



## Submittal Requirements

### Conditional Use Permit - Wireless Communication Facility

An applicant for a Conditional Use Permit for a 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: \$5,852.00**
- ☐ **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

<b>Type of Application:</b>	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: \_\_\_\_\_

#### **Authorization to Reproduce Project Plans:**

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.

\_\_\_\_\_ (Initials of Architect/Designer)

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

**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):** \_\_\_\_\_



- C. Explain how the type, density, and intensity of use being proposed will not adversely affect the public convenience, health, interest, safety, or general welfare, constitute a nuisance, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zoning district in which the property is located.**
- D. Explain how the site is physically suitable in terms of:**
- 1. Its design, location, shape, and size to accommodate the use, and all fences, landscaping, loading, parking, spaces, walls, yards, and other features required to adjust the use with the land and uses in the neighborhood;**
  - 2. Streets and highways adequate in width and pavement type to accommodate public and emergency vehicle (e.g., fire and medical) access;**
  - 3. Public protection services (e.g., fire protection, police protection, etc.); and**
  - 4. The provision of utilities (e.g., potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.).**

**A. *How will the proposed use be consistent with the General Plan, Zoning Ordinance, and any applicable Specific Plan?***

Ask the Planning Division for the General Plan Designation and Zoning District for the proposed project site, and an explanation of each designation. Once you have this information, you can compare your proposal with the stated designated use and zoning, then explain why this proposal would fit accordingly.

**B. *How will the design, location, size, and operating characteristics of the proposed activity be compatible with the existing and future land uses in the vicinity?***

How does the proposed structure or use compare with the design, location, size and operating characteristics in the existing neighborhood and structures in the vicinity? If changes to a structure are proposed, are the improvements designed to match the existing architecture and development pattern on adjacent properties in the area? If a use will affect the way a neighborhood/area looks, compare your proposal to other uses in the area and explain why it fits.

How will the proposed project be compatible with existing and potential uses in the general vicinity? Compare your project with existing uses. State why your project would be consistent with existing and potential uses in the vicinity.

**C. *Explain how the type, density, and intensity of use being proposed will not adversely affect the public convenience, health, interest, safety, or general welfare, constitute a nuisance, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zoning district in which the property is located.***

How will the proposed structure or use within the structure affect neighboring properties or structures on those properties? If neighboring properties will not be affected, state why. Think about traffic, noise, lighting, paving, landscaping sunlight/shade, views from neighboring properties, etc.

Convenience. How would the proposed structure or use affect public convenience (such as access to or parking for this site or adjacent sites)? Is the proposal accessible to particular segments of the public such as the elderly or handicapped?

Public health includes such things as sanitation (garbage), air quality, discharges into sewer and stormwater systems, water supply safety, and things which have the potential to affect public health (i.e., underground storage tanks, storage of chemicals, situations which encourage the spread of rodents, insects or communicable diseases).

Public safety. How will the structure or use within the structure affect police or fire protection? Will alarm systems or sprinklers be installed? Could the structure or use within the structure create a nuisance or need for police services (i.e., noise, unruly gatherings, loitering, and traffic) or fire services (i.e., storage or use of flammable or hazardous materials, or potentially dangerous activities like welding, woodwork, engine removal).

**D. Explain how the site is physically suitable in terms of:**

- 1. Its design, location, shape, and size to accommodate the use, and all fences, landscaping, loading, parking, spaces, walls, yards, and other features required to adjust the use with the land and uses in the neighborhood;**
- 2. Streets and highways adequate in width and pavement type to accommodate public and emergency vehicle (e.g., fire and medical) access;**
- 3. Public protection services (e.g., fire protection, police protection, etc.); and**
- 4. The provision of utilities (e.g., potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.).**

Briefly explain how the sites' design, location, shape and size will be able to accommodate the proposed structure or use. Will improvements be required to accommodate public and emergency vehicle access, public protection services, and utilities? If improvements to these elements are required, please list them here.