

**CITY OF PIEDMONT**  
**120 VISTA AVENUE**  
**PIEDMONT, CA 94611**  
**TEL: (510) 420-3050**  
**FAX: (510) 658-3167**

RECEIVED BY \_\_\_\_\_  
DEPOSIT PAID \_\_\_\_\_  
DATE FILED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
PLANNER \_\_\_\_\_  
(For staff use only)

**APPLICATION FOR WIRELESS COMMUNICATIONS FACILITIES**

**Please complete this application form and submit the appropriate application fee.**

**Fees** (please add those that apply to your project)

_____	\$2,360	Initial Deposit (the total fee will be equal to the cost to process)
_____	\$4,720	Initial Deposit if 3 <sup>rd</sup> party review is required pursuant to 17G.3.1(a)(i) (the total fee will be equal to the cost to process)
_____	\$710	One variance
_____	\$355	Each additional variance
_____	<b>TOTAL</b>	

**Address of Project** \_\_\_\_\_

**Project Applicant (Wireless Communications Service Provider) Information**

Name of Project Applicant _____	
Address of Project Applicant _____	
_____	
Name of Contact Person (Company Representative) _____	
Telephone # of Contact _____	FAX # of Contact _____

**Property Owner Information**

Name of Property Owner(s) _____	
Address of Property Owner(s) _____	
_____	
Telephone # of Property Owner(s) _____	FAX # of Property Owner(s) _____

**Applicant's Agent or Authorized Representative Information (if different from above)**

Name of Applicant's Agent \_\_\_\_\_

Address of Applicant's Agent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Agent's Contact Person \_\_\_\_\_

Telephone # of Agent's Contact \_\_\_\_\_ FAX # of Agent's Contact \_\_\_\_\_

Professional License # of Agent \_\_\_\_\_ Expiration Date \_\_\_\_\_

Piedmont Business License # of Agent \_\_\_\_\_ Expiration Date \_\_\_\_\_

(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Detailed Description of Proposed Wireless Communication Facility \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate what steps you have taken to discuss this project with City staff prior to submittal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In which Piedmont Zone is the proposed project? \_\_\_\_\_

If outside of Zone B, please explain the attempts made to locate in Zone B (and submit the supporting documentation outlined in the Wireless Communications Facilities Submittal Checklist): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How tall is the proposed antenna, pole or equipment? (Please be aware that there is a maximum structure height of 35 feet from grade, including existing structures or facilities the equipment is proposed to be mounted to.) \_\_\_\_\_

My signature below signifies that I:

- have read the background document and have provided all applicable information per the attached Wireless Communications Facilities Submittal Checklist.
- have reviewed the legal description on the property deed and indicated all recorded easements and deed restrictions on the submitted site plan (*Please provide a description here of the easements and restrictions that were indicated on the property deed of the subject property*) \_\_\_\_\_
- believe the information provided in this application is accurate to the best of my knowledge.
- am aware that my initial deposits of \$2,000 or \$4,000 (exclusive of variance fees) may not cover the cost to process this application and that additional deposits may be required. I agree to provide additional deposits if they are required. I am aware that the City will deduct the costs to cover the processing of this application from the deposit(s), and that any unused money remaining after action has been taken on the project, will be returned to me.
- am aware that City staff, Planning Commissioners, and/or City Council Members will be on the property to view proposed construction. (*Please note any special instructions regarding access to the property such as gates, alarms, etc.*) \_\_\_\_\_
- understand that if this application is approved, a building permit (issued within one year from the approval date) is required for construction and that no construction may commence prior to the issuance of the building permit. No changes may be made without City approval, and changes may require a new application.

SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_

SIGNATURE(S) OF WIRELESS SERVICE PROVIDER'S AUTHORIZED REPRESENTATIVE \_\_\_\_\_ date \_\_\_\_\_

**Agent Authorization**

This authorization must be signed by the property owner if the applicant is not the property owner. This authorization also permits City staff to contact the Wireless Service Provider and its agent if necessary.

I authorize \_\_\_\_\_ and \_\_\_\_\_ to act as my agent(s) in the processing of all matters pertaining to this application.

SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_

**2 sets of plans** must be submitted with this application for an initial staff review for completeness. **8 additional sets of plans** may be requested by City Staff if this application is to be heard by the Planning Commission and/or the City Council.

**Application Fee**

The cost to process the application will determine the final application fee. You will be charged for any amount not covered by the initial deposit. If the cost to process the application is less than the initial deposit, you will receive a partial refund of your deposit.

**APPLICANT’S WIRELESS COMMUNICATIONS FACILITIES FINDINGS**  
**Required for All Applications**

Please describe how the proposed application meets the following summarized Wireless Communications Facilities Development Standards outlined in Chapter 17G of the City’s Municipal Code (§17G.3.1).

a) New wireless communications facilities shall be collocated with existing facilities and with other planned new facilities whenever feasible and aesthetically desirable, where the collocation is found to minimize the overall visual impact. *(Indicate whether the proposed facility will be collocated with another facility. If it will not, comment on the feasibility of collocation and indicate what measures have been taken to attempt to collocate the facility with another facility. Additionally, indicate the aesthetic benefits and drawbacks of the proposed facility.)* \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

b) All ground mounted wireless communication equipment, antennas, poles, or towers shall be of a minimum functional height. *(Indicate the height of any ground mounted equipment, antennas, poles or towers and explain why the proposed heights are required.)* \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

c) All equipment, antennas, poles, or towers shall have a non-reflective finish and shall be painted or otherwise treated to minimize visual impacts. *(Describe the materials and finishes of the equipment, antennas, poles, and towers and indicate how these materials and finishes will be non-reflective and will minimize any visual impacts.)* \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

d) All ground mounted equipment, antennas, poles, or towers shall be sited to be screened, by existing development, topography, or vegetation, to the extent feasible. *(Describe how the proposed ground mounted equipment, antennas, poles, or towers are screened by existing development, topography, or vegetation. Describe any new vegetation proposed to screen the project.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e) Roof mounted equipment and antennas shall be located as far away as feasible and aesthetically desirable from the edge of the building. Antennas attached to a building shall be painted or otherwise treated to match the exterior of the building or the antenna's background color. *(Indicate the distance from the edge of the roof to all proposed roof mounted equipment and antennas. Comment on the feasibility of locating the equipment farther from the edge of the roof. Indicate whether the proposed antennas will be painted, and what they will be painted to match.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) Where feasible, the location of wireless communication facilities shall be encouraged to be located on publicly owned or controlled property or right-of-way. *(Indicate whether the proposed facility is on publicly owned or controlled property or right-of-way.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) All equipment associated with a wireless communication facility shall be removed within 30 days of the discontinuation of the use and the site shall be restored to its original preconstruction condition. For facilities to be located on public property, this removal requirement shall be included with the terms of the lease. *(Whether on public or private land, indicate whether the 30-day removal requirement is to be included with the terms of the lease.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h) A wireless communication receiving and transmission facility shall not adversely affect the public health, peace and safety. *(Indicate any measures proposed to address the public health, peace and safety.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT’S WIRELESS COMMUNICATIONS FACILITIES FINDINGS  
For Wireless Communications Facilities in Zones A, C, D & E**

Please describe how the proposed application meets the following summarized Wireless Communications Facilities criteria for application consideration outlined in Chapter 17G of the City’s Municipal Code (§17G.4.6).

(a) The applicant shall prove beyond a reasonable doubt that no site within Zone B and no site outside of the City can provide adequate wireless communications coverage to the area within the City which is in question. *Please comment:*

---

---

---

---

---

---

---

---

---

---

(b) The applicant shall further prove beyond a reasonable doubt that the site outside of Zone B being applied for is either the best site to provide wireless communications coverage for the Piedmont homes in question or that it is one of several equally good sites outside of Zone B, the location of such other sites to be clearly identified. *Please comment:*

---

---

---

---

---

---

---

---

---

---

(c) Cost shall not in itself be considered in the recommendation. However, consideration may be given to whether a specific location will be substantially uneconomic for the applicant over a period of years, including consideration of all possible costs of construction, leasing or developing the proposed site as compared to the enhancement in revenues, economic benefits and coverage that such site will provide both within the City and outside the City limits. *Please comment:*

---

---

---

---

---

---

---

---

---

(d) The development standards in 17G.3 shall be fully considered. *Please make sure you have completed the Findings in this application form.*

(e) If the site is to be located in Zone A, strong preference shall be given to a site that is not a single family residence, particularly a higher structure already in existence which would provide appropriate wireless coverage for the area in the City which cannot otherwise be served as set forth in Section 17G.4.1(a). *Please comment:*

---

---

---

---

---

---

---

---

---

---

(f) The proposed site and the facilities to be installed by the applicant should be in close conformance with the design review provisions of Chapter 17 of the City Code as is reasonably possible. *Please comment:*

APPLICANT'S DESIGN REVIEW FINDINGS  
**Required for Wireless Communication Facilities proposed in Zone B**

**For** Wireless Communication Facilities proposed in Zone **B** requiring design review, please describe how the proposed project meets the design criteria of the City's Residential Design Review Guidelines as well as Chapter 17 of the Piedmont City Code (§17.20).

1. The exterior design elements are aesthetically pleasing as a whole and harmonious with existing and proposed neighborhood development in that: *(Please refer to the Piedmont Residential Design Review Guidelines and explain how the proposed improvements meet the design criteria with respect to height, bulk, area openings, breaks in the facade, line and pitch of the roof, materials, arrangement of structures on the parcel, and concealment of mechanical and electrical equipment.)*

---

---

---

---

---

---

---

---

2. The design of the improvement does not have a substantial adverse effect on neighboring properties, because: *(Describe the effect, if any, of the proposed improvement on neighboring properties' existing views, privacy and access to direct and indirect light.)*

---

---

---

---

---

---

---

---

3. The design does not adversely affect pedestrian safety, vehicular traffic, or the convenience of either pedestrians or vehicles, because: *(Describe how the proposed project affects the safety and convenience of pedestrians and vehicles. Consider changes in the circulation pattern, parking layout, and points of ingress and egress.)*

---

---

---

---

---

---

---

---

APPLICANT'S VARIANCE FINDINGS

In order for the Planning Commission to approve an application for a Variance, required findings must be made. Please describe how the proposed project meets the variance criteria of Chapter 17 of the City Code (§17.21).

- 1. The underlying lot and existing improvements present unusual physical circumstances including but not limited to: *(Describe specific, unique problems with the property, such as location, surroundings, mature trees, natural obstacles or formations, and explain why the improvements cannot be made in conformity with codes and regulations. Issues of personal hardships -- such as family size, finances, and medical condition -- should not be considered.)*

---

---

---

---

---

---

---

- 2. The variance is compatible with the immediately surrounding neighborhood and the public welfare as follows: *(Explain why, without the variance, the owner cannot use the property in the same manner as others in the same zone, and explain how the variance will not give the owner an advantage over others in the same zone.)*

---

---

---

---

---

---

---

- 3. Accomplishing the improvement without a variance would cause unreasonable hardship in planning, design, or construction as follows: *("Unreasonable hardship" for purposes of this subsection refers to the unusual physical characteristics of the underlying lot and existing improvements on the lot which prohibit development of the lot in a manner consistent with lots conforming to City standards. "Unreasonable hardship" shall not refer to any conditions personal to the applicant.)*

---

---

---

---

---

---

---

## NOTICE INSTRUCTIONS

1. Complete the attached Notice and make one photocopy for each adjacent neighbor.
2. Hand deliver or mail one copy of the Notice to each adjacent neighbor at least 30 days before the initial hearing. Adjacent neighbors often include one neighbor on each side, three across the street, and three in the rear. You may address the notices to "Property Owner", if you do not know the names of your adjacent neighbors.
3. Complete the attached Affidavit of Service and return it along with one copy of the Notice to the Department of Public Works at least 30 days before the hearing. Please note the Affidavit of Service is not required to be notarized.
4. Please call the Department of Public Works at (510) 420-3050, if you have any questions or would like help in determining the addresses or names of your adjacent neighbors.

NOTICE OF AN APPLICATION FOR  
PLANNING COMMISSION DESIGN REVIEW

Dear Neighbor:

I/ We have submitted an application for consideration by the Piedmont Planning Commission. I am seeking City approval of an application to (description of project)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The purpose of this form is to notify you of my application. My application will be considered by the Planning Commission on or after (date) \_\_\_\_\_.

This notice will be followed by a notice from the City confirming the date of the hearing and inviting you to comment on the application. The Planning Commission regularly meets at 5:00 p.m. on the second Monday of every month in the Council Chambers at City Hall, 120 Vista Avenue. Please contact the Department of Public Works at 420-3050, if you have any questions regarding my application.

Signed,

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Date



## WIRELESS COMMUNICATIONS FACILITIES SUBMITTAL CHECKLIST

\_\_\_ Application form signed by the property owner and the Wireless Service Provider's Authorized Representative

\_\_\_ Fee

**2 sets of plans** must be submitted with this application for an initial staff review for completeness.

**8 additional sets of plans** may be requested by City Staff if this application is to be heard by the Planning Commission and/or the City Council.

**Plans must be folded, no larger than 24"x 36", and to scale.** Unless otherwise determined by staff, plans submitted for WIRELESS COMMUNICATIONS FACILITIES must include:

\_\_\_ **Existing Site Plan** (preferred scale 1/8")

Please indicate the location and use of all existing structures, hard-surface areas, property lines, and easements. Please show a North arrow.

\_\_\_ **Proposed Site Plan** (preferred scale 1/8")

Please indicate the location and use of all existing and proposed structures or ground-mounted equipment, hard-surface areas, property lines, and easements. Provide setback dimensions from all proposed wireless equipment, antennas, poles, or towers to property lines (setbacks are measured from the property line to the nearest point of the equipment or structure including all eaves or other architectural projections). Please show a North arrow.

Please include the footprints of all adjacent existing structures within 20 feet of the proposed new construction (50 feet in zone E), excluding structures across the street. The adjacent structures may be indicated with a solid or dotted line that outlines the footprints of the structures. Please identify the structures by use (i.e. "residence", "municipal building", etc.), and indicate the dimensions between the closest point of any adjacent structure and the proposed construction.

\_\_\_ **Roof Plans (Existing and Proposed)** (preferred scale 1/8")

Roof plans should be included for all roof mounted equipment or antennas. Roof plans should include the pitch, overhangs, skylights, chimneys, vents, and other equipment or antennas. They may be shown on the site plans.

\_\_\_ **Existing Elevations or Photographs** (preferred scale 1/4")

North, South, East and West elevations or photographs, including all existing materials and height dimensions. Please do not use abbreviations.

\_\_\_ **Proposed Elevations** (preferred scale 1/4")

North, South, East and West elevations (proposed to be changed or affected by new construction) including all proposed materials, and height dimensions. Please do not use abbreviations.

\_\_\_ **Landscape Plans**

Landscape Plans should include property lines, the location of all structures and impervious surfaces, and a plant list including the size and spacing of plants to be installed and the location of proposed planting. Irrigation must also be addressed in the landscape plans.

\_\_\_ **Story Pole Certification** when required. Please see attached Policy.

\_\_\_ **Photo simulations** (optional)

Photo simulations are often helpful in describing what a wireless communication facility will look like.

\_\_\_\_\_ **Graphic Calculations (1 set only)**

Please submit plans which graphically illustrate the required calculations. Calculations are expressed as percentages. Separate graphic calculations are to be submitted, as follows:

\_\_\_\_\_ **Existing and Proposed Lot Coverage/Structures** equals the number of square feet of structures covering the lot divided by the number of square feet in the lot. (Equipment, antennas, poles, and towers are included in this calculation.)

For a complete definition of structure coverage, please see Piedmont City Code §17.2.66.

\_\_\_\_\_ **Existing and Proposed Lot Coverage/Impervious Surfaces** equals the number of square feet of structures plus the number of square feet of paving, all divided by the number of square feet in the lot. For a complete definition of impervious surfaces, please see Piedmont City Code §17.2.34.

\_\_\_\_\_ **Documentation for sites outside of Zone B**

\_\_\_\_\_ **Map and Written Description** showing and describing the exact area in Piedmont which applicant contends cannot receive coverage from a site in Zone B or a site outside of City, showing the boundaries of the area clearly on a map and setting forth the exact street addresses of each Piedmont home not within the area receiving coverage – Piedmont City Code §17G.4.2(a).

\_\_\_\_\_ **Copies of Detailed Technical Reports or Tests** which clearly prove that each home within the area fails to receive coverage from Zone B or from any other Zone within Piedmont, or from specific locations outside of Piedmont – Piedmont City Code §17G.4.2(b).

\_\_\_\_\_ **Copies of Detailed Technical Reports or Tests** which prove that each home within the area does receive coverage from the alternate site proposed by applicant – Piedmont City Code §17G.4.2(c).

\_\_\_\_\_ **List of All Possible Site Locations within Zone B** and all possible site locations outside of the city from which applicant has conducted tests to determine if coverage is feasible, including copies of all reports or test results from each such possible site – Piedmont City Code §17G.4.2(d).

\_\_\_\_\_ **Exact Information on All Possible Site Locations Outside of Zone B within the City** from which applicant has conducted tests to determine if coverage is feasible, including copies of all reports or test results from each such possible site – Piedmont City Code §17G.4.2(e).

\_\_\_\_\_ **Exact Information on the Alternate Site** proposed by the applicant, including the exact location of the site as shown on a map and by street address, a copy of an executed Lease or PCS Site Agreement for the site, a detailed report on all costs and expenses in constructing and completing such site for use, including a verifiable bid for the work on such site, and an exact schematic drawing – Piedmont City Code §17G.4.2(f).

If you believe that any of the above requirements do not pertain to your project, please call the Department of Public Works at (510) 420-3050 and make an appointment to meet with a planner.