



## CITY OF GLENDALE, CALIFORNIA

Public Works Department  
Administration Division

633 E. Broadway, Suite 201

Glendale, CA 91206-4310

Tel (818) 548-3945 Fax (818) 242-7087

[www.glendaleca.gov](http://www.glendaleca.gov)

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### WIRELESS TELECOMMUNICATIONS FACILITY ENCROACHMENT APPLICATION FORM

An applicant for placement of a wireless facility (WF) in the rights-of-way must obtain an encroachment permit from the City by submitting simultaneously, an application for an encroachment permit (as Item 17 to this form) and providing the other information as requested in this form.

You must use this form (latest version) and follow the Director's Policy found at:

1. <https://www.glendaleca.gov/government/departments/public-works/public-meetings-and-notice>
2. Public Counter (633 E. Broadway Room 205, Glendale, CA 91206)

Questions about WFs should be directed to the City Public Works Department Engineering Division by calling (818) 548-3945, however, any effective variance to the policy, requirements, and application guidelines can only be given by the Public Works Director in writing.

#### **INITIAL SUBMISSION**

WF applications may only be submitted at in-person appointments, which may be scheduled with the City's Public Works Engineering department by calling (818) 548-3945. Submission appointments may be scheduled Monday-Tuesday 8 a.m. – 2 p.m. and Wed. – Thursday 8 a.m. – 12 p.m.

#### **RESUBMITTAL PROCEDURES**

If the City issues a notice of incompleteness, an applicant must timely resubmit a complete application. The City may exercise any rights available to it if a resubmittal is not timely or is itself incomplete, including rejecting the application. Resubmittals shall be made in reply to the original assigned city staff member and to TLF ([glendale@tlf.law](mailto:glendale@tlf.law)).

#### **FORM OF SUBMISSIONS**

Each WF site requires its own application.

Initial submissions shall be named in the following convention:

- [applicant name]-[numerical number]-[calendar year]
- Sample: XYZCompany-01-2022

Resubmissions shall be named in the following convention:

- [applicant name]-[numerical number]-[calendar year]-RESUB[#]
- Sample: XYZCompany-01-2022-RESUB1

May 2022

City of Glendale WF Policy, Requirements, and Application Guidelines

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Initial applications and resubmissions must be submitted in an electronic format. The electronic form and all supporting documents must be in searchable PDF format and as individual documents (not a single PDF document/file). Each individual PDF document must be named to indicate the content of the file document. For example: 'Attachment 1 - Photo Simulations'; 'Attachment 14 - RF Report'; 'Attachment 19 - Acoustic Analysis', etc. are acceptable file name formats.

Encroachment Permit No. \_\_\_\_\_ [From Item 17 on Checklist]

Date: \_\_\_\_\_

Receipt No. \_\_\_\_\_

Non-Refundable Wireless Processing Fee:

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Submission Name<sup>1</sup>: \_\_\_\_\_

**Applicant's Identifier for Wireless Facility**

Wireless Provider: \_\_\_\_\_

Coordinates for Wireless Facility: \_\_\_\_\_

Location of Encroachment: \_\_\_\_\_

Adjacent Zone # and Description: \_\_\_\_\_

Location Type:  Preferred  Non-Preferred

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<sup>1</sup> Please see page 1 "Form of Submissions".

## APPLICATION CHECKLIST – REQUIRED MATERIALS

The applicant shall submit all of the applicable materials listed in this checklist, and in addition, to the extent not included in the list below, the information required by Glendale Municipal Code Sec. 12.08.037, esp. sections D and G.

- APPLICATION FEE**
- 1. SWF SUPPLEMENTAL INFORMATION
- 2. PROJECT DESCRIPTION
- 3. PROJECT PLANS
  - A. COVER SHEET
  - B. SITE SURVEY/DEVELOPMENT PLAN
  - C. EQUIPMENT/INFRASTRUCTURE INVENTORY AND DETAILS
  - D. TRAFFIC CONTROL PLAN
  - E. FIBER NETWORK PLAN
  - F. POWER NETWORK PLAN
- 4. LETTER OF AUTHORIZATION
  - A. CITY-OWNED PROPERTY
  - B. NON-CITY OWNED PROPERTY
- 5. SITE PHOTOS AND PHOTO SIMULATIONS
- 6. ALTERNATIVE SITE ANALYSIS
- 7. RF COMPLIANCE REPORT
- 8. FCC LICENSE
- 9. LATEST KMZ FILES
- 10. PLANNED NODE AND FIBER OPTIC INFRASTRUCTURE LIST
- 11. ACOUSTIC ANALYSIS
- 12. STRUCTURAL ANALYSIS
- 13. PUBLIC NOTICE
- 14. CERTIFICATES OF INSURANCE
- 15. CITY BUSINESS LICENSE
- 16. CITY INDEMNIFICATION FORM
- 17. ENCROACHMENT PERMIT FORM
- 18. CERTIFICATION OF ACCURACY AND RELIABILITY
- 19. CERTIFICATION OF PUBLIC CONVENIENCE AND NECESSITY (CPCN)

### STAFF USE ONLY:

Application No. \_\_\_\_\_ City Receipt Date: \_\_\_\_\_

Pole Number (if applicable): \_\_\_\_\_

# APPLICATION CHECKLIST DETAILS

## APPLICATION FEE

Each Wireless Telecommunications Facility (WF) Application Form must be accompanied by the applicable application fees per the adopted City-Wide Fee Schedule. The application will not be deemed submitted unless the applicable fees, in full, have been received by the City.

As of May 2022, the required applicable fees are the construction - encroachment permit fee, and the wireless communication facility application processing fee; the City may require an additional fee for expert review. On July 1st of every year, the application fees may be updated to reflect the most recent adopted City-Wide Fee Schedule.

Additional fees will be required to be paid should the application be deemed incomplete after the first submission.

Additional permits and fees may be required. For example, most WF will require an excavation permit.

## 1. SMALL WIRELESS FACILITY SUPPLEMENTAL INFORMATION

Label this as "Attachment 1 – SWF Supplemental Information".

If applicant claims the facility is a small wireless facility, the applicant must complete and submit the information to support evaluation of whether the proposed facility qualifies as a Small Wireless Facility under 47 C.F.R. § 1.6002(l). If the facility is not a Small Wireless Facility, applicant should so state.

## 2. PROJECT DESCRIPTION

Label this as "Attachment 2 – Project Description."

This section should demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant's network in the area that would be served by the proposed WF.

## 3. PROJECT PLANS

Label this as "Attachment 3 – Project Plans".

Provide full-sized and 11"x17" digital project plans in portable document format (PDF) that contain all the following. Dimensions must be shown in decimal feet and volumes must be shown in decimal cubic feet. The Project Plans must be prepared, signed and stamped by a California Registered Civil Engineer.

### A. Cover Sheet

1. Contain detailed project description that specifies the proposed installation and/or modifications;

2. Contain site information that includes the site address, assessor's parcel number, site latitude and longitude, project team contact information, location map, and pole number (as applicable);

**B. Site Survey**

1. Be prepared, signed and wet stamped by a California Registered Civil Engineer or Licensed Surveyor;
2. Include the North Arrow, date, scale and legend on each plan page;
3. Show all areas in the public right of way to be occupied by the WF, including all power and fiber vaults and other equipment;
4. Show the actual property lines of all adjacent properties within 15 feet of any portion of the proposed project;
5. Include sidewalk measurements (in feet) to demonstrate full compliance of Americans with Disability Act ("ADA") regulations (when making measurements, you must measure from the outside of the pole rather than from the centerline);
6. Depict all surrounding (within 15 feet) existing pedestrian ramps, posts, pedestals, traffic signals, sidewalk widths, fire hydrants, transit shelters, kiosks, ramps, driveways, curbs, and all other existing features in the PROW;
7. Show all traffic lanes;
8. Depict planters, vegetation, trees, and any other landscaped areas and features;
9. Depict all above and below-grade utilities, related structures, and encroachments;
10. Demonstrate how and why the proposed WF project will be in full compliance with all building codes, electrical codes and all other required codes in the PROW;

**C. Site Development Plans**

1. Be prepared, signed and wet stamped by a California Registered Civil Engineer or Licensed Surveyor;
2. Include the North Arrow, date, scale and legend on each plan page;
3. Include all elevations of the proposed WF;
4. Show the actual property lines of all adjacent properties within 15 feet of any portion of the proposed project;
5. Include all existing and proposed improvements, structures, equipment, fixtures, concealment elements, and/or facilities with all dimensions, labels and ownership identifications clearly called out;

6. Depict all electrical, fiber and data backhaul connections (conduits, vaults, handholes, cables, wires, junctions, meters, meter-less power, etc.);
7. Depict all proposed antennas, associated equipment, pedestals, flush-to-grade vaults, concealment elements, conduits, risers and all conditions related to the proposed SWF;
8. Include all azimuth orientation of all proposed antennas.

**D. Equipment/Infrastructure Inventory & Details**

1. Contain cut sheets with all the technical specifications (manufacturer, model number, physical dimensions [height, width, length and weight]) of all the proposed antennas and associated equipment;
2. Include all dimensions shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft<sup>3</sup>);
3. Provide details and specifications of the proposed equipment to be installed.
4. Plans shall also include all infrastructure improvement details, including pole types, foundations, pull boxes, and conduits servicing the proposed infrastructure and any applicable details/cut sheets showing size and dimensioning as applicable.

## **E. Traffic Control Plans**

Provide engineered traffic control plans that show the traffic control for the project. The plans must be drawn in accordance with the latest version of the California Manual on Uniform Traffic Control Devices by a Registered California Civil Engineer or Traffic Engineer. The preparer's stamp and signature must be shown on the plans.

## **F. Fiber & Power Network Plan**

To the extent that the project requires running new fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the deployment, all fiber optic cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors or other items on the map. The fiber plans should clearly identify all meet-me points and points of connection. Even if the fiber deployment will be performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

The plans should include all underground utilities, all power conduit routes that connect the nodes and a legend that identifies any symbols, colors or other items on the map. The plans should clearly identify the location of the pedestal in addition to all points of connection, as well as the feed point/service spot for the power source. Applicant must show that it has met the requirements of Glendale Water and Power for electric service to the WF. Where new power will be run to a proposed node, this requirement can be satisfied by showing that the plans for electric service have been approved by Glendale Water and Power.

## **4. LETTER OF AUTHORIZATION**

### **A. City-Owned Property**

Label this as "Attachment 4 – City Owned Property LOA".

If the applicant proposes to install a WF on any structure owned or controlled by the City and located within the public right-of-way, the applicant must contact Glendale Water and Power Electrical Engineering at (818) 548-3921.

Furthermore, the applicant must submit the following documents for review before receiving a City Owned Property LOA:

- Construction plans, including scope of work, vicinity map, site coordinates, site plan showing underground facilities, existing and proposed elevation, load calculations;
- Equipment specification sheets, including, but not limited to poles, foundations, pull boxes, meter sockets, load centers, radios, and antennas;
- Structural calculations, stamped and signed by a registered engineer in the State of California; and,
- Photo of the existing pole, as applicable, and a rendering/simulation of the



existing/proposed pole with the new equipment.

#### **B. Non-City Owned Property**

Label this as “Attachment 4 – Non-City Owned Property LOA”.

If the applicant proposes to install a WF on a non-city owned structure, the applicant must submit a letter of authorization from the structure owner.

### **5. SITE PHOTOS AND PHOTO SIMULATIONS**

Label this as “Attachment 5 – Site Photos and Photo Simulations”.

#### **A. Site Photos**

1. Provide original base color photos of proposed site, from three vantage points (Google street view or similar online photos are not acceptable);
2. Provide a key map detail showing each location where each photograph was taken, the proposed site and the direction to the site from each photo location;
3. The photos must be in a high-resolution format.

#### **B. Photo Simulations**

Provide photo simulations that would allow the City to visualize the proposed project as constructed. The photo simulations must be in a high-resolution format and show the proposed facility from reasonable line-of-sight locations that would accurately and reliably reflect the appearance of the proposed facility and/or modifications as-built.

1. Provide photo simulations using the base photos from the three vantage points. Each base photo and matching photo simulation must be the same size;
2. Depict the proposed facility accurately and reliably by visually representing all elements (cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment etc.) of the proposed facility and/or modifications as-built.

### **6. ALTERNATIVE SITE ANALYSIS**

Label this as “Attachment 6 – Alternatives Site Analysis”.

Provide a detailed written analysis that describes how the proposed WF complies with all the requirements in the Wireless Municipal Code, which includes without limitation the location requirements, and all the alternative locations and designs considered before the applicant submitted this application.

The analysis must include all the following required information and/or materials:

- A. an aerial map that shows the general geographic area of the proposed location annotated to show:
- B. the search ring used for this particular project;
- C. all locations for each alternative considered for this particular project (or if none, so state);
- D. for each alternative site considered, a detailed written description that includes, without limitation all the following:
  - 1. the physical address;
  - 2. zoning district designation;
  - 3. support structure type considered;
  - 4. general design concept and concealment elements/techniques considered;
  - 5. overall height and achievable antenna centerline height;
  - 6. the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable or not in accordance with the standards in the Wireless Municipal Code.

**Note:** This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable or not as consistent with the standards in the Wireless Municipal Code. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the standards in the Wireless Municipal Code will be deemed incomplete;

**Note:** If a less preferred WF location is proposed, the applicant must present fact-based, reliable evidence to support its selection of the less preferred WF location.

Also, for each alternative site within the search ring, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSSI, RSRP or other relevant signal level or quality indicator with and without the alternative site and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

## 7. RF COMPLIANCE REPORT

Label this as "**Attachment 7 – RF Compliance Report**".

Provide an RF exposure compliance report prepared and certified by an RF engineer from a 3<sup>rd</sup> party, and not an employee of the service provider, that certifies that the WF, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits.

The RF compliance report must include the actual frequency and power levels [in watts effective radiated power (“ERP”), not EIRP] for all existing and proposed antennas at the site; Also, the RF Compliance Report must depict:

- the location and orientation (degree azimuths from true north) of all transmitting antennas;
- the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC);
- the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC).
- the outline of all structures on public or private land that are within 20 feet of the proposed WF site antennas

## **8. FCC LICENSE**

Label this as “Attachment 8 – FCC License”.

Provide a copy of the FCC License of the operator of the facility.

## **9. LATEST KMZ FILES**

Label this as “Attachment 9 – Latest KMZ Files”.

A map showing the location of the streetlight pole where a WF is desired to be located. This map should be in the form of a Google KMZ file.

## **10. PLANNED NODE AND FIBER OPTIC INFRASTRUCTURE LIST**

Label this as “**Attachment 10 – Planned Node and Fiber Optic Infrastructure List**”.

A master list showing the location of all upcoming node and fiber optic infrastructure planned for the City of Glendale.

## **11. ACOUSTIC ANALYSIS**

Label this as “Attachment 11 – Acoustic Analysis”.

Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment related to the WF and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must include an analysis of the manufacturers’ specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines.

In lieu of a certified report, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed

equipment will not, both individually and cumulatively, exceed the applicable ambient noise limits. In addition, describe whether the equipment will be passively or actively cooled if any equipment will be enclosed in a shroud, cabinet, pedestal or other enclosure. If the equipment will be actively cooled, the applicant must include the manufacturer's specifications for all active cooling mechanisms.

## **12. STRUCTURAL ANALYSIS**

Label this as "**Attachment 12 – Structural Analysis**".

Provide a report prepared and certified by a structural engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, and any safety and construction standards required by the utility.

## **13. PUBLIC NOTICE**

Label this as "Attachment 13 – Public Notice".

Per the City's Wireless Facility Wireless Municipal Code, the applicant needs to carry out all necessary public noticing requirements including submitting mailing list and mailing labels for all properties and record owners of properties within 500 feet of the proposed WF location.

## **14. CERTIFICATES OF INSURANCE**

Label this as "**Attachment 14 – Certificates of Insurance**".

Provide proof of certificates of insurance.

## **15. CITY BUSINESS LICENSE**

Label this as "**Attachment 15 – City Business License**".

Provide proof of City Business License.

## **16. CITY INDEMNIFICATION FORM**

Label this as "**Attachment 16 – City Indemnification Form**".

## **17. ENCROACHMENT PERMIT FORM**

Label this as "**Attachment 17 – Encroachment Permit Form**".

## **18. CERTIFICATION OF ACCURACY AND RELIABILITY**

The undersigned certifies on behalf of itself, the applicant, and the owner of the property that the information provided in this form and its contents are true and complete to the best of the undersigned's ability and knowledge, and the information provided here should be relied upon by the City as being accurate and complete when the City evaluates the WF proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date Signed

**19. CERTIFICATION OF PUBLIC CONVENIENCE AND NECESSITY (CPCN)**

The undersigned certifies on behalf of itself, the applicant, and the owner of the property that the information provided in this form and its contents are true and complete to the best of the undersigned's ability and knowledge, and the information provided here should be relied upon by the City as being accurate and complete when the City evaluates the SWF proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date Signed