

Applicant Name: _____

Site Parcel Number (to be filled in by the Planning Department): _____

Site Address: _____

Current Conditional Use Permit Numbers: _____

Contact the Planning Department at (510) 670-5400 to submit the following materials to the Alameda County Planning Department by emailing the .pdf format documents to Planninginfo@acgov.org (Alameda County Planning Department, at 224 West Winton Avenue, Suite 111, Hayward, CA 94544). Please note that incomplete applications will cause a delay in processing. Please use the following checklist to ensure the application is complete. Request for Zoning Verification Letter must be emailed in or mailed in.

Required

- Standard Application** form.
- Application Supplement:** *Wireless Telecommunications Request Pursuant to Section 6409 – Zoning Verification Letter.*
- Filing Fee:** \$500 Make check payable to “Treasurer, County of Alameda”, or submit Credit Card Authorization Form.
- Provide a copy of the applicable FCC license.**
- Contact Information:** Please provide the names and addresses, phone number, and fax number or email address of the following involved parties, as appropriate:
 - o The service provider – corporate and point of contact;
 - o Engineering consultant(s); and
 - o Current owner(s) of the existing tower or base station upon which a modification is proposed.
- Project Description:** A project description or narrative keyed to the plans and other pertinent documents (including photographs and photo simulations) explaining the changes to the existing site and why the request is an “eligible facilities request” or any request for modification of an existing wireless tower or base station pursuant to Section 6409 that involves –
 1. collocation of new transmission equipment;
 2. removal of transmission equipment; or
 3. replacement of transmission equipment.

Explain how the requested modification of the tower or base Project is to be modified, to include:

- a) Increases in the height;
- b) Increases in the width and/or protrusions of appurtenances and/or transmission equipment;
- c) Increases in the transmission equipment/cabinets on the ground of the site;

Alameda County Community Development Agency Planning Department

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- d) Detail on any excavations and deployment outside the current site including any physical, wireline, interconnections to other locations, including existing conditions.
- e) How the requested modification of the tower or base station does not defeat any previously required concealment (stealth) elements from prior permits;
- f) How the requested modifications of the tower or base station complies with any other previously required County conditions from prior permits including proposed means of maintaining concealment elements of the existing facility which may include:
 - 1. submitting photo simulations from various elevations and angles, such as from public and private viewpoints, streets, parks or scenic areas
 - 2. submitting sample exterior materials and colors of towers, antennae, accessory structures such as equipment cabinets, fences, or screening materials
 - 3. submitting landscape and irrigation plans

Antenna Information: Identify the number, type, dimensions, and model of any proposed antenna(s) and provide of a copy of the specification sheet(s).

FCC RF Emissions: Provide documentation to verify that the proposed installation will be in compliance with the current FCC RF Emissions regulations. If it is not categorically exempt, further investigation may be appropriate to verify whether the facility may cause exposure in excess of the FCC guidelines.

Plans: Provide four (4) certified to-scale plans.

The **site plans** must include the address of the property, area of the parcel, abutting roads/highways, frontage of the lot on the road/highway, all building setback dimensions, the proposed structure, structure heights above ground level.

The **construction plans** must include location(s), elevation(s) and details of the existing and proposed tower and antenna(s) and related fixtures, structures, appurtenances and apparatuses, including height above pre-existing grade, materials, color and lighting. Show all existing and proposed foundations, piers, structural supports, cross arms, guy wires and anchors, antennae mounting mechanisms and signage. Show direction (azimuth), size and centerline height location of all existing and proposed antennas.

Structural Analysis: Copy of a structural analysis of the tower or other structure stamped by a professional engineer (CA license) indicating that the tower can accommodate the proposed collocation, removal, or replacement and complies with all applicable engineering and construction standards.

Building Permit Application (select one)

Building Permit Application is part of this Planning Application and Building Permit Application Number is BLD2022-_____. *Note: To obtain this number, applicant must complete the Building Permit Application process with the Building Department at (510) 670-5440. A completed building permit application will be required.

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The Building Permit Application will not be part of this Planning Application and will be submitted to the Building Department later as a separate process and the Applicant agrees to toll the review period during the Building Department permitting process.

Any additional information that the County deems necessary to determine whether Section 6409 applies:

Any approval granted pursuant to Section 6409 is limited to the proposed modifications as set forth in the above-referenced materials.

I attest under penalty of perjury to the truth and correction of all the facts, exhibits, maps, and attachments presented with and made part of this request.

I agree to pay all fees and costs needed to process this request.

Applicant Signature:

Signature

Date

Land Owner Signature:

Signature

Date

Signature on Behalf of Tower Owner:

Signature

Date

Address

Contact Telephone(s)

Signature on Behalf of Telecommunications Operator (not consultant/applicant):

Signature

Date

Address

Contact Telephone(s)

Zoning Counter Contact Information and Hours of Operation:

Permit Center, 399 Elmhurst Street, Room 141, Hayward, CA 94544, (510) 670-5400

Monday, Tuesday, Thursday and Friday, 8:30 am to 4:30 pm; Wednesday, 11:00 am to 4:30 pm

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