



Application Submittal Requirements for Major Telecommunication Facilities

Each application for a Major Telecommunication Facility, as defined in Section 15.37.020 of the Cloverdale Municipal Code, must contain the following information, as noted. The Director may release an Applicant from having to provide one or more of the pieces of information on the list upon the finding that in the specific case involved such information is not necessary to process or make a decision of the application being submitted. Some specialized applications may require additional information. Consult with the Planning Department to determine whether additional materials are required. Incomplete applications will not be scheduled for Planning Commission and/or City Council action.

- [] Submission of all **Conditional Use Permit and Design Review application materials**, as necessary (see separate handouts)
- [] **Signed and dated written Project Description** briefly explaining the project including details such as square footage, nature and location of project, height of any proposed new structures (as measured per Section 15.37.140 of the Cloverdale Municipal Code), number of antennae proposed, description of fencing or other anti-climbing measures, description of any landscaping, screening or other measures to address visual impacts, etc.
- [] **Mailing list and two sets of mailing labels** of any operators of telecommunication facilities registered with the City and located within one mile of the proposed facility.
- [] **Site photographs** depicting representative views of and from the site.
- [] **Telecommunications Facilities Registration**, pursuant to Section 15.37.080 of the Cloverdale Municipal Code.
- [] **Existing/Proposed Service Area and Network Maps**, including a list of other nearby telecommunication facilities.
- [] **Alternative Site/Location Analysis**, prepared pursuant to Section 15.37.120 of the Cloverdale Municipal Code, that identifies reasonable, technically feasible, alternative locations and/or facilities which would provide comparable service. The analysis shall address the potential for co-location at an existing or new tower site and shall explain the rationale for selection of the proposed site in view of the relative merits of any of the feasible alternatives.
- [] **Visual Impact Analysis**, prepared pursuant to Section 15.37.110 of the Cloverdale Municipal Code, including photo montages, field mock-ups, line of sight sections or other techniques which identify the potential visual impacts, at design capacity, of the proposed facility to the satisfaction of the Planning Director. The Analysis shall also include facility design alternatives.
- [] **Engineers Report**, prepared by an engineer licensed by the state of California, demonstrating the facility has been designed to accommodate the number and type of antennas proposed.
- [] **Non-Ionizing Electromagnetic Radiation (NIER) Exposure Studies**, demonstrating the NIER levels produced by the telecommunication facilities present on the parcel comply with established NIER standards and Chapter 15.37 of the Cloverdale Municipal Code.
- [] **Other information**, including but not limited to information that may be required for environmental review such as preliminary soils, cultural resources, arborist, traffic, Phase I environmental, and/or biology reports,

If a stream exists on or near the proposed project site, contact a City Planner at 894-1701 to discuss possible additional requirements. Note: Department of Fish and Game (DFG) Filing Fee Exemption Form must be approved by DFG, or fees are due when Notice of Determination is filed at the County Clerk's Office (see staff for explanation).