



Submittal Requirements

Administrative Use Permit - Wireless Communication Facility

An applicant for an Administrative Use Permit for modification of an existing wireless communication facility shall complete and submit an application, together with all required information, to the Community Development Department for review and processing. The application shall contain and include the following information:

- Project Application Form** (applicant and property owner signatures required)
- Filing Fees: \$3,102.00**
- A letter containing the following:**
 - A clear written description of the proposed facility that includes the number of antennas, the location and length of fiber/cable, the location and dimensions of all related equipment (cabinets, generators, batteries, cooling, transmitters, hubs etc.); such written description shall provide how this facility relates to the overall wireless network for the carrier(s) it is servicing as well as how this facility relates to other wireless facility projects in process of being constructed and/or planned in or near the City of Burlingame. The letter shall also contain the name, address, phone number, email address of:
 - (a) The owner of the proposed facility;
 - (b) The applicant if different than owner;
 - (c) Any proposed service provider tenant.
 - A written description of any noise, light and/or heat generated by the facility, including, but not limited to, retractable monopole motors, antenna rotators, power generation, cooling equipment and similar items.
 - A written explanation of the wireless communication facility site selection process including information about other sites which were considered, the reasons for the rejection of other sites, the reason that this particular facility is required to cover a gap in service, and the reason why the gap in service cannot be covered with another location or another technology.
- Plans: Electronic set (PDF)** emailed to the Planning Division – **see required information below.**
- A site plan with photos**, depicting the location and dimension of the proposed wireless communication facilities and of the existing surrounding area features including structures, roads, trees, and similar items.
- Floor plans and building elevations** clearly showing the location and dimension of the proposed wireless communication facilities, including all associated equipment.
- A landscape plan (if applicable)** that shows existing vegetation, indicating any vegetation proposed for removal, and identifying proposed plantings by type, size and location.
- Visual simulations** using clear, accurate and readable photo-simulations of all of the proposed wireless communication facilities. The simulations should contain dimensions, height measurements and color, size and shape (proper coloration and blending of the facility with the proposed site) of the proposed facilities in order to facilitate determination of potential visual impacts.
- A map identifying the applicant's existing and planned wireless communications facilities within city limits.** Include an explanation of how the proposed wireless communication facility fits into the individual service provider's network of existing and proposed wireless communication facility sites within a tentative two (2) year plan.
- Certification by a qualified third party that the proposed wireless communication facility will comply with applicable radio frequency (RF) emission standards as established by the FCC.**



Project Application - Planning Division

Type of Application:	Accessory Dwelling Unit	Conditional Use/Minor Use Permit	
	Design Review	Hillside Area Construction Permit	Minor Modification
	Special Permit	Variance	Other

Project Address: _____ **Assessor's Parcel #:** _____ **Zoning:** _____

Project Description:

Applicant

Name: _____

Address: _____

Phone: _____

E-mail: _____

Property Owner

Name: _____

Address: _____

Phone: _____

E-mail: _____

Architect/Designer

Name: _____

Address: _____

Phone: _____

E-mail: _____

Burlingame Business License #: _____ * Architect/Designer must have a valid Burlingame Business License.

<p align="center">Authorization to Reproduce Project Plans:</p> <p align="center">I hereby grant the City of Burlingame the authority to post plans submitted with this application on the City's website as part of the Planning approval process and waive any claims against the City arising out of or related to such action.</p> <p align="center">_____ (Initials of Architect/Designer)</p>
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Applicant: I hereby certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's signature: _____ Date: _____

Property Owner: I am aware of the proposed application and hereby authorize the above applicant to submit this application to the Planning Division.

Property owner's signature: _____ Date: _____

Date Application Received (staff only): _____