



Planning Division
1052 S. Livermore Avenue, Livermore, CA 94550
(925) 960-4450

SMALL WIRELESS FACILITIES APPLICATION

Applicants must follow the Small Wireless Facilities (“SWF”) [Application Guidelines](#) and submit all information and materials as requested in the [Application Checklist and Requirements](#).

City staff may deem the SWF application incomplete if the applicant fails to include any required information and/or materials.

SWF APPLICATION GUIDELINES

The City of Livermore (“City”) recognizes that the permitting of Wireless Facilities is highly technical and subject to various federal, state, and local regulations. These guidelines are specifically tailored to Small Wireless Facilities (“SWF”) as defined by the Federal Communications Commission (“FCC”) in 47 C.F.R. § 1.6002(l) et seq.

These SWF Guidelines are intended to assist Applicants on how to submit SWF applications and related materials in support of SWFs within the City.

You may view details of the City’s [Design Standards and Guidelines for Wireless Facilities](#).

Appointments

SWF Applications must be submitted by appointment only.

Please contact the City’s Planning Division by calling (925) 960-4450 or email planning@livermoreca.gov to schedule an appointment with City staff to submit a SWF application.

Appointments are scheduled for Mondays and Tuesdays between 9:00 am PT and 12:00 pm PT, excluding holidays and City closures.

For batched SWF applications under AB 965, please refer to the [City's AB965 Cover Page](#).

1. Electronic (Soft) Copies

Applicants must provide an electronic (soft) copy of the entirety of the SWF Application Form and all supporting documents. **Paper copies are not accepted.**

The electronic (soft) SWF Application Form and all supporting documents must be in machine-searchable PDF format and as individual documents (not a single PDF document/file). Each individual PDF document must be properly named to indicate the content of that specific PDF document. *For example: “Attachment 1 - Photo Simulations”; “Attachment 14 - RF Report”; “Attachment 19 - Acoustic Analysis”, etc.*

2. Pre-Submittal Conferences

The City strongly encourages applicants to schedule and attend a pre-submittal conference with City staff for all proposed SWF applications. This pre-submittal conference does not start any applicable state or federal shot clock.

Applicants are encouraged (but not required) to provide any draft SWF applications or other materials to the pre-submittal conference so that City staff may provide informal feedback and guidance.

To request a pre-submittal conference, please contact the City's Planning Division by calling (925) 960-4450.

3. Resubmission Timelines

When the City timely issues a Notice of Incomplete (NOI), the Applicant shall have ninety (90) calendar days from the date of the NOI to resubmit the required application materials. If the Applicant fails to submit the necessary materials within this timeframe, the application shall be deemed automatically withdrawn without further notice. However, prior to the expiration of the ninety (90) day period, specifically no later than thirty (30) days from the deadline, the Applicant may submit a written request to the City for additional time. Any extension shall be subject to the sole discretion and written approval of the Community Development Director or their designee.

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SWF APPLICATION CHECKLIST

For the City to deem any SWF application complete, the applicant must submit the applicable application materials listed in this checklist

FOR CITY STAFF USE:

Check the box if the item/information is included in the SWF application submittal.

- SWF APPLICATION FEE
- SWF SUPPLEMENTAL INFORMATION
- PROJECT PURPOSE AND TECHNICAL OBJECTIVES
- PROJECT PLANS
 - COVER SHEET
 - SITE SURVEY
 - SITE DEVELOPMENT PLAN
 - EQUIPMENT INVENTORY
 - TRAFFIC CONTROL PLAN
 - FIBER NETWORK PLAN
- LETTER OF AUTHORIZATION
 - CITY-OWNED PROPERTY (SITE LICENSE AGREEMENT)
 - NON-CITY OWNED PROPERTY
 - NEW STRUCTURE IN THE PROW
- SITE PHOTOS AND PHOTO SIMULATIONS
- ALTERNATIVES ANALYSIS
- FCC LICENSES
- FAA FORMS
- RF COMPLIANCE REPORT
- ACOUSTIC ANALYSIS
- STRUCTURAL ANALYSIS
- PUBLIC NOTICE-MAILING INFORMATION
- CERTIFICATES OF INSURANCE
- CITY BUSINESS LICENSE
- CERTIFICATION OF ACCURACY AND RELIABILITY

STAFF USE ONLY:

Application No. _____ City Receipt Date: _____

Pole Number (if applicable): _____

Batched Application: Yes # of Applications in Batch: _____ No

SWF APPLICATION REQUIREMENTS

Facility Owner: _____ **Carrier Name:** _____

Facility Address: _____

**If in PROW, provide nearest address and latitude and longitude.*

Applicant: _____

Applicant Name: _____ **Company Name:** _____

Applicant Address: _____

Applicant Phone Number: _____ **Applicant Email:** _____

Applicant's Representative: _____

Company Name: _____

City of Livermore Business License No.: _____

Representative's Address: _____

Representative's Name: _____

Representative's Phone Number: _____ **Email:** _____

1. SWF APPLICATION FEE

Each individual SWF application (including each individual application within a batch) must be accompanied by the fee in the amount established in the city's Planning Application Fee Schedule listed on the Permit Center website. This fee includes third-party consultant plan review fees and staff administration cost. Any unused portion of the third-party consultant fee will be refunded to the applicant.

2. SWF SUPPLEMENTAL INFORMATION

Label this as "**Attachment 2 –SWF Supplemental Information**".

The applicant must complete and submit the information to support evaluation of whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(l)(1-6). For example:

provide evaluation of how the proposed facility qualifies as a SWF relating to the volume of each proposed small cell wireless antenna facility.

3. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION

Label this as “**Attachment 3 –Project Purpose and Technical Objectives**”.

This section should demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant’s network in the area that would be served by the proposed small cell wireless antenna facility.

A. Project Purpose

Identify and describe the dominant project purpose. Possible responses below analyze whether the proposed facility or modification will:

- a. add new personal wireless service coverage to an area in which the licensee does not currently provide any personal wireless service coverage;
- b. add new personal wireless service capacity to an area in which the licensee currently provides personal wireless service coverage.

If the project has a different dominant purpose from the options described above, please provide such different dominant purpose in full detail.

B. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed small cell wireless antenna facility to achieve and the factual reasons why the proposed location, centerline height and equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- b. a street-level map that shows the general geographic area of the service area(s) to be improved through the proposed small cell wireless antenna facility (the “**Service Area**”); full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in Reference Signal Received Power (“**RSRP**”) (or other relevant signal level or quality indicator) and with a legend that describes the objective signal levels in units of decibel-milliwatts (“**dBm**”) that correspond to the colors used to depict signal levels on such propagation maps;
- c. a written narrative that describes the uses (commercial, residential, primary thoroughfare, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed;

- d. a statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).

4. PROJECT PLANS

Label this as “**Attachment 4 –Project Plans**”.

Provide full-sized 11"x17" project plans in portable document format (PDF), that contain all the following below. Dimensions on all portions of the plans must be shown in decimal feet and volumes must be shown in decimal cubic feet.

A. Cover Sheet

- a. Provide detailed project description that specifies the proposed installation and/or modifications;
- b. Provide site information that includes the site address, assessor’s parcel number, site latitude and longitude, project team contact information, location map, and pole number (if applicable).

B. Site Survey

- a. Must be prepared, wet-signed, and wet-stamped by a California Registered Civil Engineer or California-licensed Land Surveyor;
- b. Include the North Arrow, date, scale, and legend on each plan page;
- c. Show all leased/licensed areas in connection with the small cell wireless antenna facility, including all power and fiber vaults; Include sidewalk and other right-of-way measurements (in feet and inches) to demonstrate full compliance of Americans with Disability Act (“**ADA**”) regulations;
- d. Depict all surrounding existing pedestrian ramps, posts, pedestals, traffic signals, sidewalk widths, fire hydrants, transit shelters, kiosks, ramps, driveways, curbs, and all other existing features in the Public Right of Way (PROW);
- e. Show all traffic lanes;
- f. Depict planters, vegetation, trees, and any other landscaped areas and features;
- g. Depict all above and below-grade utilities, related structures, and encroachments;

- h. Demonstrate that the proposed SWF project will be in full compliance with all building codes, electrical codes, and all other required codes in the PROW.

C. Site Development Plans

- a. To be prepared, signed and wet stamped by a California Registered Civil Engineer or California-licensed Land Surveyor;
- b. Include the North Arrow, date, scale and legend on each plan page;
- c. Include all elevations of the proposed small cell wireless antenna facility;
- d. Include all existing and proposed improvements, structures, equipment, fixtures, concealment elements, and/or facilities with all dimensions, labels and ownership identifications clearly called out;
- e. Depict all above and below-grade utilities, related structures, and encroachments;
- f. Depict all electrical, fiber and data backhaul connections (conduits, vaults, handholes, cables, wires, junctions, meters, meter-less power, etc.);
- g. Depict all proposed antennas, associated equipment, pedestals, flush-to-grade vaults, concealment elements, conduits, risers and all conditions related to the proposed small cell wireless antenna facility;
- h. Include all azimuth orientation of all proposed antennas;

D. Antenna and Equipment Inventory

Contain cut sheets with all the technical specifications (manufacturer, model number, physical dimensions [height, width, length and weight]) of all the proposed antennas and associated equipment; Include all dimensions shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft³).

E. Traffic Control Plans

Provide engineered traffic control plans that show traffic control for the project. The plans must be drawn in accordance with the latest version of the California Manual on Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

F. Fiber Network Plan

To the extent that the project requires running new or additional fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the deployment, all fiber optic cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors or other items on the map. The fiber plans should clearly identify all meet-me points and points of connection. Even if the fiber deployment is performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

*** Any fiber details and fiber routing depictions will be considered for illustrative purposes only and will not constitute approval of any fiber installation. The fiber portion of a wireless application must be reviewed and processed separately through the City's standard fiber encroachment permit process.

5. LETTER OF AUTHORIZATION ("LOA")/Master License Agreement ("MLA") and Site License ("SL")

A. For City-Owned Property- MLA and SL

Label this as "**Attachment 5A- City LOA/MLA/SL**"

If the applicant proposes to install a SWF on any structure owned or controlled by the City and located within the public right-of-way, the applicant must submit a fully executed MLA and SL with the City stating the terms and conditions of the applicant's use.

B. For Non-City Owned Infrastructure

Label this as "**Attachment 5B- Non-City Owned LOA**"

If the applicant proposes a SWF wireless site on any structure not owned nor controlled by the City, the applicant must submit the standard authorization form issued by in the regular course of business to demonstrate that the applicant has the authority to perform the installation or modification.

C. New Structure in the PROW:

Label this as "**Attachment 5C- New Structure in PROW**"

If the applicant proposes installing a SWF on a new (non-existing) structure in the PROW, then the applicant does not need to submit any letter of authorization.

6. SITE PHOTOS AND PHOTO SIMULATIONS

Label this as “**Attachment 6-Site Photos and Photo Simulations**”.

A. Site Photos

- a. Provide base color photos of the proposed site, from three vantage points with each vantage point separated by about 120 degrees;
- b. The location of each vantage point shall insure that the proposed site is visible in each photo;
- c. Provide a map detail showing each location (numbered or lettered) where a photograph was taken, the proposed site and the direction to the site from each photo location;
- d. The photos must be in a high-resolution format (no less than 300 dpi when printed).

B. Photo Simulations

Provide photo simulations that will allow the City to visualize the proposed project as constructed. The photo simulations must be based on the photographs required in Section 6(A), in the same high-resolution format, and showing the proposed facility from the same locations accurately and reliably reflecting the appearance of the proposed facility and/or modifications as-proposed.

- a. The photo simulations must be presented in the same size as the photos in Section 6(A);
- b. Depict the proposed facility accurately and reliably by visually representing all elements (cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment etc.) of the proposed facility and/or modifications as-built;

7. ALTERNATIVE ANALYSIS

Label this as “**Attachment 7 – Alternative Analysis**”.

Provide a detailed written analysis that describes how the proposed small cell wireless antenna facility complies with all the requirements in the City Ordinance or Policy, which includes without limitation the Ordinance or Policy location requirements, and all the alternative locations and designs considered before the applicant submitted this application.

The analysis must include all the following required information and/or materials:

- A. an aerial map that shows the general geographic area of the proposed location annotated to show:
 - a. all existing wireless facilities within the City within one-half mile of the proposed small cell wireless antenna facility;
 - b. the search ring used for the project;
 - c. Number or letter all locations for each alternative considered for this particular project;
- B. for each alternative site considered, a detailed written description that includes, without limitation all the following:
 - a. the physical address;
 - b. zoning district designation if not within the PROW;
 - c. support structure type considered;
 - d. general design concept and concealment elements/techniques considered;
 - e. overall height and achievable antenna centerline height;
 - f. all factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable, or not in accordance with the standards in the City Ordinance or Policy.

Note 1: This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable, or not as consistent with the standards in the City Ordinance or Policy. Conclusory statements without detailed explanations that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the standards in the Ordinance or Policy will be deemed incomplete;

Note 2: if a less preferred small cell wireless antenna facility location is proposed, the applicant must present fact- based, reliable evidence to support its selection of the less preferred small cell wireless facility location. Also, for each alternative site within the search ring, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in Received Signal Strength Indicator (“**RSSI**”), RSRP or other relevant signal level or objective quality indicator with and without the alternative site and with a legend that describes the

objective signal levels in units of -dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before- and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

8. FCC LICENCES

Label this as "**Attachment 8–FCC Licenses**".

If the applicant proposes to operate in FCC-licensed spectrum, provide proof of licenses for all planned operating bands in the applicable geographic market(s). FCC call signs are suitable in lieu of actual licenses.

9. FAA FORMS

Label this as "**Attachment 9–FAA Forms**".

If the proposed SWF requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq., or under other FCC rules, please provide such documentation.

10. RF COMPLIANCE REPORT

Label this as "**Attachment 10–RF Compliance Report**".

Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the SWF, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits.

The RF compliance report must include the actual frequency and power levels [in watts effective radiated power ("**ERP**"), not EIRP] for all existing and proposed antennas at the site; Also, the RF Compliance Report should depict:

- the location and orientation (degree azimuths) of all transmitting antennas;
- the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC);
- the boundaries of areas with RF exposures in excess of the Uncontrolled/general population limit (as that term is defined by the FCC);
- the boundaries of areas with RF exposures in excess of the Controlled/Occupational limit (as that term is defined by the FCC).

11. ACOUSTIC ANALYSIS

Label this as “**Attachment 11–Acoustic Analysis**”.

Provide a noise report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment related to the SWF and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must include an analysis of the manufacturers’ specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines.

In lieu of a certified noise report, an applicant may provide a letter analysis supported by equipment manufacturer documentation. The letter analysis must evaluate the manufacturer’s specification sheets and compare the projected noise emissions—both individually and cumulatively—to the City’s applicable noise limits under the Municipal Code. The analysis must also identify whether any proposed equipment will be passively or actively cooled, including when the equipment is housed within a shroud, cabinet, pedestal, or other enclosure. If any equipment relies on active cooling, the applicant must include the manufacturer’s sound pressure level specifications for all associated cooling components.

12. STRUCTURAL ANALYSIS

Label this as “**Attachment 12–Structural Analysis**”.

Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, and any safety and construction standards required by the utility.

13. CERTIFICATES OF INSURANCE

Label this as “**Attachment 14-Certificates of Insurance**”.

Provide all proof of certificates of insurance.

14. CITY BUSINESS LICENSE

Label this as “**Attachment 15-City Business License**”.

Provide proof of City Business License.

15. CERTIFICATION OF ACCURACY AND RELIABILITY

The undersigned certifies on behalf of itself, the applicant, and the owner of the property that the information provided in this form and its contents are true and complete to the best of the undersigned's ability and knowledge, and the information provided here should be relied upon by the City as being accurate and complete when the City evaluates the SWF proposal.

Signature

Title

Individual Name

Company Name

Date Signed