



# City of Santa Barbara

## WIRELESS COMMUNICATION FACILITY DESIGN REVIEW SUBMITTAL CHECKLIST

### Please submit the following information for Design Review\*:

1. **COMPLETED MASTER APPLICATION.** Must include a signature or authorization from the property owner. If it is a City-owned property then approval by the appropriate city agency is required prior to submitting for Design Review.
2. **A DETAILED PROJECT DESCRIPTION LETTER** that includes the following information:
  - a. A statement describing the type of facility proposed, the overall dimensions, number of antennas, associated equipment cabinets, underground vaults, screening devices, and information on any additional non-communication antennas (G.P.S., radio, etc.) In addition, describe how it has been designed to minimize visual impacts.
  - b. A statement describing the other design and site alternatives considered and the reason this alternative was selected.
  - c. Information on grading or installation of roadway access.
3. **SITE PLAN** to include the following information: 1) Existing and proposed walls or fences; 2) Existing and proposed landscaping; 3) Proposed lighting; 4) Locations for all conduits, wiring, and exposed cables; 5) Any required vegetation clearing to operate the facility; 6) Distances to nearest residences, and 7) Identify and provide a detailed drawing of any ground disturbance related to trenching for utility connections.
4. **SCALED ELEVATION DRAWINGS** that clearly illustrate project details and that show the proposed **height** of all antennas and structures. Must meet the height requirements set forth in SBMC§28.87.260.
5. **COLOR PHOTOGRAPHS AND ACCURATE COLOR PHOTO SIMULATIONS** of the building, site or the area that illustrate views from the surrounding project area.
6. **DOCUMENTATION** that the facility is categorically excluded from further RF emissions review in compliance with FCC regulations, and that the noise generated by facility is within City thresholds.

### PLEASE NOTE:

- Wireless Communication Facilities are allowed in ALL zones subject to a Conditional Use Permit as outlined in SBMC§28.94.030.DD. Some project may be *exempt* from a Conditional Use Permit.
- Most projects for wireless facilities will require mailed noticing to adjacent neighbors.
- If a Wireless Communication Facility is proposed in the City right-of-way or on City-owned property then approval from the appropriate city agency must be granted PRIOR to submitting for design review. See the Public Works department to submit for a concept review of any proposed encroachments into the City right-of-way.

**\*A pre-consultation meeting with Design Review Staff is required for any of the following proposals: pole installations and any installations located on vacant properties, residential zones or coastal zone.**