City of Los Altos
Planning Division

(650) 947-2750
Planning@losaltosca.gov

SUBMITTAL REQUIREMENTS
WIRELESS COMMUNICATION FACILITIES

APPLICATION FORM & FEE

1. A completed General Application form.

2. Filing fee:

Renewal of Existing Wireless Facility Use Permit	$825
Minor Alteration to Existing Wireless Facility	$825
Permit for new Wireless Facility	$4,950

Make checks payable to the City of Los Altos. Fees are not refundable.

REQUIRED MATERIALS

1. **Photo Simulations**

   Provide photo simulations that show the existing and proposed appearance of the facility, including the antennae, equipment and adjacent grounds.

2. **Facilities Master Plan**

   - ❑ Provide a current master plan for all of the service provider's existing and planned sites in the City. The master plan should indicate the location of each existing facility, proposed facilities and the service area covered by each site.
   - ❑ Provide a map showing the relative locations of other existing wireless facilities on the same site or in the immediate vicinity.

3. **Compliance Statement**

   - ❑ How does the facility comply with the City's Wireless Guidelines, and if not in compliance, how will the facility be brought into compliance in a timely manner?
   - ❑ How does the facility comply with the conditions of approval for the existing use permit?
   - ❑ How is the facility being maintained?

4. **Radio Frequency (RF) Report**

   A qualified electrical engineer licensed by the state of California shall prepare an evaluation of the radio frequency (RF) field exposure conditions of the facility, demonstrating that the radiation levels generated by the facility meet federal standards and that interference to consumer electronic products is unlikely to occur. The evaluation shall include the following:

- ❑ The maximum exposure conditions directly adjacent to the antenna and the closest point the public could come into contact with radiation, including upper floors of residential, institutional, or commercial buildings;
- ❑ The maximum cumulative exposure conditions of all personal wireless services and facilities within the vicinity;
- ❑ Certification shall be provided by the electrical engineer prior to final inspection of the facility that the RF field exposure conditions are per the submitted evaluation.

PROJECT PLANS

Five (5) full-size (24" x 36") and two (2) half-size (11" x 17") plans that include the following:

NOTE: *For new Wireless Facilities, once the application is deemed complete by your project planner, and at least two (2) weeks before the date of the public meeting, the following additional materials will need to be submitted:*

- *Twelve (12) additional half-size (12" x 18") plans.*
- *A digital copy of plans in .pdf format (Adobe Acrobat compatible) provided on a CD, DVD, or a USB data key.*

1. **Site Plan** (⅛" = 1' scale)

- ❑ Subject property showing all property lines and adjacent streets
- ❑ Location of all structures on subject property
- ❑ Location and dimensions of parking, driveway, and loading areas (indicate surfacing material)
- ❑ Location, size, type and proposed disposition of all existing trees over four-inches in diameter
- ❑ Landscape areas, walkways, fences, retaining walls and utility areas

2. **Facility Elevations** (¼" = 1' scale)

- ❑ Materials and design details
- ❑ Height
- ❑ Fencing

PUBLIC MEETING NOTIFICATION *(For new Wireless Facilities)*

1. **Mailed Notices** – All properties within 500 feet of the project site will receive a mailed notice of the public meeting 10-14 days before the meeting. The Planning Division will provide an area map showing all properties within a 500-foot radius. The applicant must provide two sets of blank stamped postcards (post office approved size) for all properties within the 500-foot radius.

NOTE: *Notification for Commercial Districts, by City Council resolution, requires notification of all commercial tenants within the 500-foot radius area. The applicant is responsible for providing a name and address list of all businesses within the notification area. Additional blank stamped postcards for this address list will also be required*

2. **On-Site Posting Requirement –** In addition to the mailed notices, at least one meeting notice will need to be physically posted at the project site 10-14 days prior to the public meeting date. City staff will provide the notice along with instructions for properly posting it on the project site.

REQUIRED OPERATION AND MAINTENANCE CONDITIONS

All wireless facilities are required to comply at all times with the following operation and maintenance standards per LAMC Section 11.12.070.

1. All facilities and related equipment, including lighting, fences, shields, cabinets, and poles, shall be maintained in good repair, free from trash, debris, litter, and graffiti and other forms of vandalism, and any damage from any cause shall be repaired as soon as reasonably possible so as to minimize occurrences of dangerous conditions or visual blight. Graffiti shall be removed from any facility or equipment as soon as practicable, and in no instance more than forty-eight (48) hours from the time of notification by the city.

2. Each facility which contains trees, foliage, or other landscaping elements, whether or not used as screening, shall be maintained in good condition at all times, and the owner or operator of the facility shall be responsible for replacing any damaged, dead, or decayed landscaping as promptly and as reasonably as possible.

3. Each facility for which a landscape plan was required and approved shall maintain the facility and site in accordance with the approved landscape plan at all times. Amendments or modifications to the plan shall be submitted for approval to the city planner.

4. Each facility shall be operated in such a manner so as to minimize any possible disruption caused by noise. Backup generators shall only be operated during periods of power outages, and shall not be tested on weekends or holidays, or between the hours of 7:00 p.m. and 7:00 a.m. on weekdays.

5. Each owner or operator of a facility shall routinely and regularly inspect each site to ensure compliance with the standards set forth in this section.