SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION CHECKLIST FOR
Accessory Use Site Applications for Wireless Telecommunications Facilities

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

Wireless Telecommunication Services (WTS) Facilities subject to the WTS Guidelines and this checklist include antennas which both receive and transmit radio signals, telecommunications relay stations, or other similar structures which transmit voice, video or data. **The Planning Department will make every effort to improve the aesthetic impact of existing sites whenever possible. Project Review for individual sites is strongly recommended.**

Each application for a new WTS facility must provide the following information with the application or building permit application:

☐ **A. Five-Year Facilities Plan**

The Five-Year Plan must be updated biannually on or before April 1st and October 1st of each year or as required by the Zoning Administrator. In each update service providers must note the changes from the previous submittal on a spreadsheet submitted to the Department electronically. A Five-Year Plan is required only if an updated plan has not been submitted.

☐ **B. Accessory Use Determination Letter**

A copy of the Determination letter signed by the Zoning Administrator. The letter must be photocopied onto the architectural plans for proper microfilming. Separate copies of the letter will not be accepted.

☐ **C. Service Area Definition**

Using coverage maps, identify the geographic service area for the subject installation; describe the distance(s) between wireless sites; describe how this service area fits into and is necessary for the company's service network; and identify any potential site consolidation opportunities.

☐ **D. Location Preference**

Identify the Location Preference the proposed facility meets using Section 8.1 of the WTS Facilities Siting Guidelines. If the proposed site is not a preferred location (Preference 1 thru 4) describe: (a) what publicly-used building, co-location site or other Preferred Location Sites are located within the geographic service area; (b) what good faith efforts and measures were taken to secure these more preferred location (i.e. Paragraphs 1 through 5 above); (c) why such efforts were unsuccessful; and (d) how and why the proposed site is essential to meet service demands for the geographic service area and the Applicant's citywide network.

☐ **E. Cumulative Effects**

Identify the location of the Applicant's antennas and back-up facilities per building; number and location of other telecommunication facilities on the property; include the following data for each facility: a) Height of all existing and proposed WTS facilities on the property, shown in relation to the height limit for the District and measured from sidewalk grade; b) Dimensions of each existing and proposed antenna and back-up equipment on the property; c) Power rating for all existing and proposed back-up equipment subject to the Application; d) Preferred method of attachment of proposed antenna (roof, wall mounted, monopole) with plot or roof plan along with detailed installation plans with a description for screening and/or visual integration into the building's architecture.

For more information, please refer to the Planning Department's *Wireless Telecommunications Services (WTS) Facilities Siting Guidelines* document which can be found on our web site *www.sfplanning.org*

☐ **F. Section 311 or 312 Notification materials, if applicable**

Accessory Use sites in RH & RM Districts require Section 311 Neighborhood Notification. Accessory Use sites in NC Districts require Section 312 Neighborhood Notification. Please reference the Building Permit Application Packet for additional information.

☐ **G. Emissions Report and Approval from DPH**

An emissions report (with a copy forwarded directly to DPH) showing the total number of watts per installation and the total number of watts for all installations on the site; the number and types of WTS within 100 feet of the proposed site with estimated cumulative emissions at the subject site; a wet stamp of a licensed professional engineer; and a signed copy of DPH review and approval.

☐ **H. Section 106 Review**

Declaration of intent to comply. A Section 106 evaluation is required for all new WTS facilities proposed on any structure 45 years of age and older, within 250 feet of an eligible historic district, or a significant alteration to an existing site. Complying with Section 106 of the National Historic Preservation Act (NHPA) is a statutory obligation that is separate and distinct from complying with the National Environmental Policy Act (NEPA). For more information, please visit the California Office of Historic Preservation web site, *http://ohp.parks.ca.gov/?page_id=22327*.

☐ **I. Contextual Photographs**

Photographs of the surrounding buildings within 100 feet of the subject site showing the facades and heights of nearby buildings.

☐ **J. Photo-simulations**

Two copies of photographs with existing conditions and two copies of photo-simulations with proposed conditions.

☐ **K. Plans**

Site Map identifying the subject parcel; the Use District for the subject parcel and adjacent parcels; and Height and Bulk designations for the subject block. Full-size architectural plans with dimensions in feet of: the building height; any rooftop penthouse height; parapet wall height; existing WTS antenna/.equipment height; proposed WTS antenna/equipment height; and equipment specifications.

I hereby certify that I have provided the information requested on this checklist as part of filing my application for a WTS Facility. I understand that if this material is not provided my application will be considered incomplete.

Signature

Name (Print), Title

Date

STREET ADDRESS OF PROJECT:	ZIP CODE:

CROSS STREETS:

ASSESSORS BLOCK/LOT:	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:	DATE OF MOST RECENT 5-YEAR PLAN:
/			

SAN FRANCISCO
PLANNING
DEPARTMENT

DECLARATION OF INTENT FOR
Wireless Telecommunications Facility Section 106 Review

Planning Department
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A Section 106 evaluation is required for all new WTS facilities proposed on any structure 45 years of age and older, within 250 feet of an eligible historic district, or a significant alteration to an existing site. Complying with Section 106 of the National Historic Preservation Act (NHPA) is a statutory obligation that is separate and distinct from complying with the National Environmental Policy Act (NEPA). For more information, please visit the California Office of Historic Preservation web site, *http://ohp.parks.ca.gov/?page_id=22327*.

You must submit this affidavit along with the Wireless Telecommunications Facility checklist to the Planning Department.

Declaration of Intent for Section 106 Review

I, _____ , do hereby declare as follows:

a. The subject Wireless Telecommunications Facility is located at (address):

_____
Address

b. I am aware that, according to Section 106 of the NHPA that evaluation is required for all new WTS facilities proposed on any structure 45 years of age and older, within 250 feet of an eligible historic district, or a significant alteration to an existing site; and intend to comply with all said requirements.

c. I am a duly authorized officer or owner of the subject business.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this day, _____ , in

_____
Location

_____
Signature

_____
Name (Print), Title

_____
Contact Phone Number