



SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION CHECKLIST FOR Modification to Existing Site Applications for Wireless Telecommunications Facilities

Date Updated:
DECEMBER 2015

Relevant Topic:
WIRELESS TELECOMMUNICATIONS SERVICES (WTS)
FACILITIES SITING GUIDELINES

Planning Department
1650 Mission Street
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T: 415.558.6378
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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](http://www.sf-planning.org/wirelessforms)

See also [Wireless
Planning Advisory Bulletin
#4: Best Practices for
Micro or Macro WTS
Facility Modifications](#)

Wireless Telecommunication Services (WTS) Facilities are 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.

Modifications to existing sites will be reviewed on a case-by-case basis and their approval process based on visual impact. Minor modifications such as replacing existing antennas with new antennas in the same general configuration and number or replacing existing equipment cabinets in the same general configuration may be approved over-the-counter. Major modifications that may include adding antennas to existing sites; relocating existing antennas; adding new equipment to existing sites; and/or relocating existing equipment may trigger additional Planning Department review. If the modification involves a substantial addition to an existing site, the site will be considered as a new installation which may or may not require Planning Commission approval of a Conditional Use Authorization.

If the Project Sponsor believes the proposed Project qualifies as an "eligible facilities request" place a "Y" here:___, and indicate why with a separate attached statement. Also, affirm property owner approval. *All existing WTS facilities at the Project Site shall be in substantial conformance with previous approvals or the application will be deemed incomplete.*

The Planning Department will make every effort to improve the aesthetic (and historic resource, if applicable) impact of existing sites whenever possible. Project Review for individual sites is strongly recommended.

Applications to modify existing (Micro or Macro) 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) 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.
- e) any existing WTS facilities at the applicant's (property owner) Project site are in substantial conformance with previous approvals.
- f) an environmental evaluation application, required submittal fees and documentation are provided for any modification 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. A Five-Year Plan is required only if an updated plan has not been submitted.

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

An RF 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.

C. 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 at http://ohp.parks.ca.gov/?page_id=22327.

D. Recent Project Site Photographs

Recent photographs of the project site showing the facades and heights of nearby buildings. Also provide site photos, if applicable, of: a) all 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.

E. 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 and public parks/plazas.

F. Plans and Building Permit Application

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 (and fuel type), 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.

G. Original entitlement(s)

Copies of original entitlement(s):

- 1) Final motion with Exhibits A & B, and the Building Permit Application with plans if approved as a conditional use authorization; or
- 2) Building Permit Application and plans, if approved as a principally permitted or accessory (Micro) use.

Motions and Exhibits may also be available for some Conditional Use Authorizations, by using the search box at the top right hand corner of the Planning Department website. Approved building plans may be obtained from the Department of Building Inspection – [Records Management Division](#).

H. 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. *A shadow study may be required for WTS facility elements, including screening that may cast a shadow on properties, such as City parks, that are subject to Planning Code Section 295.*

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.

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.

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

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
DEPARTMENT

DECLARATION OF INTENT FOR Wireless Telecommunications Facility Section 106 Review

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

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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, http://ohp.parks.ca.gov/?page_id=22327.

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

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