

Small Wireless Facility (SWF) Application

Official Use: _____	
City Staff Contact: _____	Email: _____
Date Application Received: _____	

INSTRUCTIONS

1. Review Ordinance No. 482 adopting Chapter 8.03 establish regulations for Wireless Telecommunications Facilities in the Public Right-Of Way; and Resolution No. 19-08 adopting a SWF Policy with additional requirements.
2. Submit Application to Public Works Department. The application submittal must include two hard copies of the application and all submittal documents and one electronic copy of the same. Once the application has been reviewed and determined to be complete an invoice will be generated with a total cost associated with the permit. The application is not considered complete until payment is received.
3. Comply with public notice requirements at 8.03.06(D) of the La Cañada Flintridge Municipal Code.
4. Pre-submittal Conference strongly encouraged. Contact Nasser Shoushtarian to schedule an appointment at (818) 790-8882.

CONTACT INFORMATION

Applicant Information

Name: _____	Title: _____
Company: _____	Email: _____
Address: _____	

Phone: _____	Fax: _____

Telecommunications Carrier Information

Name: _____	Title: _____
Company: _____	Email: _____
Address: _____	

Phone: _____	Fax: _____
Radio Frequency to be Used at Proposed Location: _____	

Pole Owner Information

Name: _____	Title: _____
Company: _____	Email: _____
Address: _____	

Phone: _____	Fax: _____
Pole ID # _____	

PROPOSED SITE

Proposed SWF Name/Number _____
Proposed Site Location (nearest address, if applicable): _____

Zoning Adjacent/Surrounding _____
Proposed Site/Street Right of Way: _____
Pole Owner: _____
Pole ID Number (if applicable) _____
Cubic Feet of Equipment: _____

SUBMITTAL REQUIREMENTS

(See also Section 2.2 of the SWF Policy, Resolution No. 19-08)

- 1. Completed Application (this form) and SWF Permit Fee.
- 2. Narrative. 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 set forth in adopted resolution 19-08 and demonstrates 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 Proposed SWF. This shall include photo simulations of the proposed SWF from at least three vantage points. Mark as “*Exhibit C4.*”
- 5. Elevation/Construction Drawings. See Section 2.2 of the SWF Policy for detailed requirements. Mark as “*Exhibit C5.*”
- 6. Site Plan. If not included with *Exhibit C5*, it must be included and marked as “*Exhibit C6.*”
- 7. Map of Service Area for Proposed SWF. Mark as “*Exhibit C7.*”
- 8. Map Showing other existing and planned Wireless Telecommunications Facilities within or near the Service Area. Mark as “*Exhibit C8.*”
- 9. Confirmation letter that installation complies with FCC OET Bulletin 65 regarding RF emissions. Mark as “*Exhibit C9.*”
- 10. Evidence of Public Notice Requirements Met. Mark as “*Exhibit C10.*”
- 11. Regulatory Authorization. Demonstrate that applicant is legally entitled to locate facilities in public right-of-way under both Federal and California law. Mark as “*Exhibit C11.*”

- 12. Site Agreement (applicable only to proposed sites on City-owned property). Mark as *Exhibit C12.*
- 13. Acoustic Analysis. Demonstrate compliance with the noise requirements at La Cañada Flintridge Municipal Code, Section 5.02. Mark as *Exhibit C13.*
- 14. Wind Load Analysis for installations on City-owned facilities. Mark as *Exhibit C14.*
- 15. Traffic Control Plan (if applicable). Mark as *Exhibit C15.*
- 16. Landscape Plan (if applicable). Mark as *Exhibit C16.*

Applicant Signature

Date

Print Name: _____

Print Title: _____