



Public Works

PUBLIC RIGHT-OF-WAY WIRELESS FACILITY APPLICATION AND FIRST SUBMITTAL REQUIREMENTS

INSTRUCTIONS

1. Review Ordinance No. _____ adopting Chapter 12.56 establish regulations for Wireless Telecommunications Facilities in the Public Right-Of Way; and Resolution No. _____ adopting a SWF Policy with additional requirements.
2. Submit Application to the Grand Terrace Public Works Department located at 22795 Barton Road, Grand Terrace, CA 92313. The application submittal must include 2 hard copies of the application and all submittal documents and one electronic copy of the same. Additionally, the City permit fee must be submitted.
3. Comply with public notice requirements at Grand Terrace Municipal Code Section 12.56.060(D).
4. Pre-submittal Conference strongly encouraged. Contact 909-824-6621-255 to schedule an appointment.

Applicant cannot be the engineer unless engineer is the owner of the project. To ensure quality service, Applicant is responsible to provide one-week written notice to the City of Grand Terrace Public Works Department, 22795 Barton Road, Grand Terrace, CA 92313, (909) 824-6621, if any of the information below changes.

PROPOSED SITE / PROJECT INFORMATION	Date:	Case ID: <small>For City Use Only</small>	Plan#: <small>For City Use Only</small>
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):	PROJECT NAME:		
DESCRIPTION (Map & Phase # / No. of Lots):			
PROPOSED LOCATION (Address and Cross Street Name(s)):	APN(s):		
PROPOSED WIRELESS FACILITY NAME/NUMBER:	ZONING DESIGNATION OF PROPOSED LOCATION:		
POLE OWNER:	POLE ID NUMBER (IF APPLICABLE):		
CUBIC FEET OF EQUIPMENT:			

Please designate who to contact to discuss the project.	<input type="checkbox"/> Applicant	<input type="checkbox"/> Engineer	<input type="checkbox"/> Pole Owner	<input type="checkbox"/> Property Owner
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APPLICANT NAME (APPLICANT IS NOT THE ENGINEER BUT THE INDIVIDUAL WHO IS RESPONSIBLE FOR PAYING ALL THE PROCESSING FEES FOR THIS PROJECT AND SUBSEQUENTLY ENTITLED TO REFUNDS IF ANY)	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

ENGINEERING FIRM NAME
ADDRESS

CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

TELECOMMUNICATIONS CARRIER NAME	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

POLE OWNER NAME	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

PROPERTY OWNER NAME	
ADDRESS	
CITY / STATE / ZIP CODE	
PHONE:	CONTACT PERSON: (Last Name, First)
FAX:	E-MAIL ADDRESS:

Agreement for Payment of Costs of Application Processing

TO BE COMPLETED BY APPLICANT: This agreement is by and between the City of Grand Terrace, hereafter "City", and _____ hereafter "Applicant."

Section 1. Deposit-based Fees

Purpose: The City of Grand Terrace has adopted ordinances to collect "Deposit-based Fees" for the costs of reviewing certain applications, including but not limited to, traffic studies, Public Works plan check reviews, inspections or permits. If the application is subject to the City's deposit-based fees, the Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional deposits, based upon actual and projected labor costs for the permit. City departments draw against these deposited funds at the staff hourly rates adopted by the City and actual time spent on the case. The Applicant are responsible for any supplemental deposits necessary to cover any costs which were not covered by the initial deposit.

Section 2. Applicant Responsibilities for Deposit-based Fee Applications

If the application is subject to the City's deposit-based fees, then the following shall apply:

- A. Applicant agrees to make an initial deposit in the amount as indicated by City ordinance, at the time this Agreement is signed and submitted with a complete application to the City. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The City will not pay interest on deposits. Applicant understands that any delays in making a subsequent deposit from the date of written notice requesting such additional deposit by City, may result in the stoppage of work.
- B. Within 15 days of the service by mail of the City's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the City to replenish the deposit. Please note that the processing of the application, study, plan, inspection or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the City is reimbursed for all costs related to this study, plan, inspection or permit. The City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for traffic study review, plan check or permit on this property. The Applicant also acknowledges that should the Applicant not reimburse the City for all costs related to this application or permit; the Applicant shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said Property Owner by the City.
- D. This Agreement shall only be executed by an authorized representative of the Applicant. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant.
- E. This Agreement is not assignable without written consent by the City. The City will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address provided above.

SIGNATURES:

Signature of Applicant: _____ Date: _____

Print Name and Title: _____

Signature of the City of Grand Terrace, by _____ Date: _____

Print Name and Title: _____

FOR CITY USE ONLY			
Application or Permit #: _____			
Set #: _____	Case #: _____	Plan #: _____	Application Date: _____
Staff Contact: _____		Date Application Received: _____	

(CONTINUED) FIRST SUBMITTAL REQUIREMENTS

THIS FORM MUST BE SUBMITTED WITH FIRST PLAN CHECK (See Chapter 12.56 of the Grand Terrace Municipal Code and Section 2.2 of the City’s Small Wireless Facilities Policy).

1. _____ Completed Application (this form) and applicable permit fees. Completed Application (this form) and SWF Permit Fee (Fee required for completeness). To provide a summary demonstrating that your proposal meets the definition of a “small wireless facility,” list in table form the discrete callout, description of each element and volume. Specifically:

a. Provide the volumetric sum of every item listed at the bottom of the table in the form. The table should appear very similar to the following example, and must contain all the columns shown in this example:

Call Out	Description of Element	Cubic Volume of Element	Government Use Only
1	<i>Concrete Foundation</i>	<i>0.5 ft³</i>	
2	<i>Antenna Pole</i>	<i>12.0 ft³</i>	
3	<i>Conduit 1</i>	<i>1.4 ft³</i>	
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22	<i>Remote Radio Unit</i>	<i>1.1 ft³</i>	
23	<i>DC Power Pack</i>	<i>0.3 ft³</i>	
24	<i>Mounting Bracket</i>	<i>0.25 ft³</i>	
[LEAVE BLANK]		Total of above = _____ ft ³	[LEAVE BLANK]

*(Note that the italicized text above in the table is for example only; the Applicant must insert its own actual projected-related identification and volumetric information in the table.)

b. Also identify and provide the height-width-depth (or as applicable the height-radius for canister/cylindrical antennas) dimensions of every antenna proposed for the SWF project (without regard to whether the antenna transmits, receives, or both) including without limitation to panel antennas, omni-directional antennas, GPS-antennas, LMU antennas, microwave antennas, millimeter wave antennas, any every other type of antenna to be placed in connection with the SWF. For each antenna, also provide a call-out listing the volume including the dimensions of the mounting bracket if such a bracket is integrated into the antenna. Note that if the mounting bracket is not integrated into the antenna, it must be listed as part of the accessory equipment and accessory equipment dimensions. For every

antenna, also list in table form the discrete callout, description of the element, and volumes of every antenna. The table should appear very similar to the following example, and must contain all of the columns show in the example:

Call Out	Description of Element	Cubic Volume of Element	Government Use Only
A	<i>Panel Ant 1</i>	<i>3.0 ft³</i>	
B	<i>Panel Ant 2</i>	<i>2.5 ft³</i>	
C	<i>Panel Ant 3</i>	<i>2.5 ft³</i>	
D	<i>Omni Ant 1</i>	<i>0.9 ft³</i>	
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L	<i>GPS Ant 1</i>	<i>0.5 ft³</i>	
M	<i>Microwave Ant 1</i>	<i>2.9 ft³</i>	
N	<i>LMU Ant 1</i>	<i>0.5 ft³</i>	
[LEAVE BLANK]		Total of above = _____ ft ³	[LEAVE BLANK]

*(Note that the italicized text in the table above is for example only; the Applicant must insert its own actual projected-related identification and volumetric information in the table.)

2. _____ Project Narrative and Justification. This shall include details of proposed site, how it complies with 47 CFR 1.6002(l) and (m), how the site meets each required findings in Section 12.56.060 of the Grand Terrace Municipal Code and Section 2.4 of the City's Small Wireless Facilities Policy and efforts to minimize the visual impacts of the antennas and ancillary equipment. *Mark as Exhibit C2*
3. _____ Color Photographs of Proposed Site. This shall include photos of Proposed Location from at least three vantage points. *Mark as Exhibit C3*
4. _____ Photo simulations of the Proposed Wireless Facilities. This shall include photo simulations of the proposed SWF from at least three vantage points. *Mark as Exhibit C4*
5. _____ Elevation/Construction Drawings, including site survey data. See Section 12.56.050 of the Grand Terrace Municipal Code and Section 2.2 of the City's Small Wireless Facilities Policy. *Mark as Exhibit C5*
6. _____ Site Plan. If not included in Exhibit C5, it must be included and marked as *Exhibit C6*

7. _____ Map of Service Area of Proposed Wireless Facilities. *Mark as Exhibit C7*
8. _____ Map showing other existing and planned Wireless Facilities within or near the Service Area. *Mark as Exhibit C8*
9. _____ RF Compliance Report and Letter of Establishing Compliance with FCC OET Bulletin 65 regarding RF emissions. *Mark as Exhibit C9*
5. _____ Proof of Public Notice requirements being met. *Mark as Exhibit C10*
6. _____ Regulatory Authorization. This shall include the regulatory status under Federal and California law to install Wireless Facilities in the right-of-way which can be established by a Certificate of Public Convenience and Necessity (CPCN), if applicable. *Mark as Exhibit C11*
7. _____ Site Agreement (Un-executed Draft for First Submittal and Applicable only to City-owned property). *Mark as Exhibit C12*
8. _____ Acoustic Analysis. Demonstrate compliance with the noise requirements under Chapter 8.28 of the Grand Terrace Municipal Code. *Mark as Exhibit C13*
9. _____ Wind Load Analysis. *Mark as Exhibit C14*
10. _____ Environmental Analysis (if applicable). *Mark as Exhibit C15*
11. _____ FAA documentation (if applicable). *Mark as Exhibit C16*
11. _____ Traffic Control Plans (if applicable). *Mark as Exhibit C17*
12. _____ Landscape Plans (if applicable). *Mark as Exhibit C18*
15. _____ Other Documents or copy of special instructions and prior commitments. *Mark as Exhibit C19*
16. _____ Copy of all adjacent or referenced plans used in the design and/or on plans. *Mark as Exhibit C20*

I, the undersigned applicant, do verify that all the items necessary for this project are attached.

_____  
Applicant Signature

_____  
Date

Print Name: _____

Print Title: _____