



TELECOMMUNICATION FACILITIES IN NON-ROW

The following are submittal requirements for new or replacement of telecommunication facilities on non-ROW (right-of-way) properties. A submittal missing any of the checked items will not be accepted. Application materials must be digitally submitted online - <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/permit-center>.

Date: _____

Staff Contact: _____

PROPERTY INFORMATION

Site Address: _____ APN: _____

Zoning: _____ Combining District: _____ Lot Size: _____

PROPOSAL INFORMATION

Project Description: _____

PERMIT TYPE	APPROVAL BODY
<input type="checkbox"/> Miscellaneous Plan Permit	<input type="checkbox"/> Staff Level
<input type="checkbox"/> Variance	<input type="checkbox"/> Zoning Administrator
<input type="checkbox"/> Use Permit/Special Development Permit	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Other: _____	<input type="checkbox"/> City Council

REQUIRED INFORMATION (FROM APPLICANT)

Check the Type of Proposal

Installation of Non-Small Cell Wireless Facility

Shot Clock

- | | |
|---|-----|
| <input type="checkbox"/> Add new/modify facility on <u>existing structure/colocation</u> (tower, monopole, utility pole, rooftop) and is not a substantial change (increase of 20 feet or 10% whichever is greater) | 60 |
| <input type="checkbox"/> Add new/modify facility on <u>existing structure/colocation</u> (tower, monopole, utility pole, rooftop) and is a substantial change (increase of 20 feet or 10% whichever is greater) | 90 |
| <input type="checkbox"/> <u>New construction</u> (tower, monopole, utility pole or other base station) | 150 |

SUBMITTAL MATERIALS

- ☐ [Owner Certification](#)
Note: If locating on City property, the Owner Certification will need to be signed by the City Manager as the authorized agent for the City. Contact Planning Division staff for information on how to complete this step.
- ☐ **Project Description**, including the following additional information:
 - ☐ Alternative site analysis.
 - ☐ If a roll-up generator is proposed, provide a description of the unit, specifications, noise study and Appleton plug location.
- ☐ **RF Emissions Analysis** - The analysis should include the emissions for the proposed carrier and a cumulative emissions analysis if the application is for a co-location. Physical site testing is required to demonstrate the baseline; modeling can be used to demonstrate what effect the modifications have on the site.
- ☐ **Plans** - See page 2 for the information needed on plan sets.

- ❑ **Preliminary Title Report** produced within the last 3 months (include all supporting recorded exhibits/documents).
- ❑ **Photo simulation** At least two (2) photo simulations from, different angles. The photo simulations should show before and after views and should be accurately dimensioned. Show all equipment (antennas, coax, GPS, cabinets, amplifiers, etc.).
- ❑ **Fee** (non-refundable) _____

PLANS

- ❑ **Plan Submittal** - 12 sets of 11"x17" colored plans may be required 2 weeks prior to the public hearing date, to be confirmed by the project planner.
- ❑ **Project Data** - Including lot size and existing and proposed calculations of living area, garage, other floor area, Floor Area Ratio (FAR), lot coverage, pervious and impervious surfaces and grade differential of adjacent properties.
- ❑ **Site Plan** - Including entire lot, all dimensions, location of the existing building(s), property lines, easements, adjacent building footprints, adjacent right-of-way, parking, enclosure location, landscaping, location and dimensions of any backup generators, transformer location, and uses on adjacent properties.
- ❑ **Architectural Elevations** - Provide both existing and proposed. Elevations should include location and dimensions for the roof, parapet, existing antennas with carriers noted, accurate illustration of coax runs, associated mechanical equipment and details for equipment enclosures.
- ❑ **Tower Structures** - Indicate the height of trees and other vertical elements located near the proposed structure, near streets and parking areas, and near adjacent property lines.
- ❑ **Signage** - Indicate all existing and proposed signage including emergency contact signs.
- ❑ **Additional Visual Aids** - perspective drawings, drone views (including surrounding neighborhoods), context views (including surrounding neighborhoods), etc. may be required.

NOTES

- **City Park or School District Sites** - A separate permitting process by the Sunnyvale Department of Community Services (DCS) may be required prior to submittal of a Planning application. Please contact DCS at (408) 730-7596 for more information.
- **Location and Design Considerations** - The proposed design should address the following:
 - Co-location.
 - Use of existing facilities (i.e. towers, light poles, buildings) or tree poles when appropriate.
 - Use of the most current technology.
 - Facilities that can accommodate antennas and allow for camouflaging.
 - Sensitivity to noise and visual impacts to residents.
- **Additional Shot Clock Info** -
 - Shot clocks for non-small cell wireless facility on non-ROW includes Planning Permit only.
 - The shot clock starts when the application is submitted.
 - Tolling System: The clock is paused, if the Notice of Incompleteness (NOI) is sent within 30 days to the applicant. The clock is paused again if the applicant is notified within 10 days that the supplemental submission did not provide the information identified in the original NOI.

RESOURCES

- **Planning and Building:** <https://www.sunnyvale.ca.gov/business-and-development/planning-and-building>
- **Sunnyvale Municipal Code Chapter 19.54 Wireless Telecommunication Facilities:**
https://library.gcode.us/lib/sunnyvale_ca/pub/municipal_code/item/title_19-article_4-chapter_19_54
- **Building and Fire Codes:**
<https://www.sunnyvale.ca.gov/business-and-development/planning-and-building/building-and-fire-codes>
- **Homes, Streets and Property:**
<https://www.sunnyvale.ca.gov/homes-streets-and-property>