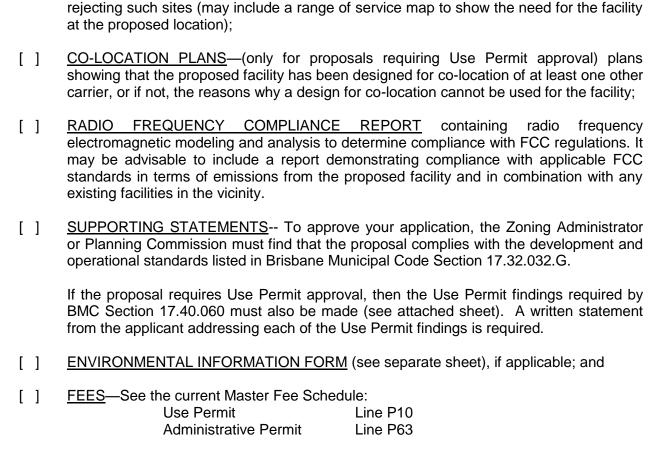
CITY OF BRISBANE

ADMINISTRATIVE PERMIT/USE PERMIT APPLICATION INFORMATION FOR NEW FACILITIES OR SUBSTANTIAL MODIFICATIONS TO EXISTING TELECOMMUNICATION FACILITIES

For modifications to existing facilities, please refer to Attachment A to determine whether your request is subject to an administrative or use permit under BMC Section 17.32.032. If your request does not meet any of the criteria set forth in Attachment A, it may be eligible for expedited review. Please contact the Community Development Department at (415) 508-2120 for further information.

SUBMITTAL REQUIREMENTS. Proposals for new telecommunications facilities or substantial modifications to existing telecommunications facilities require review by the Zoning Administrator or Planning Commission. For the Zoning Administrator or Planning Commission to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that <u>incomplete applications will not be processed by the Zoning Administrator or placed on the Planning Commission agenda.</u>

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[]] <u>SITE DEVELOPMENT PLANS</u> Two (2) full-size legible sets and one (1) reduced 1/2" x 11" or 11" x 17"), legible and reproducible set of completely dimensioned, so site development plans, with bar scales, showing:	
		[]	Existing and proposed structures on the subject and adjacent properties;
		[]	Accurately dimensioned property lines, streets, easements, trees, existing and proposed parking and utilities;
		[]	A small scaled vicinity map;
		[]	Elevations of <u>all</u> sides of the subject facility, identifying colors and materials as appropriate and indicating the natural grade on each elevation (cross-sections may also be required depending upon the complexity of the design);
		[]	Floor and roof plans, if appropriate;
		[]	Existing topography of the property (at 5 ft. intervals), if appropriate.
		Note:	Plans submitted as part of an application are retained by the City.
[]	<u>PHOTOSIMULATION</u> showing the appearance of the proposed facility where it is most prominent from public view;	
[]		RNATIVE SITES ANALYSIS— NEW FACILITIES ONLY. Documentation showing alternative sites for the proposed facility were considered and the reasons for



Please make a check or money order payable to the "City of Brisbane"). An additional Environmental Determination fee (Line 49) may also be required.

Note: Planning fees are non-refundable.

REVIEW TIMEFRAME: Consistent with Section 332(c)(7) of the Federal Telecommunications Act, applications for co-location of telecommunications facilities will be acted on within 90 days of application submittal. Applications for new facilities or substantial modifications to existing facilities will be acted on within 150 days of application submittal. Within 30 days of receiving an application, city staff will notify the applicant whether the application is incomplete and, if so, what additional information will be required. A notice of incomplete application will extend the review timeframe under Federal law.

CODE REFERENCES: Proposals for new wireless communication facilities or substantial modifications to existing facilities are subject to the requirements contained in Brisbane Municipal Code Section 17.32.032, consistent with section 332(c)(7) of the Federal Telecommunications Act and Spectrum Act.

Please refer to Brisbane Municipal Code Section 17.40.060 for the findings which must be made to approve any Use Permit application.

NOTIFICATION OF DETERMINATIONS, MEETINGS AND HEARINGS: If the Zoning Administrator determines that an Administrative Permit should be granted, notice will be given per BMC Section 17.32.032.D.2.

If the Zoning Administrator determines that a Use Permit is required, the project planner will provide you with notice of the date of the Public Hearing, and will provide the meeting agenda and a copy of the agenda report the Friday before the meeting. Copies of the agenda and agenda report will be available at the Planning Department the Friday before the scheduled hearing and uploaded to the City's website at www.brisbaneca.org. Please contact the project planner if you have not received a copy prior to the meeting. Applicants must attend all hearings to present their case and respond to any questions or comments.

ADMINISTRATIVE PERMIT/USE PERMIT APPEALS: Anyone may appeal the action of the Zoning Administrator to the Planning Commission not later than <u>15 calendar days</u> after the Zoning Administrator's action. Anyone may appeal the action of the Planning Commission to the City Council not later than <u>15 calendar days</u> after the Commission's action. An application form and fee (Line P47) is required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT, CITY OF BRISBANE, 50 PARK LANE, BRISBANE, CA 94005, (415) 508-2120.

Community Development Department Hours: 8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays 8 A.M. - 8 P.M. Wednesdays 8 A.M. - 1 P.M. Fridays

To ensure someone will be available to help you, please call ahead to make an appointment.

Substantial Modifications to Existing Facilities

Consistent with the Federal Telecommunications Act and Spectrum Act, proposals for new telecommunications facilities or substantial modifications to existing telecommunications facilities require review by the Zoning Administrator or Planning Commission. Proposals for minor modifications to existing telecommunications facilities may be approved through a building permit application.

Under section 6409(a) of the federal Spectrum Act, a proposal is considered a <u>substantial</u> <u>modification</u> to the physical dimensions of a tower or base station if it meets **any** of the following criteria:

For towers outside of public rights-of-way, it increases the height of the tower by more than 10%, or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater; for those towers in the rights-of-way and for all base stations, it increases the height of the tower or base station by more than 10% or 10 feet, whichever is greater; or
For towers outside of public rights-of-way, it protrudes from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for those towers in the rights-of-way and for all base stations, it protrudes from the edge of the structure more than six feet; or
It involves installation of more than four cabinets;
It entails any excavation or deployment outside the structural footprint of the tower or base station;
It would defeat the existing concealment elements of the tower or base station; or
It does not comply with conditions associated with the prior approval of construction or modification of the tower or base station unless the non-compliance is due to a modification that would otherwise not be defined as "substantial modification" as identified above.