIA**	**PROVIDE REASON FOR NOT MEETING CRITERIA**
Primary View	The pole is not located within a Primary View.	☐ Yes ☐ No	
Over Concentration	The pole is located more than 300 feet away from any other wireless facilities located in the public right-of-way.	☐ Yes ☐ No	
Visibility/Screening	The pole is in the Least Intrusive Feasible location. (Examples include but are not limited to: - Poles located next to reducible front yards near the shared property line. - Poles adjacent to trees or foliage that provide screening.)	☐ Yes ☐ No	
	The pole is located more than 50 ft. from a street corner.	☐ Yes ☐ No	
	The pole is more than five (5) ft. from the primary driveway of a residence.	☐ Yes ☐ No	

Future Undergrounding	The utility pole is planned for undergrounding by the City.	☐ Yes ☐ No ☐ NA	
Antenna	The antenna is of smallest size that is technically feasible and practical.	☐ Yes ☐ No	
	The antenna enclosure is no more than 4.5 cu. ft.	☐ Yes ☐ No	
	The antenna matches the shape, width and color of the pole.	☐ Yes ☐ No	
Pole Height	The maximum proposed pole height (including the antenna) is between 51 and 65 ft., or the total height increase of the pole does not exceed 12 ft.	☐ Yes ☐ No	
Overhead Line	No new overhead lines (phone or power) will be added to serve the Wireless Facility.	☐ Yes ☐ No	
Equipment Cabinet	The equipment cabinets are pole mounted, except where ground mounting has less visual impact.	☐ Yes ☐ No	

B. CRITERIA FOR POLE-MOUNTED EQUIPMENT CABINETS		**MEETS CRITERIA**	**PROVIDE REASON FOR NOT MEETING CRITERIA**
Equipment Cabinet Design	The equipment cabinet is the smallest size that is technically feasible.	☐ Yes ☐ No	
	Least number of equipment cabinets are used.	☐ Yes ☐ No	
	The combined size of pre-existing and proposed equipment cabinets does not exceed 28 cu. ft.	☐ Yes ☐ No	
	The equipment cabinet follows stackable configuration.	☐ Yes ☐ No	
	The equipment cabinets match the shape, width, and color of the existing pole.	☐ Yes ☐ No	
Cable and Conduit Design	Cables from equipment cabinets that are not concealed from view are arranged in a neat and orderly manner that avoids a chaotic or jumbled appearance.	☐ Yes ☐ No	
	All external conduits, conduit attachments, cables, wires and other connectors are concealed from public view, to the extent feasible.	☐ Yes ☐ No	
C. CRITERIA FOR GROUND-MOUNTED EQUIPMENT CABINETS		**MEETS CRITERIA**	**PROVIDE REASON FOR NOT MEETING CRITERIA**
Ground-Mounted Equipment Cabinet Design	The ground-mounted equipment cabinet follows the Least Intrusive Feasible Design. (Examples include but are not limited to: - Using the smallest size that is technically feasible. - Using "stealth" design or artistic wrapping, such that it is less conspicuous and can hide or blend into the surrounding area. - Installing the equipment cabinet underground, if practical and feasible.)	☐ Yes ☐ No ☐ NA	