



City of San Diego  
Development Services

# Wireless Communication Facilities Supplemental Application and Checklist

**FORM  
DS-420**

May 2019

For Small Cell-Wireless Communication Facilities (SC-WCFs), see [the SC-WCF Checklist](#) and [Information Bulletin 545](#).

Is project **on City property**? If so, who is the asset owner:

- Parks & Recreation     Library     Other \_\_\_\_\_  
 Water Department     Fire Department  
 Police Department     Streets

Project No. (For City Use Only) \_\_\_\_\_

**A. GENERAL INFORMATION** - 1. Project Title (Carrier Name, Project Name. Do not use carrier ID numbers, be descriptive):

2. Project Address:

**B. PROCESS** – Select ONLY ONE of the following (**Required**):

Check Box	Project Type	Shot Clock
<input type="checkbox"/>	Spectrum Act Projects <sup>1</sup>	60 Days
<input type="checkbox"/>	SWF (Small Wireless Facility) on an existing structure <sup>2</sup>	60 Days
<input type="checkbox"/>	SWF on a new structure <sup>2</sup>	90 Days
<input type="checkbox"/>	Non-SWF on an existing structure <sup>3</sup>	90 Days
<input type="checkbox"/>	Non-SWF on a new structure <sup>3</sup>	150 Days
<input type="checkbox"/>	Shot clock does not apply <sup>4</sup>	None

<sup>1</sup> Per [FCC Report and Order 14-153](#)

<sup>2</sup> Per [FCC Report and Order 18-133](#)

<sup>3</sup> Per [FCC's 2009 Declaratory Ruling](#)

<sup>4</sup> Project is/will be tolled (projects with construction permits not submitted at the same time as a zoning approval, and any project subject to a tolling agreement)

Refer to [Information Bulletin 536](#) and the [Wireless Communication Facility Guidelines](#) for further explanation on shot clocks.

**C. SUBMITTAL REQUIREMENT CHECKLIST** – To comply with shot clocks for wireless projects, all projects must **EITHER** **1. Process zoning approvals (Limited Use, SCR, or discretionary) and construction permits (Building Permit, Right-of-way Permit, and related) concurrently, with all associated fees, or 2. Toll the shot clock.** (See [Information Bulletin 536](#) for detailed explanation and follow the [Project Submittal Manual](#) as outlined below. In addition to Project Submittal Manual requirements, provide the items below (See [Information Bulletin 536](#)). Please check the box next to the items provided in your submittal package.

**Spectrum Act and Construction Permit Applications** - Follow [Information Bulletin 536](#) and [Project Submittal Manual Section 2](#) (if on private property) or [Section 3](#) (if in the public right of way), and check boxes below

- General Application ([DS-3032](#)) (1 copy)
- Construction Plans (With Structural Calculations as needed) (Copies can vary depending on reviewers, usually 4)
- Applicant Correspondence (Written description of proposed project) (1 copy)
- Previously approved (current) permit and exhibits (1 copy)
- Color Photo Survey (**CONDITIONAL**: For Spectrum Act projects only) (1 copy)
- Color Photo Simulations - Must be 3D-modeled for faux vegetation projects (1 copy)
- RF Letter of Compliance/RF Compliance Report (1 copy)
- Letter of Authorization from Legal Property Owner (**CONDITIONAL**: Projects on private property only) (1 copy)
- [Signed City Consent Form](#) (**CONDITIONAL**: Projects on city property only) (1 copy)

**Limited Use/Substantial Conformance Review (Process One)** - Follow [Information Bulletin 536](#) and check boxes below

- General Application ([DS-3032](#)) (1 copy)
- Letter of Authorization from Legal Property Owner (**CONDITIONAL**: Projects on private property only) (1 copy)
- [Signed City Consent Form](#) (**CONDITIONAL**: Projects on City property only) (1 copy)
- Applicant Correspondence (Written description of proposed project) (1 copy)
- Previously approved (current) permit and exhibits (**CONDITIONAL**: Only for SCR applications) (1 copy)
- Color Photo Survey (1 copy)
- Plans (11" x 17") (1 copy)
- Color Photo Simulations - Must be 3D-modeled for faux vegetation projects (1 copy)
- RF Letter of Compliance/RF Compliance Report (1 copy)
- FAA Notice of No Hazard or Self Certification Form ([DS-503](#)) (**CONDITIONAL**: only if in FAA Part 77 Area) (1 copy)
- Applicable Technical Reports (Noise, Bio, Geo, Arche, etc.) (**CONDITIONAL**: As needed or as requested) (1 copy)
- Historic Resources (**CONDITIONAL**: See Information Bulletins [580](#) and [581](#)) (2 copies)

**Discretionary Approval (Process Two – Five)**- Follow [Information Bulletin 536](#) and [Project Submittal Manual Section 4](#) and check boxes below

- General Application ([DS-3032](#)) (1 copy)
- Ownership Disclosure Statement (DS-318) (**CONDITIONAL**: Projects on private property only) (1 copy)
- [Signed City Consent Form](#) (**CONDITIONAL**: Projects on City property only) (1 copy)
- Grant Deed (**CONDITIONAL**: Projects on private property only) (2 copies)
- Stormwater Requirements Applicability Checklist ([DS-560](#)) (1 copy)
- Applicant Correspondence (Written description of proposed project) (1 copy)
- Color Photo Survey (1 copy)
- Color Photo Simulations - Must be 3D-modeled for faux vegetation projects (4 copies)
- RF Letter of Compliance/RF Compliance Report (1 copy)
- Noise Report (**CONDITIONAL**: If near residential uses and noise generating equipment is proposed) (2 copies)
- Site Justification Report (1 copy)
- Justification Map (1 copy)
- Coverage Maps (1 copy)
- Community Planning Group Recommendation
- FAA Notice of No Hazard or Self Certification Form ([DS-503](#)) (**CONDITIONAL**: only if in FAA Part 77 Area) (1 copy)
- Applicable Technical Reports (Noise, Bio, Geo, Arche, etc.) (**CONDITIONAL**: As needed or as requested) (Varies)
- Historic Resources (**CONDITIONAL**: See Information Bulletins [580](#) and [581](#)) (2 copies)
- Climate Action Plan Consistency Checklist (2 copies)
- Full set of concept plans (11" x 17") (4 copies, 5 if on City Property)

**Must include:**

- Site Plan
- Roof Plan
- Elevations
- Method of Attachment/Cabling
- Landscape Plan

**D. SPECTRUM ACT QUESTIONNAIRE** (All Spectrum Act projects must complete the following information):

Identify the valid WCF permit (City project number) being used for this application: \_\_\_\_\_

1. Is the proposed project located on a:  Tower or  Base Station

A. If located on a Tower (not located within the public Right-of-Way):

Existing height \_\_\_\_\_

Proposed height \_\_\_\_\_

Percent Increase \_\_\_\_\_ (may not exceed 10%)

Does the project increase the height of the tower by one additional antenna array not more than 20 feet?

Yes  No

Does the project increase the width of the tower more than 20 feet or more than the tower width at the level of the appurtenance?  Yes  No

B. Base Stations, all towers in the ROW and other eligible support structures

Existing height \_\_\_\_\_

Proposed height \_\_\_\_\_

Percent Increase \_\_\_\_\_ (may not exceed 10%)

The proposed modification may not increase the structure width by more than six feet.

2. Is there an increase in equipment area size or number of cabinets?  Yes  No

If yes, explain: \_\_\_\_\_

3. Is there any excavation outside the lease area (if on private property)?  Yes  No

If yes, explain: \_\_\_\_\_

**E. SMALL WIRELESS FACILITY (SWF) QUESTIONNAIRE** (All SWFs must complete the following information):

Existing structure height: \_\_\_\_\_ Proposed structure height: \_\_\_\_\_

Height of all adjacent structures: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Cubic footage of largest antenna at site, whether existing or proposed: \_\_\_\_\_

Total cubic footage of all equipment (see WCF Guidelines for definition of equipment): \_\_\_\_\_

**F. Authorized Agent Statement**

I certify that:

- I am the authorized agent of the Permittee.
- I have read this form and checked the boxes next to the items I am submitting, and all information is correct.
- I understand that Non-Spectrum Act applications must process zoning approvals and construction permits concurrently, with all associated fees. If the concurrent submittal is not made, the City shot clock must be tolled. **Submitting a zoning approval without concurrently processing a construction permit constitutes acceptance of this fact.**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ (\*Required)

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

*The City of San Diego reserves the right to rescind any approval made under Section 6409(a) or the Spectrum Act should any portion of Section 6409(a) or the Spectrum Act, or the FCC's interpretation thereof, be deemed unconstitutional by a court of law, the FCC or any other competent authority. All requests to the City of San Diego for processing under the Spectrum Act must follow the procedures outlined in [Information Bulletin 536](#), "Submittal Requirements and Procedures for Wireless Communication Facilities."*

**\* This form is not valid unless signed with all boxes in Section F checked.**