



TELECOMMUNICATION FACILITIES & ANTENNAS

SUPPLEMENTAL APPLICATION



GENERAL INFORMATION

WHAT IS A TELECOMMUNICATION FACILITY?

Telecommunication facilities include antennas, wireless and cellular telecommunication towers and facilities, radio and television towers, and associated equipment cabinets and enclosures.

Telecommunication facilities can occur in the public right-of-way or on private property. The City's regulations for telecommunications facilities are intended to balance the benefits of robust, advanced wireless services while minimizing visual impacts to the surrounding area.

WHAT REGULATIONS APPLY?

There are several federal laws that establish specific limitations on local jurisdiction regulation of telecommunication facilities. Among other things, these laws prohibit local jurisdictions from disapproving facilities for public health concerns if the site meets Federal Communications Commission (FCC) thresholds. Local jurisdictions retain land use authority and can regulate the height, location, visual impact, and zoning compliance of a new antenna.

The City's Municipal Code Sections [30.185.410](#) or [28.94.030.DD](#), require a Conditional Use Permit to permit a new telecommunications facility on private property unless it is determined that the project will have no significant impact on any biological or archaeological resources, will not generate additional traffic, and there are no visual impacts.

If the project is exempt from a Conditional Use Permit, the appropriate Design Review body will act regarding the location, color, and size of the proposed antennas.

WHAT IS THE MAXIMUM HEIGHT?

The maximum height for antennas **attached** to existing buildings is 15 feet above the highest point of the building. The maximum height for antennas **not attached** to existing buildings is based on zone:

- RS, R-2, and P-R Zones: 45 feet
- R-M, R-MH, O-R, O-M, and C-R Zones: 55 feet
- C-G, M-C, M-I, and Coastal-Oriented Zones: 70 feet
- Amateur or Citizen's Band antennas, see the Municipal Code for details.

IS THERE A TIMELINE FOR REVIEW?

Yes, "shot clocks" imposed by the FCC limit the amount of time the City of Santa Barbara may use to process telecommunication facility projects. The City must process projects within the shot clock timeframes outlined below, unless the applicant agrees to a different time frame.

SHOT CLOCK	APPLICATION TYPE
60 Days	"Eligible Facilities Requests" under Section 6409(a) (modification to an existing wireless facility that does not cause a substantial change)
60 Days	Small Wireless Facility attached to an existing structure (such as a utility pole, tower, streetlight, traffic signal, building)
90 Days	Small Wireless Facility attached to a new/replacement structure
90 Days	Mounting/installation of new telecommunications facility to an existing structure (such as a rooftop, building facade, field light)
150 Days	New, freestanding telecommunications facility (such as a tower, monopole, monopine)
150 Days	Telecommunications facility on a replacement structure (such as a replacement field light at a public park)

FACILITIES IN THE PUBLIC RIGHT-OF-WAY

Applications for Small Wireless Facilities in the public right-of-way will submit directly to Public Works using a separate [Permit Application](#) and [Design Standards](#). The application will be reviewed for administrative design review approval by staff; no separate planning application is required unless the project does not comply with the administrative criteria.

FACILITIES ON PRIVATE PROPERTY

All other telecommunications facility and antenna applications must complete the forms and provide any supporting materials described in this Supplemental Application and submit it along with a complete [Planning \(PLN\) Application](#).

HOW TO SUBMIT

All planning and public works applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information: [Electronic Submittals](#).



SUBMITTAL INFORMATION

Facilities on Private Property. Provide the additional materials in this Supplemental Application and submit it along with all information required for a complete Planning (PLN) Application.

PHOTO SIMULATIONS

Photo simulations are required in addition to required photographs described in the PLN Application. Preferred format is to reproduce photographs on plan sets.



Photo Simulations

Provide a photo simulation showing the proposed project as an overlay over the existing property, include the existing buildings on either side of the proposed project. Include a map showing locations where photographs were taken.

PLANS

Project plans are required for all applications.



Project Plans

For minor projects, see the [Basic Site Plan](#) handout. See the [Project Plan Submittal Guide](#) for a complete list of the required contents of plan submittals. If the facility is proposed in a landscaped area, provide a landscape plan and irrigation plan and describe any proposed vegetation clearing. Show all lighting and locations for conduits, wiring, and exposed cables. Show adjacent land uses and distances to nearest residences or other sensitive land uses. Note if adjacent to a historic resource. Provide details of any ground disturbance and grading.



Elevations

Illustrate project details and show the existing building height and proposed height of all antennas and structures. Demonstrate how the project meets the height requirements described above (SBMC§ 30.185.410 or 28.87.260).

SUPPORTING MATERIALS

The following supporting materials are required for all applications.



Applicant Letter

Include a detailed description of the proposed project in a letter addressed to the appropriate review body. Include the type of facility proposed, the overall dimensions, number of antennas, associated equipment cabinets, underground vaults, screening devices, information on any additional non-communication antennas (GPS, radio, etc.), grading, or installation of roadway access. In addition, explain how the project has been designed to minimize visual impacts and any other design and site alternatives that were considered and the reason this alternative was selected.

☐ **Radiofrequency (RF) Emissions Report**

Include a Radio-Frequency (RF) Emissions Report demonstrating compliance with the FCC limits for human exposure to RF electromagnetic fields. The report must make specific references to the proposed location and configuration of the installation. The report should include site-specific calculations which show the project meets the FCC's standards for RF Radiation Exposure Limits. The report should also provide recommendations for proper mitigation for any potential impacts to health and human safety, where applicable. These recommendations shall be reflected in the project plans.

☐ **Noise Specifications or Report**

The noise limitation for mechanical equipment is 53 dB(A) at the property line of any adjacent parcel used or zoned for residential, public or semi-public uses. If applicable, provide manufacturer specifications or a noise report prepared by a professional Acoustical Consultant or Engineer demonstrating noise levels will not exceed the standards in Chapter 9.16, Noise.

☐ **Letter of Authorization**

Submit a Letter of Authorization (LOA) from the property owner stating permission to install antennas and equipment on any structures or sites. The LOA should reference the Site Plan as described above, and the owner's approval of such plan.

City Owned or Leased Property. If the installation is on property *outside the right-of-way* that is owned, leased, maintained, or operated by the City, written authorization from the appropriate City agency (Parks and Recreation, Public Works, etc.) is required *prior to* submitting a planning application. A Planning (PLN) Application signed by the appropriate City Department Director may be provided in lieu of a Letter of Authorization. Applications will not be accepted for processing without prior property owner authorization.

1 TELECOMMUNICATION FACILITIES FORM

RECORD INFORMATION

Application Date:

PLN RECORD # (if known):

PROPERTY INFORMATION

Project Address:

Assessor Parcel Number (APN):

Existing Land Use:

Proposed Land Use:

Existing Height:

Proposed Height:

TYPE OF FACILITY

- | | |
|---|--|
| <input type="checkbox"/> "Eligible Facilities Requests" under Section 6409(a) | <input type="checkbox"/> Telecommunications Facility to existing structure |
| <input type="checkbox"/> Small Wireless Facility to existing structure | <input type="checkbox"/> Telecommunications Facility replaced structure |
| <input type="checkbox"/> Small Wireless Facility on new or replaced structure | <input type="checkbox"/> Telecommunications Facility new freestanding |

"SMALL WIRELESS FACILITY" CHECKLIST ☐ N/A


If this is a Small Wireless Facility, confirm the project meets the FCC definition:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Mounted on structures 50 feet or less in height, or <10% taller than adjacent structures | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Antenna is no more than 3 cubic feet | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Total wireless equipment is no more than 28 cubic feet | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

PREFERRED LOCATIONS

To better assist applicants respond to the community's aesthetic preferences and values, the following location preferences are listed in an ordered hierarchy. Applications that involve discouraged locations may still be approved with a Conditional Use Permit if no alternative site in a preferred location would be technically feasible.

SITE PREFERENCES

- 
- **Preferred** – Collocation sites
 - **Preferred** – Located on industrial or commercial buildings
 - **Preferred** – Located on mixed-use sites in high density zoning districts
 - **Discouraged** – Exterior alterations to a historic resource
 - **Discouraged** – Within a residential zone
 - **Discouraged** – Located within 100 feet of a residence, nursing homes, retirement homes, and other community care facilities, schools, and large family day care facilities

“ELIGIBLE FACILITIES REQUEST” CHECKLIST ☐ N/A

If this is an eligible facilities request, please complete this section below, and indicate the type of project:

- ☐ Collocation of new transmission equipment
- ☐ Removal of transmission equipment
- ☐ Replacement of transmission equipment

1. **Zoning.** Has the tower or base station been deployed in accordance with the applicable zoning regulations in effect when the deployment occurred? ☐ YES ☐ NO

2. **Conditions of Approval.** Does the site have any conditions of approval associated with the original construction of the tower or base station? ☐ YES ☐ NO

If yes, indicate all PLN applications or other City application record numbers:

3. **Existing Structure.** Will the proposed modification **maintain** (and NOT replace) the existing tower or base station structure? ☐ YES ☐ NO

4. **Height.** Will the project **maintain** (and NOT substantially change) the wireless tower or base station height as it existed on February 22, 2012? *A substantial increase in height is more than 10% or more than one additional antenna on a tower more than 20 feet in height (whichever is greater). A base station is limited to a height increase of no more than 10 feet.* ☐ YES ☐ NO

5. **Width.** Will the project **maintain** (and NOT substantially change) the wireless tower or base station **width** as it existed on February 22, 2012? *A substantial increase in width includes an increase by more than 20 feet or by the width of the tower at the level of the new appurtenance (whichever is greater). A base station is limited to a width increase of no more than 6 feet.* ☐ YES ☐ NO

6. **Cabinets.** Will the project add no more than 4 new equipment **cabinets**? ☐ YES ☐ NO

7. **Boundaries.** Will the project maintain (and NOT substantially change) the current boundaries of the leased or owned property surrounding the tower? *Include any grading, trenching, boring, excavation, or any access or utility easements.* ☐ YES ☐ NO

8. **Concealment.** Will the project maintain (and NOT defeat) the existing wireless tower or base station concealment elements or techniques? ☐ YES ☐ NO

Describe **existing** concealment elements (painting, stealth techniques, camouflaging, integration, etc.):

Describe **proposed** concealment elements and how, if at all, the proposed modification would alter the existing concealment elements:

2 CONDITIONAL USE QUESTIONNAIRE

Facilities on Private Property. Provide data or other evidence in support of the following findings and explain below, or on a separate piece of paper, adequate justification for your request.

1. **Shared Use of Support Structure.** Demonstrate that no existing or planned support structure, including an antenna tower, is available to accommodate a new proposed antenna.

2. **Residential Setbacks.** Describe how the site is of sufficient size to provide an adequate setback from the base of the support structure to any property line abutting a residential land use.

3. **Visual Impacts.** Indicate how the structure is designed and placed to be as visually unobtrusive as feasible, taking into consideration technical engineering and other pertinent factors.

3 DESIGN GUIDELINES CHECKLIST

Facilities on Private Property. Use these design guidelines to demonstrate how the project will minimize visual impacts with installations that are designed carefully, screened with landscaping, or camouflaged to maintain the aesthetic quality of the surrounding area. **Check all that apply.**

Telecommunication Facilities & Antenna Design Guidelines

Identify all techniques used to address appropriate siting of wireless facilities:		APPLIED
1.	Antennas should be screened or hidden from the public view by the following methods: designed as architectural elements, screened with enclosures, or landscaping. Screening materials shall consist of materials and colors consistent with the surrounding backdrop or textured to match the existing structure.	<input type="checkbox"/>
2.	Antennas mounted on architecturally significant structures or architecturally significant details of the building should be covered with appropriate casings, which are manufactured to match existing architectural features found on the building.	<input type="checkbox"/>
3.	Where feasible, antennas can be placed directly above, below or incorporated with vertical design elements of a building to help in camouflaging.	<input type="checkbox"/>
4.	Equipment shelters or cabinets shall be screened from the public view by using landscaping, or materials and colors consistent with the surrounding backdrop.	<input type="checkbox"/>
5.	Equipment shelters or cabinets shall be consistent with the general character of the commercial district or neighborhood.	<input type="checkbox"/>
6.	Screening enclosures shall be allowed when the design is architecturally compatible with the building.	<input type="checkbox"/>
7.	All exposed cables, conduits, surface mounted wires shall be concealed or painted out to match the building.	<input type="checkbox"/>
8.	If a facility is to be installed in or on a historic building or structure, additional measures shall be required so as to not alter the historic significance of the building or structure.	<input type="checkbox"/>
9.	The placement of antennas on buildings and other structures is encouraged and preferred over the installation of towers or monopoles. Where feasible, co-location of facilities, and minimum number of antennas shall be evaluated to determine the proposed facility has been designed carefully.	<input type="checkbox"/>
10.	Lighting of these facilities is not allowed.	<input type="checkbox"/>