



**City of Gilroy**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
7351 Rosanna Street, Gilroy CA 95020  
(408) 846-0451, main • (408) 846-0429, fax  
[www.cityofgilroy.org/planning](http://www.cityofgilroy.org/planning)

File # \_\_\_\_\_

Encompass # \_\_\_\_\_

## Zoning Clearance for Wireless Facility Collocation or Modification

A Zoning Clearance application is required for modifications to a wireless telecommunications facility meeting the definition of Collocation in the Ch. 30.35 of the Zoning Ordinance "Collocation" or "Co-Located Facility". Such projects no longer require a discretionary Planning permit (e.g. Architectural and Site Review and Conditional Use Permit). The purpose of the Zoning Clearance is to certify that the proposed collocation will be in compliance with all provisions of Ch. 30.35 of the Zoning Ordinance. Issuance of this Zoning Clearance is required prior to Issuance of the Building Permit.

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### 1. SUBJECT PROPERTY INFORMATION

Address/Location \_\_\_\_\_ APN(s) \_\_\_\_\_ Zoning District \_\_\_\_\_  
Detailed project description \_\_\_\_\_

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### 2. PROPERTY OWNER INFORMATION (Signature required unless lawful power of attorney provided.)

Name/Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
Home/Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**I hereby certify that I am the owner of record of the subject property(ies) described in this application and that I consent to the filing of the action requested herein. All property owners of record must sign the application.**

Owner Signature\* \_\_\_\_\_ Date \_\_\_\_\_  
*(For multiple property owners, use additional signature blocks, below.)*

*\*Original (wet) signatures required throughout this application form. Copies will not be accepted.*

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### 3. APPLICANT AND DESIGNATED AGENT (Attorney-In-Fact) Designation is required for all applications.

I, \_\_\_\_\_ (Property Owner), hereby designate \_\_\_\_\_ (agent) as the Applicant and Attorney-in-Fact for the Property Owner for all purposes of processing this application with the City of Gilroy. As the Attorney-in-Fact, this primary contact person serves as the designated agent responsible for project negotiations with the City, and will coordinate all information with the applicant team.

Owner Signature\* \_\_\_\_\_  
*(For multiple property owners, use additional signature blocks, below.)*

Applicant Primary Contact/Designated Agent (Attorney-in-Fact)

Name/Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
Home/Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Signature\* \_\_\_\_\_ Date \_\_\_\_\_

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**APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 408-846-0451)**

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**APPLICANT CERTIFICATION**

I, \_\_\_\_\_(print), applicant (or representative of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning Division in the submittal requirements form for this permit. If, at my request, this application is significantly amended, including but not limited to number of units, stories, height, setbacks, site circulation, site plan layout, or the need for additional discretionary permits, I understand this will require submission of a new application, including fees and checklist items. I understand that my application may be rejected (within 30 days of submittal or resubmittal) due to missing or incomplete information as required. I also understand that additional fees and subsequent information may be required during the course of processing this request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



**PLANNING DIVISION USE ONLY**

Date Filed: \_\_\_\_\_

Received By: \_\_\_\_\_

Notes/Comments:

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## **Zoning Clearance and Building Permit Process for Wireless Collocation Projects**

- A. Schedule a pre-application appointment with Planning Staff. Submit a site plan, equipment elevations, and completed Radio Frequency (RF) Report or Antenna EME Data Sheet (see Application Requirements No. 7, below)
- B. Submit complete Zoning Clearance application and accompanying materials (see Application Requirements, below)
- C. Building Permit may be submitted with Zoning Clearance application or at a later date
- D. Approval of Zoning Clearance application certifying that the proposed collocation is in compliance with all provisions of Ch. 30.35 of the Zoning Ordinance
- E. Issuance of Building Permit.

## **Minimum Application Requirements for Wireless Telecommunication Collocation**

### **1. ZONING CLEARANCE FORM** – one copy

### **2. PLANS**

- A. **Site Plan.** *Scale, metes and bounds, existing features (roads, structures, landscape, etc.), new structures (antennas, base station, cabinets, buildings, parking, lighting, visual screening, etc.)*
- B. **Elevations.** *Elevations (including height) of all proposed structures and appurtenances, plus composite elevation from street. Include all antennas, base stations, cabinets, buildings, cables, etc.*

### ***The following information may be shown on the plans or in an accompanying document***

### **3. NARRATIVE** - *Written descriptions, lists, reports, etc.*

- A. **Antennas, Base Stations, Cabinets, Buildings, Etc.** *List. If other carriers on-site, List theirs also. Explain in non-technical description.*
- B. **Radio Frequency.** *List range in megahertz. List wattage output.*
- C. **FCC Compliance.** *Description of conformance with FCC radio-frequency radiation emission standards.*
- D. **Maintenance/Monitoring Program.** *Description. Frequency of service, back-up plan for disruption of service (due to repair, test, maintenance or monitoring).*
- E. **Structural Engineer's Report.** *Written description of structure and support capacity (including additional antenna potential). Only required if new equipment is larger/heavier than equipment removed.*

### **4. CO-LOCATION AGREEMENT**

- A. **Letter to City** – *Showing willingness to allow other carriers to co-locate.*
- B. **Non-exclusive lease** - *For use of site.*

### **5. SECURITY PLAN**

- A. **Description of Security Program.** *Detailed description of proposed measures to keep public at safe distance from NIER transmission sources, including **Access Control** (pursuant to section 35.17) such as warning signs, fencing, anti-climbing devices, etc. Subject to review by police chief.*

- B. **Signage Plans.** Showing that outer perimeter of site (or NIER hazard zone as in the case of rooftop antennas) is posted with bi-lingual NIER hazard warning signs. Signs must also provide information for facility operator and 24 hr. emergency contact #.
- C. **Emergency Shut-off.** On-site emergency shut-off switch for all RF-related circuitry/componentry at site (including single master shut-off if multiple facilities are co-located), or proof that emergency response personnel, and/or other personnel cannot be exposed to levels exceeding FCC limits.

## 6. FACILITY EQUIPMENT SPECIFICATIONS

- A. **Manufacturers Information.** type, manufacturer, and model number for all antennas and other RF-generating equipment.
- B. **Antenna gain and radiation pattern,** for each antenna.
- C. **Number of channels,** projected and maximum for each antenna
- D. **Power input,** to each antenna
- E. **Power output,** normal and maximum, for each antenna, and as an aggregate for all antennas.
- F. **Output frequency,** of each transmitter.

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- 7. **Radio Frequency (RF) REPORT.** A Radio Frequency (RF) study prepared by a qualified electrical engineer, together with his/her qualifications, that provides expected radio frequency emissions levels from the antenna array(s), and certifies that these emissions comply with FCC standards not only at ground level below the Wireless Communication Facility, but also wherever terrain or placement of buildings would cause exposure. The statement shall also certify that both individually and cumulatively, and with any other existing facilities located on or immediately adjacent to the proposed facility, that the proposal complies with FCC standards.

### The applicant has two options for preparation of the RF report:

- A. The report can be prepared by the City's contract consultant, Hammett and Edison. The fee for this is \$1,035. The process takes approximately three – four weeks.
- B. If the RF report is prepared by other than Hammett and Edison, the City requires that it be peer-reviewed by Hammett and Edison. The fee for this is \$1,035. The process takes approximately three – four weeks.

## 8. GENERAL REQUIREMENTS PER 35.17

- A. **Easements/Other Restrictions** Shown and complied with.
- B. **Setbacks** (Per zoning district and sec. 35.18.C.1)
- C. **FCC Compliance Documentation** (See also B, above)
- D. **Stealth Requirement** (Required in Residential zones or PUDs with residential use; or where findings of particular sensitivity are made, e.g. historic, aesthetically sensitive, community feature, view; and/or extending above a ridgeline [sec. 35.18])
- E. **Bond, Letter of Credit, Etc.** (Covering cost of removal in the event of abandonment or non-removal permit termination)