

TELECOMMUNICATIONS APPLICATION CHECKLIST

Required for All Applications

1. Project Description

- Provide a narrative describing the project proposal, facility type, service area, coverage gap, purpose, and visual context.

2. Site Plan

- Legible and drawn to scale (Minimum 1"=20')
- Includes: north arrow, bar scale, project name/applicant, preparer's name, preparation/revision dates
- Prepared by a licensed professional: architect, landscape architect, or engineer
- Meets Site Plan Requirements for Planning Applications (PJR-129)
- Submit both existing and proposed site plans if substantial modifications are proposed (e.g., demolition, grading, vegetation removal)

3. Architectural Plans

- Elevations of proposed tower (type, materials, colors, silhouette)
- Specify the maximum silhouette of the facility. The silhouette shall be measured from the "worst case" elevation perspective, but shall not include supporting cables and guy wires as part of the silhouette calculation.
- Exterior materials/colors: earth tones, low reflectivity, blending with surroundings
- Show all:
 - Mechanical equipment
 - Exterior lights
 - Loading/maintenance areas
 - Other exterior structures/uses
 - Backup power supplies (if applicable)
- Cross-section for each structure showing:
 - Natural grade beneath
 - Building height (from average lot elevation to roof peak)

- Civil drawings (if extensive grading)
- Tower modification analysis (if modifying existing facility)

4. Property Owner Authorization

- Lease agreement or letter of authorization

5. Preliminary Grading Plan (if freestanding)

- Existing vs. proposed contours (typically 1' contours)
- Excavation and fill volumes (cubic yards)
- Deposition and borrow site locations for each major project element
- Limits of grading and total disturbance area clearly marked
- Same scale as site plan
- Off-haul total and deposition site location identified
- Existing wetlands, waterways, drainage, and proposed stormwater treatment areas

6. Radio Frequency (RF) Emissions Analysis (if new facility)

Provide one of the following:

- FCC license or construction permit confirming compliance
- Evidence of FCC categorical exclusion

Additional Requirements (Use Permit Only)

7. Alternatives Analysis

Applicants must demonstrate that the proposed facility represents the *least-impact feasible alternative* capable of substantially closing the identified service gap. The analysis should present a meaningful range of technically feasible alternatives, supported by coverage and visual evidence, to show that no other combination of siting, design, or height would substantially address the service gap with fewer overall impacts.

- Range of Siting and Design Options

Evaluate a meaningful range of technically feasible approaches – at minimum, at least three siting options and two design options for each - to demonstrate that the proposed facility is the least-impact feasible solution.

a. Site Alternatives

Identify and assess a minimum of three feasible sites. Each site must be evaluated for technical feasibility, service coverage, zoning compliance, and potential to reduce visual or land-use impacts. Minor relocations within a single parcel generally do not constitute distinct site alternatives unless justified.

b. Design Alternatives

For the preferred and/or most viable sites, provide at least two design alternatives that differ in structural type, form factor, or concealment method (for example: tower, water tower, faux tree). Describe how each design responds to the surrounding context, including visual compatibility, architectural integration, and community character – consistent with the visual analysis section of this checklist.

c. Height Alternatives

Provide at least two height alternatives for each design option to demonstrate that the proposed height is the lowest feasible height capable of substantially addressing the identified service gap. Each height alternative must be supported by coverage mapping and a brief technical justification. The proposed height must reflect only the antenna(s) included in the current application and may not include additional height intended solely to accommodate potential future co-locations.

d. Co-Location Requirement

Identify all potential co-location opportunities within or near the target service area. All viable co-location options must be evaluated and documented, including outreach and negotiation efforts with property or facility owners.

Coverage Comparison

For each alternative site, design, and height, provide one coverage map per service type (indoor, outdoor, in-vehicle, and commercial). Maps should clearly illustrate coverage differences and remaining service gaps.

Trade-Off Analysis

Compare the key differences among all evaluated alternatives, addressing:

- Service quality and reliability
- Indoor vs. in-transit performance

- Number of towers required
- Tower heights and silhouettes
- Visual impacts
- Residential compatibility
- Proximity to the service area
- Environmental impacts

Least-Impact Feasible Alternative

Demonstrate that no other technically feasible combination of site, design, or height would achieve comparable coverage with fewer overall environmental, visual, or land-use impacts.

Zoning and Policy Consistency

For the preferred alternative, evaluate consistency with applicable zoning, the General Plan, and other relevant land-use policies.

Public Safety and Emergency Communications

Explain how the proposed facility supports or enhances local emergency response or communications networks.

Engineering, Technical, and Economic Feasibility

Document relevant technical and cost factors, including signal propagation, terrain, RF interference, construction methods, maintenance, and lease costs.

Community and Agency Input

Summarize outreach efforts with property owners of each alternative, outreach efforts with property owners surrounding the preferred site, consultation with local officials, outreach with and responses to community or agency concerns.

Visual Analysis for Alternatives

Provide a visual analysis (see Section 8) for each alternative that would close at least 85 percent of the identified service gap.

Environmental Studies

For projects involving ground disturbance, the application shall include a biological resources assessment prepared by a qualified biologist and a cultural resources study prepared by a qualified professional.

- Biological Resources Assessment. The assessment shall be sufficient to support environmental review under the California Environmental Quality Act (CEQA) and shall

identify and evaluate potential impacts to special-status species, sensitive habitats, wetlands, riparian resources, nesting birds, and other biological resources within the project area and areas that may be directly or indirectly affected by the project. The assessment shall include survey methods, timing, results, impact analysis, and recommended avoidance and mitigation measures, along with maps and supporting documentation.

- Cultural Resources Study. The study shall be sufficient to support environmental review under CEQA and shall include a records search, field inventory as appropriate, evaluation of historical and archaeological resources, analysis of potential project effects, and recommended treatment or avoidance measures.

8. Visual Analysis

Applicants must submit all materials and evidence necessary for staff to evaluate potential visual impacts. At a minimum, the following materials are required. County staff will review these materials and conduct an analysis to determine the level of visual impact for each alternative and the proposed design.

Visual Context

Provide written and photographic description of the setting within ½ mile of the site, including:

- Existing vertical elements (utility poles, towers, trees, barns, etc.)
- Prevailing land uses, building forms, colors, and materials
- How the proposed facility's design relates to or contrasts with its surroundings
- Context-appropriate alternatives considered (e.g., barn-style or water-tower designs in rural areas; pole-style in developed areas)

Viewpoint Requirements

Provide simulations from at least three public viewpoints per alternative, such as: a nearby public road or scenic highway, a park, school, commercial district, scenic overlook or designated vista.

Simulation Standards

Photo simulations by a qualified professional consistent with human field of view

Show all visible project components (tower, antennas, equipment, fencing, access roads)

Use consistent viewpoints with consistent reference points to enable side-by-side comparison of alternatives

- Include leaf-on and leaf-off views if deciduous vegetation screens the site

Documentation

- Narrative summary of applicant's preliminary visual findings
- Map of all viewpoint locations
- Viewshed map for ridge or elevated sites
- Description of simulation methodology and data sources

9. Faux-Tree (Artificial Tree) Facilities – Material Durability Requirements

For any facility utilizing artificial tree concealment (synthetic needles, leaves, or similar plastic materials), the applicant shall demonstrate that the proposed concealment materials will not result in ongoing debris, litter, or environmental contamination. If adequate documentation is not provided, the County may require an alternative concealment design. The applicant shall provide:

- Manufacturer Information.** Product specifications and material composition for all synthetic vegetative components.
- Durability Documentation.** Evidence demonstrating that materials are designed for long-term outdoor exposure and resistant to UV degradation, wind, moisture, and temperature extremes.
- Degradation Assessment.** A written statement explaining whether the materials are reasonably expected to crack, fragment, shed, or otherwise deteriorate in a manner that could result in falling debris, litter, or plastic particles entering surrounding soils or drainage systems.
- Inspection and Maintenance Plan.** A binding plan identifying inspection frequency, degradation criteria, and timelines for repair or replacement of damaged materials that meets or exceeds code requirements.

10. At-Cost Project Reimbursement Form

- Completed agreement with property owner's signature
- Minimum fee and deposit included
- Owner acknowledges deposits must be maintained or project work may be halted