



SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION CHECKLIST FOR Conditional Use Applications for Wireless Telecommunications Facilities

Wireless Telecommunication Services (WTS) Facilities subject to the WTS Guidelines and this checklist include antennas which both receive and transmit radio signals, telecommunications relay stations, or other similar structures which transmit voice, video or data.

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The Planning Department will make every effort to improve the aesthetic impact of existing sites whenever possible. Project Review for individual sites is strongly recommended.

If the Project Sponsor believes the Project Site qualifies as a Collocation (based on the existence of a Micro or Macro WTS facility at the Project Site) place a "Y" here: ____. Any existing on-site WTS facilities shall be in substantial conformance with previous approvals, or the application will be deemed incomplete. *Note: for the separate Location Preference requirement (see Alternative Site Analysis item below), the WTS Facility Siting Guidelines (2003 Supplement, Item 5) classifies a proposed WTS facility as a Preference 2 co-location, if the Project Site features an existing "Macro" WTS facility that was approved pursuant to the WTS Facility Siting Guidelines. Micro (Accessory Use) WTS facilities would not be eligible for Location Preference 2.*

Applications for Conditional Use Authorizations* for WTS Facilities will be **deemed incomplete** unless:

- a) the application requirements listed herein are fulfilled;
- b) there are no Building, Fire, Health, Housing, or Planning Code violations at the Project Site;
- c) any existing abandoned, inactive or un-permitted antennas/dishes and associated elements are either removed (per a building permit to remove), or clearly identified for removal within the proposed Project scope;
- d) a community meeting has been held and a sign-in sheet and write-up are provided (see appendix).
- e) Project Implementation Reports (periodic monitoring reports for radio-frequency emissions) are up-to-date, per the Department of Public Health, for the Project Sponsor's (wireless carrier) existing WTS facilities.
- f) any existing WTS facilities at the applicant's (property owner) project site are in substantial conformance with previous approvals.
- g) an environmental evaluation application, required submittal fees and documentation are provided for any freestanding WTS facilities (e.g. water tower) or any facility scope that triggers a "yes" on the Environmental Evaluation application form starting on Page 7 (except Items 1, 2, 4b, 5, 8, and 9).

A. Five-Year Facilities Plan

The Five-Year Plan must be updated biannually on or before April 1st and October 1st of each year or as required by the Zoning Administrator. In each update service providers must note the changes from the previous submittal on a spreadsheet submitted to the Department electronically. A Five-Year Plan is required only if an updated plan has not been submitted.

B. Service Area Definition

Using coverage maps, identify the geographic service area for the subject installation; describe the distance(s) between the same carrier's wireless sites; describe how this service area fits into and is necessary for the company's service network; and identify any potential site consolidation opportunities.

C. Coverage & Capacity Data Evaluation;

An independent evaluation of maps, data, and conclusions about service coverage and capacity submitted by the wireless service provider to a professional engineer, licensed by the State of California and selected from a list provided by the Planning Department; wet stamped and signed.

For more information, please refer to the Planning Department's *Wireless Telecommunications Services (WTS) Facilities Siting Guidelines* document which can be found on our web site www.sf-planning.org/wirelessforms

D. Alternative Site Analysis

Identify the Location Preference the proposed facility meets using Section 8.1 of the WTS Facilities Siting Guidelines. Project Sponsors shall pursue the most preferential location feasible. In addition, if the proposed site is not a preferred location (Preference 1 thru 4), provide an alternative site analysis and describe: (a) what publicly-used building, co-location site or other Preferred Location Sites are located within the geographic service area; (b) what good faith efforts and measures were taken to secure these more preferred location (Preference 1 thru 4); (c) why such efforts were unsuccessful; and (d) how and why the proposed site is essential to meet service demands for the geographic service area and the Applicant's citywide network.

Pursuant to Planning Commission Resolution No. 16539, Co-location sites must have a facility approved pursuant to the WTS Guidelines. "Micro" sites approved as Accessory Use Determinations, or Macro sites installed prior to the Guidelines, are not eligible for co-location status.

E. 500 Foot Community Outreach Meeting Summary & Sign-in Sheet

An affidavit providing a summary of the community outreach meeting, a sign-in sheet, and copy of the mailed notification envelope and letter. Notify property owners and occupants within 500 feet. See Appendix A (Guidelines and Best Practices for Community Meetings)

F. Notification materials

All Conditional Use applications require neighborhood notification to property owners within a 300' radius of the subject property. In addition, Wireless applications require that all occupants within the 300' radius shall also receive notification. In certain Zoning Districts additional notification requirements apply. Please reference the Conditional Use Application Packet for information regarding the 300' radius requirements. Provide printed lists of the 300 and 500 foot labels, and an electronic spreadsheet of the 300 foot labels to case planner (once assigned).

H. Radio-Frequency (RF) Emissions Report and Approval from DPH

A radio-frequency emissions report (with a copy of the report and project plans forwarded directly to DPH) showing the total number of watts per installation and the total number of watts for all installations on the site; the number (including the number of on-site antennas or dishes, if any) and types of WTS within 100 feet of the proposed site with estimated cumulative emissions at the project site; a wet stamp of a licensed professional engineer; and a signed copy of DPH review and approval. See [DPH Guidelines for RF Emissions Reports](#).

I. Section 106 Review

Declaration of intent to comply. A Section 106 evaluation is required for all new WTS facilities proposed on any structure 45 years of age and older, within 250 feet of an eligible historic district, or a significant alteration to an existing site. Complying with Section 106 of the National Historic Preservation Act (NHPA) is a statutory obligation that is separate and distinct from complying with the National Environmental Policy Act (NEPA). For more information, please visit the [California Office of Historic Preservation](#) web site.

J. Contextual Photographs

Photographs of the surrounding buildings within 100 feet of the project site showing the facades and heights of nearby buildings. Also provide site photos, if applicable, of: a) any existing on-site WTS facilities; b) interior or exterior areas where equipment installation is proposed; and c) all building facades, stairwells, and lightwells where any alterations are proposed (e.g. cable trays and generator plugs); and d) rooftop areas (if rooftop-mounted equipment and/or antennas are proposed).

Photos will be utilized to evaluate neighborhood compatibility, conformance of existing WTS facilities with prior approvals, and compliance with any applicable required rear yard area and usable open space requirements.

K. Photo-simulations

Two copies of photographs with existing conditions and two copies of photo-simulations with proposed conditions. Provide the date from when the photos were taken, or the revision date, if applicable. Include all facility elements that may be visible within the photo simulation; including but not limited to barricades or fences, cabling, cable trays, electrical meters, generator plugs, GPS antennas, ladders, equipment area signage, and weatherheads. Unless unique circumstances dictate otherwise, photo simulations should be taken from pedestrian level along surrounding sidewalks, public parks/plazas.

L. Plans

Site Map identifying the subject parcel, the zoning district for the subject parcel and adjacent parcels, and Height and Bulk designations for the subject block.

Full-size architectural plans with dimensions clearly labeled, in feet, of: the building height; any rooftop penthouse height; parapet wall height; any existing and proposed WTS antenna/equipment heights; equipment specifications; setback (in feet) of antennas/screening from nearest roof edges; diameter of vent pipes (if any); location (and heights) of antennas/screening and support equipment such as proposed access doors, barricades, cable trays, fences, fuel lines, generators, generator plugs, ladders, new curb cuts, tree removal locations, and weatherheads. In addition, Project Plans shall provide sufficient information to determine compliance with required rear yard area (Planning Code Section 134) and usable open space (Planning Code Section 135) requirements.

Cumulative Effects

Identify the location of the Project Sponsor’s antennas/dishes and back-up facilities per building; number and location of other telecommunication facilities on the property; include the following data for each facility: a) Height of all existing and proposed WTS facilities on the property, shown in relation to the height limit for the District and measured from sidewalk grade; b) Dimensions of each existing and proposed antenna/dish and back-up equipment on the property; c) Power rating for all existing and proposed back-up equipment subject to the Application; d) Preferred method of attachment of proposed antennas/dishes (roof, wall mounted, freestanding) with plot or roof plan along with detailed installation plans with a description for screening and/or visual integration into the building’s architecture.

Also see references to ACOAs in the Historic Preservation Section of Wireless Planning Advisory Bulletin #3 | Best Practices for Micro WTS Facilities. The ACOA process is similar for Macro WTS Facilities. Permits to Alter (or MPTAs) only apply to Article 11 buildings/districts, which are limited to certain Downtown areas; where WTS facilities are typically Principally Permitted.

M. Other Information

Provide a shadow study (e.g. shadows cast on City parks public plazas, per Planning Code Section 295) application, and/or variance applications (e.g. rear yard areas), if applicable.

Submit an application for a Certificate of Appropriateness (Article 10 of Planning Code) or Permit to Alter (Article 11), if applicable. Most WTS facilities that comply with Historic Preservation standards can be approved via an Administrative Certificate of Appropriateness (ACOA), or Minor Permit to Alter (MPTA). No upfront fee is required, however a time and materials charge would apply. Please consult with a preservation planner to confirm prior to submittal.

Planning Department staff reserves the right to request additional information (e.g. noise studies) to determine neighborhood compatibility.

** WTS facilities that meet any of the following would require a Conditional Use Authorization (CUA): 1) In a Conditionally Permitted zoning district (unless a qualify Accessory Use also referred to as a “Micro”); 2) if taller than 25 feet above roof, grade or height limit (depending on site); 3) if within 1,000 feet of an “R” District and includes either an (unscreened and visible from off-site) parabolic antenna with a diameter in excess of three meters or an (unscreened) composite diameter of antennae in excess of six meters; 3) if an unscreened (view from adjacent streets or other public areas) facility in the Waterfront 2 or 3 Special Use Districts. The CUA requirement does not typically apply to indoor Distributed Antenna Systems (“iDAS”) solely intended to provide indoor mobile coverage.*

I hereby certify that I have provided the information requested on this checklist as part of filing my application for a WTS Facility. I understand that if this material is not provided my application will be considered incomplete.

Signature

Name (Print), Title

Date

STREET ADDRESS OF PROJECT:		ZIP CODE:	
CROSS STREETS:			
ASSESSORS BLOCK/LOT:	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:	DATE OF MOST RECENT 5-YEAR PLAN:
/			



**SAN FRANCISCO
PLANNING
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DECLARATION OF INTENT FOR Wireless Telecommunications Facility Section 106 Review

A Section 106 evaluation is required for all new WTS facilities proposed on any structure 45 years of age and older, within 250 feet of an eligible historic district, or a significant alteration to an existing site. Complying with Section 106 of the National Historic Preservation Act (NHPA) is a statutory obligation that is separate and distinct from complying with the National Environmental Policy Act (NEPA). For more information, please visit the [California Office of Historic Preservation](http://www.californiaohp.org) web site.

You must submit this affidavit along with the Wireless Telecommunications Facility checklist to the Planning Department.

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Declaration of Intent for Section 106 Review

I, _____, do hereby declare as follows:

- a. The subject Wireless Telecommunications Facility is located at (address):

Address

- b. I am aware that, according to Section 106 of the NHPA that evaluation is required for all new WTS facilities proposed on any structure 45 years of age and older, within 250 feet of an eligible historic district, or a significant alteration to an existing site; and intend to comply with all said requirements.
- c. I am a duly authorized officer or owner of the subject business.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this day, _____, in

Location

Signature

Name (Print), Title

Contact Phone Number



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APPENDIX A: Guidelines and Best Practices for Community Meetings

Community meetings shall conform with similar standards indicated on the Planning Department's standards for Pre-Application Meetings; except:

1. The notification boundary includes all property owners and tenants within 500 feet, and any neighborhood groups registered with the Planning Department (if the project site is on the border of multiple neighborhoods, please include the neighborhood groups from all lists).

Provide notices to any school dormitory or single-room occupancy (SROs) buildings within 500 feet. SROs, which are primarily concentrated in the northeast of the City and South of Market Area (SOMA) may be listed in some City records as commercial hotels, but function as long-term residences.

2. Provide notice language in English, Chinese (simple), Spanish and Filipino (also known as Tagalog). Russian is also recommended for project sites in The Richmond neighborhood.

Within the multilingual notice, direct Limited English People to a phone number to request for an interpreter for the Community Meeting. Sample language may include:

If you want to attend the event and would like to get information in Spanish or request for an assistive hearing device, call 415-XXX-XXXX. Please call at least 48 hours in advanced of the event.

3. The front of the envelope shall indicate in English, Chinese (simple), and Spanish: "Neighborhood Meeting for a Wireless Facility.
4. Avoid community meetings on State/Federal holiday and holidays noted on the San Francisco Unified School District calendar (e.g. Chinese New Year).
5. Post a copy of the notice in 11" x 17" format (minimum) on the subject building, in a location visible from adjacent sidewalks (or on a post along a street if the subject building is more than 20 feet from the nearest curb face) at least 10 days prior to the community meeting.
6. If a unique circumstance appears to warrant a deviation from these standards, obtain pre-approval from the Planning Department.

BEST PRACTICES:

1. Avoid meeting room locations that may be difficult for elderly persons to access. Community meetings within a mile of the project site are strongly preferred, instead of meetings at the Planning Department. Potential meeting locations include but are not limited to libraries, recreation rooms at City parks, schools, coffee shops (with sufficient seating space), non-profit offices, and places of worship (preferably during times when no worship services are scheduled).
2. Ensure the community meeting location shows up correctly on popular mapping websites such as Google Maps, Yahoo Maps and Mapquest. If signage is needed to direct community members from a nearby street or sidewalk to the actual meeting room, provide signage in English, Chinese, and Spanish.
3. Consider discussing the proposed site selection in terms of the order of Location Preferences found in the City's WTS Facility Siting Guidelines.

4. Discuss the radio-frequency (RF) emissions standards, the maximum predicted RF emissions for the specific WTS facility, and typical operating exposure for a similar facility (if known).
5. If the facility features transmitting antennas located directly above a residential dwelling, be prepared to discuss typical RF exposure as it relates to the standoff distances typically shown in an RF emissions report and RF exposure for occupied spaces below an antenna. Note the potential maximum RF levels for nearby roof decks, if any.
6. Inform community members that they may request testing of their dwelling or business at no charge, by contacting the Department of Public Health at (415) 252-3904, or 311.
7. Be prepared to discuss noise effects (if any) of the proposed facility.
8. Consider displaying the City's map of WTS facilities to show existing WTS facilities in a given neighborhood (See Map Library on the Planning Department website).

While the map does show nearly all 700+ (primarily rooftop-mounted) commercial Micro/Macro WTS facilities (as of October 2015); the map does not show all 400+ facilities ("oDAS" or Small Cells) mounted on light, transit or utility poles in the public right-of-way.

9. Inform the property owner(s) of the meeting.
10. Be informed of any current/prior City code violations, or unrelated development activity on-site. Community members may, for example, inquire as to whether current construction activity is related to the proposed WTS facility. Check:
 - The [San Francisco Property Information Map](#) website on the Planning Department's website (Projects, Permits, and Complaints tabs); and
 - The "[Track Permits & Complaints](#)" function on the Department of Building Inspection's website.

Tip: Search using the Address as well as the Block and Lot (equivalent to an assessor's parcel number)