



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

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 or Co-Located Facility" in Ch. 30.35 Wireless Telecommunication Facilities, Antennas and Windmills of the Zoning Ordinance. 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. The Building Permit application for the project may be submitted simultaneously with the Zoning Clearance application.

1. SUBJECT PROPERTY INFORMATION

Address/Location _____ APN(s) _____ Zoning District _____

Detailed project description _____

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.*

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 _____

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

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:

Zoning Clearance and Building Permit Process for Wireless Collocation Projects

1. Submit complete Zoning Clearance application and accompanying materials (see Application Requirements, below).
2. Simultaneous submittal of Building Permit and Zoning Clearance applications is encouraged.
3. Building Permit applications for projects including a net increase in the weight of equipment being installed on the existing pole or base station shall include structural calculations verifying the structural integrity of the proposed installation.
4. Submittal and approval of a Radio Frequency Report, approved by a licensed Electrical Engineer, are required prior to approval of both Zoning Clearance and Building Permit applications.
5. Approval of Zoning Clearance application certifying that the proposed collocation is in compliance with all provisions of Ch. 30.35 of the Zoning Ordinance
6. Issuance of Building Permit.

Minimum Application Requirements for Wireless Telecommunication Collocation

1. **ZONING CLEARANCE application** – one copy
2. **PLANS** – If Zoning Clearance and Building Permit applications are submitted together, submit 5 plan sets (11x17 preferred). Also submit an electronic copy of plans. If Zoning Clearance application is submitted separately, provide the following:
 - 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 shall be shown on plans or 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. **Maintenance/Monitoring Program.** *Description. Frequency of service, back-up plan for disruption of service (due to repair, test, maintenance or monitoring).*
4. **SECURITY PLAN**
 - A. **Description of Security Program.** *Detailed description of existing/proposed measures to keep public at a 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.*

5. **Radio Frequency (RF) REPORT.** *A Radio Frequency (RF) study prepared by a licensed electrical engineer, together with his/her qualifications, that provides expected radio frequency emissions levels from the antenna array(s) and NIER calculations in accordance with Section 30.35.20, 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.*

6. **GENERAL REQUIREMENTS PER 30.35.17**

A. **Easements/Other Restrictions** - *Show and demonstrate compliance.*

B. **Setbacks and Height** – *conformance with zoning district and sec. 30.35.18 and 30.35.19(d).*

C. **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]*

D. **Bond, Letter of Credit, Etc.** - *covering cost of removal in the event of abandonment or non-removal permit termination (sect. 30.35.17(q)).*