



**CITY OF ORINDA**  
**Planning Application**

22 Orinda Way, Orinda, CA 94563  
 (925)253-4210 ▪ [orindaplanning@cityoforinda.org](mailto:orindaplanning@cityoforinda.org)

**PROPERTY**

Address:

Assessor's Parcel Number:

**PROPERTY OWNER(S)**

Name:

Mailing Address:

Phone:

Email:

**APPLICANT(S) (If not the property owner)**

Name:

Mailing Address:

Phone:

Email:

**APPLICATION(S) (Check all that apply)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> General Use Permit      | <input type="checkbox"/> Small Cell Wireless Facility |
| <input type="checkbox"/> Commercial Use Permit     | <input type="checkbox"/> Hillside Grading Permit | <input type="checkbox"/> Temporary Event Permit       |
| <input type="checkbox"/> Design Review             | <input type="checkbox"/> Lot Line Adjustment     | <input type="checkbox"/> Tree Removal Permit          |
| <input type="checkbox"/> Elevated Deck Permit      | <input type="checkbox"/> Lot Merger              | <input type="checkbox"/> Variance                     |
| <input type="checkbox"/> Encroachment Agreement    | <input type="checkbox"/> Major Subdivision       | <input type="checkbox"/> Wireless Facilities Permit   |
| <input type="checkbox"/> Exception                 | <input type="checkbox"/> Minor Subdivision       | <input type="checkbox"/> Zoning Amendment             |
| <input type="checkbox"/> General Plan Amendment    | <input type="checkbox"/> Sign Permit             | <input type="checkbox"/> Other:                       |

**PROJECT DESCRIPTION**

**PROPERTY INFORMATION**

Is the property located: <i>In the Ridgeline and Environmental Preservation Overlay District?</i> <i>On a Severely sloped site? (average slope of 20% or greater)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> No
Have any permits been issued in the last five years? If yes, describe work:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Present use of property and buildings:

**ACKNOWLEDGEMENT**

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1. Failure to provide all pertinent data or providing poorly executed plans may delay the processing of an application.
2. City staff and either the Zoning Administrator or members of the Planning Commission may inspect the site of your proposed project. Access to your property is mandatory, but will be limited to the above mentioned planning agency personnel, as is regulated by the State’s Planning and Zoning Law. You are not required to provide access to your property to the general public. Please make any necessary arrangements with staff regarding their access to your property.
3. Final decisions concerning discretionary permits are within the discretion of the Planning Commission or the Zoning Administrator, as appropriate. Statements made by staff to applicants concerning the merits of a proposed project are intended to guide and assist applicants. Likewise, statements made by individual Planning Commission members during hearings and in other contexts such as study sessions may be intended to guide and assist applicants. However, such comments do not bind either the Planning Commission as a whole or the Zoning Administrator and they may in fact be disregarded by the decisionmaker. The decision to approve, condition, or deny a proposed project is within the sole discretion of either the Planning Commission or the Zoning Administrator, based on the evidence presented at the hearing. The same is true for Council decisions on appeals.
4. Obtaining discretionary permit approvals from the Planning Commission and the Zoning Administrator does not guarantee that a project may be built according to the approved plans if engineering plans for the proposed project are not approved. It is the applicant's choice to proceed in the discretionary review process without first obtaining engineering approvals.
5. If a request for a discretionary permit is based on soils problems, adequate proof (i.e., soils reports) must be provided to the City Engineer before the Planning Commission hearing to enable the City Engineer to assess the validity of the claim, obtain peer review if necessary, and to present a report to the Planning Commission on the subject.
6. Where soil stability is a factor, the soils engineer will be required as part of the application process to verify that the soils report meets city standards for soils reports and at the end of construction to verify that the grading and construction was accomplished as shown in the approved plans.

**PROPERTY OWNER**

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Signature:

Date:

**APPLICANT (If not the property owner)**

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Signature:

Date:



## CITY OF ORINDA

# Wireless Communications Facility Permit

22 Orinda Way, Orinda, CA 94563

(925)253-4210 ▪ [orindaplanning@cityoforinda.org](mailto:orindaplanning@cityoforinda.org)

A wireless communications facility may be allowed in commercial districts, on publicly-owned or utility-owned property, and on property used for utility facilities and structures. A wireless communications facility shall not be located in a residential district or in a visually sensitive area unless it is determined by the city that there is no other alternative location for the carrier to provide adequate coverage.

### FEES

Application Fee	\$5,691.00
Mailing Fee	\$189.00
Peer Review	\$TBD
13% Surcharge fee [applied to application fee]	\$739.83

### SUBMITTAL REQUIREMENTS

#### 1. Planning Application Form

#### 2. Plan Set

One full-size (24"x36"), one half-size (11"x17"), and one PDF (electronic) set of plans. See the attached Plan Set Checklist for required plan set details. Other details that shall be included on the plan set include:

- Specifying proposed access roads, parking areas and new utilities service connections that would be necessary to either construct or maintain the proposed facility.
- Specifying the placement and design of any proposed equipment enclosure.
- A map with the site specific search ring indicating the geographic area in which the site must be located to meet coverage objectives.
- A map showing the area to be serviced by the site.

#### 3. Written Description

A written description explaining:

- The site selection process, including information about alternative sites and why they were not selected.
- A description of the type of facility that would be required to locate the facility at an alternate location, including height, antenna configuration and equipment location.
- A description of any proposed noise-generating equipment, including the times and decibel levels of the noise which would be produced.

#### 4. Five Year Master Plan

A five (5) year master plan that consists of the following:

- A written description of the type of technology each company/carrier will provide to its customers over the next five years (cellular, PCS, ESMR, etc.);
- A description of the radio frequencies to be used for each technology;
- A description of the type of consumer services (voice, video, data transmissions) and consumer products (mobile phones, laptop PC's, modems) to be offered;

- A written list of all existing, existing to be upgraded or replaced, and proposed cell sites within the city for these services by the company making the application;
- A map of the city which shows the five year plan cell sites, or if individual properties are not known, the geographic service areas of the cell sites;
- The written list of cell sites shall include all anticipated cell sites over a five-year period; the written list shall include the following information:
  - List of the cell sites first by address then by Assessor's parcel number,
  - List the zoning district in which the cell sites are to be located,
  - List the other land use or uses on the site at which each facility would be located, and include a detailed description of the existing structure or structures on that site,
  - List the carrier or carriers who would occupy the site,
  - List the square footage or acreage of the site and describe the topography of the site,
  - If the site is governed by certain easement restrictions, or other restrictions on location imposed by the property owner or easement-holder, describe those restrictions as they relate to the placement of wireless communications facilities on the site,
  - List the number of antennae and base transceiver stations per site by carrier, and if there are other installations on a site, list the number by each carrier,
  - Describe the location and type of antennae installation(s) (facade-mounted, roof-mounted, ground-mounted, freestanding monopole) and location of the base transceiver installation(s),
  - Describe any efforts to camouflage or otherwise "stealth" the proposed antennae installation(s), base transceiver station(s) or other proposed installation(s),
  - List the properties and public rights-of-ways from which the proposed wireless communications facilities would be visible, and, to the extent feasible, provide photographs of these facilities from the relevant vantage points,
  - List the height from grade to the top of the antennae installation(s) and the base transceiver installation(s),
  - List the Radio Frequency range in Megahertz and list the wattage output of the equipment.

#### **5. Noise Documentation**

Documentation demonstrating that use of the site will not result in levels of radio frequency (RF) emissions which will exceed Federal Communication Commission (FCC) standards. This documentation will be independently verified by a third party reviewer prior to issuance of a permit.

#### **6. Statement of Findings**

Describe on a separate sheet how the project meets each of the Wireless Communications Facility Permit standards listed below.

#### **7. Arborist Report (if applicable)**

A written recommendation from a certified arborist that discusses the species, size, location, and health of any protected tree(s) at risk of being damaged or proposed for removal as part of this project.

#### **8. Story Poles**

A [Story Pole Plan](#) shall be submitted with the plan set. Story poles must be installed to deem the applicable complete.

## **WIRELESS COMMUNICATIONS FACILITY PERMIT STANDARDS ([§17.34.4](#))**

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*The following standards shall apply to a new wireless communications facility:*

- A. A carrier shall not prohibit the use of a parcel by other carriers if that carrier is not the property owner.
- B. A wireless communications facility shall be visually unobtrusive and compatible with the surroundings. To make this determination, the Planning Commission or Zoning Administrator may require that evidence be presented concerning: (1) the minimum height and size necessary for the facility to perform its intended function; and (2) whether the facility is necessary for effective coverage.
- C. All ground-mounted wireless communications facilities shall be camouflaged by structures, topography and landscaping.
- D. Wireless communications facilities shall not violate the provisions of the tree management regulations in [Chapter 17.21](#).
- E. All roof-mounted wireless communications equipment antennas, poles and equipment enclosures shall be located in the least visible location.
- F. Coaxial cables, conduit lines and other electrical boxes for ground-mounted antennas shall be placed underground or within the approved structures. Coaxial cables and conduit lines for roof and facade-mounted antennas shall be placed or camouflaged to minimize their visual impact.
- G. A wireless communications facility shall comply with all applicable Federal Communications Commission's standards for radio frequency radiation emission and shall not adversely affect the public health, safety or welfare.
- H. Monopoles and telecommunications towers are prohibited unless the decisionmaker determines that no reasonable alternative is available to the carrier to provide personal wireless services.
- I. Stealth antenna design shall be encouraged, including the incorporation of antennas within attics, steeples, existing towers, fence posts, chimneys, artificial rock structures, artificial trees, behind or below building parapets, or concealed within building additions that are compatible with the existing building or architecture.
- J. If the facility is proposed for a single-family residential zone or in a ridgeline area, a minimum three hundred (300) foot setback shall be provided between a wireless communications facility (except for the associated PG&E meter) and the nearest residential structure on an adjacent parcel, unless the facility is incorporated within or attached in a stealth manner to the main structure on the parcel or is attached to a public utility structure in a visually unobtrusive manner.
- K. If located in a ridgeline or environmental preservation overlay zone, the wireless communications facility complies with [Chapter 17.5](#).
- L. No wireless communications facility may exceed the maximum height permitted for the main structure in any zone, except that roof-mounted and facade-mounted facilities in nonresidential zones or on public, semi-public or nonprofit buildings may project up to fifteen (15) feet above the roofline of the existing structure regardless of total height. Wireless communications facilities attached to a public utility structure may not exceed the existing height of the public utility structure regardless of total height.

**Small Wireless Facility  
Required Supplemental Application**

This Small Wireless Facility Required Supplemental Application and the required plans as described below must be included with each proposed application to install in the City of Orinda, California a small wireless facility (“SWF”) as described by the FCC at 47 C.F.R. § 1.6002(I).

This Small Wireless Facility Required Supplemental Application cannot be submitted alone; it must be attached to the City of Orinda’s ‘Wireless Communications Facilities Permit Application’ submittal.

Project Address/ Location: \_\_\_\_\_

Applicant’s Project ID: \_\_\_\_\_

City of Orinda’s Project ID (if known): \_\_\_\_\_

Attach to the plans you submit with the City of Orinda’s Wireless Communications Facilities Permit Application form a 100% complete Zoning Drawing page (referred to as a “ZD-100” level drawing). Title that ZD-100 page “SWF-1”. The ZD-100 must use the same size and scale as for the balance of the zoning drawings submitted to the City of Orinda. The ZD-100 must provide discrete name/identification, dimensions, and volume of every component of the proposed small wireless facility. **All dimensions must be shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft<sup>3</sup>).** If additional plan pages are required to meet the specifications required herein add additional ZD-100 pages sequentially titled as “SWF-2” ... “SWF-3”... etc.

Provide every element proposed in connection with the small wireless facility (even if concealed within City of Orinda-required camouflage elements) including and not limited to:





- (a) Every electronic equipment component or cabinet of every type (e.g. radio transmission; backhaul; interconnection; etc.);
- (b) Every support structure added for this project (e.g., new and replacement poles of every type such as light standards, H-Frames, pole offset brackets/sleds, all cable trays of all types, etc.);
- (c) All conduits above and below ground, cables not within conduits, and interconnecting equipment;
- (d) All surface-mounted and sub-surface structures not already disclosed;
- (e) All electric utility and grounding equipment associated with the facility (e.g. disconnect switches, electric meters, pedestals, remote power sources, etc.);
- (f) All foundations, whether physically attached to the ground or a structure, or weighted to rest about, above, or below a structure; and
- (g) Each and every other element of the small wireless facility not disclosed in (a)-(f) above.




For every element disclosed in **(a)-(g)** above on the ZD-100 drawing, also list in table form the discrete callout, description of the element, and volume. Provide the volumetric sum of every item listed at the bottom of the table. The table should appear very similar to the following example, and must contain all the columns show in the example:

Call out	Description of Element	Cubic Volume of Element	Government Use Only
1	Concrete Foundation	0.5 ft <sup>3</sup>	
2	Street Light Pole	22.0 ft <sup>3</sup>	
3	Conduit 1	1.4 ft <sup>3</sup>	

22	Remote Radio Unit	1.1 ft <sup>3</sup>	
23	DC Power Pack	0.3 ft <sup>3</sup>	
24	Mounting Bracket	0.25 ft <sup>3</sup>	
[LEAVE BLANK]		Total of above = _____ ft <sup>3</sup>	[LEAVE BLANK]

Separately, on the same SWF ZD-100 drawing, identify and provide the height-width-depth (or as applicable the height-radius for canister/cylindrical antennas) dimensions of every antenna proposed for the SWF project (without regard to whether the antenna transmits, receives, or both) including without limitation to panel antennas, omni-directional antennas, GPS-antennas, LMU antennas, microwave antennas, millimeter wave antennas, any every other type of antenna to be placed at the SWF. For each antenna, also provide a call-out listing the volume including the dimensions of the mounting bracket if such a bracket is integrated into the antenna. Note that if the mounting bracket is not integrated into the antenna, it must be listed as part of (g) above. For every antenna, on the SWF-1 drawing, also list in table form the discrete callout, description of the element, and volumes of every antenna. The table should appear very similar to the following example, and must contain all the columns show in the example:

Call out	Description of Element	Cubic Volume of Element	Government Use Only
	Panel Ant 1	6.0 ft <sup>3</sup>	
	Panel Ant 2	5.5 ft <sup>3</sup>	
	Panel Ant 3	5.5 ft <sup>3</sup>	
	Omni Ant 1	2.1 ft <sup>3</sup>	

	GPS Ant 1	1.0 ft <sup>3</sup>	
	Microwave Ant 1	3.2 ft <sup>3</sup>	
	LMU Ant 1	0.5 ft <sup>3</sup>	
Insert total number of antennas here _____		[LEAVE BLANK]	[LEAVE BLANK]

All ZD-100 pages submitted in response to this Small Wireless Facilities Required Supplemental Application must be wet stamped/sealed and signed by either a qualified State of California-licensed/registered professional engineer or California-registered architect.

There is/are \_\_\_\_\_ SWF Plan page(s) associated with this Small Wireless Facility Required Supplemental Application. The Plan page number(s) is/are SWF- \_\_\_\_\_ through SWF- \_\_\_\_\_.



**Applicant's Certification:** On behalf of the Applicant, I have reviewed the submittal specifications and have provided the ZD-100 Plan pages as required in this Small Wireless Facility Required Supplemental Application. I understand and acknowledge that this Small Wireless Facility Required Supplemental Application can only be filed in conjunction with the submittal of the City of Orinda's current 'Wireless Communications Facilities Permit' application submittal.

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Applicant's Signature

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Applicant's Printed Name and Title

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Date

[End of Small Wireless Facility Required Supplemental Application]

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## CITY OF ORINDA

### **Plan Set Checklist**

22 Orinda Way, Orinda, CA 94563

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The plan set checklist outlines information that shall be submitted as part of your application. Depending on the application(s) being submitted, some of the listed details may not apply to your project. Please keep in mind that the project planner may require additional information or materials.

#### 1. Site Plan

- Include a north arrow, legend, and scale.
- All property lines shown and dimensioned with metes and bounds.
- Indicate all required setbacks.
- Show all public and private roads, rights-of-way, and easements, within and adjacent to the parcel, fully dimensioned. Indicate whether public or private. Indicate nature of easements.
- Show footprints of all existing and proposed structures with dimensions to all property lines. All changes or additions to existing structures shall be ballooned, hatched, or otherwise highlighted.
- Indicate the trunk location, dripline, and species type and size of all existing trees with a trunk diameter of six (6) inches or greater measured at 4½ feet above grade. Mark any trees proposed for removal with an “X”. If there are no trees on site, state on plans that “No trees are present on site.”
- Show any significant drainage features, including swales, creeks (with required creek setbacks shown in plan and section view), and riparian habitat. Note on plans if there are no existing and/or proposed drainage improvements.
- Show all existing and proposed impervious surfaces, including but not limited to sidewalks, roofs, patios, stairs, pool decks, and driveways, with square footage of all existing and new impervious surfaces noted.
- Indicate all existing and proposed covered/uncovered parking facilities and driveways.
- Indicate location and dimensions of existing and proposed retaining walls and fences.
- Indicate location of existing and proposed sanitary sewers.
- For properties with average slopes of greater than 20%, existing and proposed topographic contours (with minimum contour intervals of 10 feet), for land within 20 feet of any proposed site improvements or drainage facilities.

#### 2. Project Data Table (see [Floor Area Calculation Handout](#) for a detailed example)

- Gross Floor Area per [Section 17.6.3](#) and [Section 17.6.4](#) (show existing and proposed) - total horizontal area in square feet of each floor within the *exterior* walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls. Gross floor area includes attached and detached primary accessory buildings, garages, carport roof coverage and space which is capable of being developed as habitable area (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc).
- Adjusted Floor Area per [Section 17.6.3](#) and [Section 17.6.4](#) (show existing and proposed) – Gross floor area as measured above, subtracting 400 sq. ft. of the garage/carport’s floor area if such is existing or proposed. Garage areas in excess of 400 sq. ft. shall be included as part of the adjusted floor area calculation.
- Net parcel area- total horizontal area included within the property lines of a parcel, excluding

the area within vehicular rights-of-way and vehicular easements serving 4 or more parcels.

- Floor area ratio (existing and proposed) - adjusted floor area divided by the net parcel area.
- The average slope of the development footprint of the project.
- An itemized calculation of existing and proposed impervious surface.

### 3. Floor Plans

- Show all existing and proposed rooms and label their use (including basements, attics, detached accessory structures, etc.).
- Show all doors, windows, bay windows, chimneys, stairways, etc.
- Show all existing and proposed decks, balconies, porches, garages/carports, etc., and label their use.
- Indicate all areas to be demolished with proposed walls and existing walls clearly indicated.
- Indicate all exterior dimensions.
- Indicate the limits of the floor above and the floor below on multi-level structures.
- Clearly indicate any existing walls that are to be removed.

### 4. Roof Plan

- Drawn to the same scale, and superimposed over, the grading plan (or the site plan if a grading plan is not required).
- Note elevation of each roof ridge above established data.
- Note the pitch of the roof(s).
- Indicate all changes or additions to existing structures with ballooning, hatching, or by otherwise highlighting.

### 5. Elevations

- Include full exterior dimensions including building heights per [Section 17.4.19](#) and [Section 17.4.20](#).
- Indicate both existing and finished grade.
- All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, trim, down spouts, exterior wall, and roofing materials.
- Indicate both colors and materials for all exterior walls, trim, and roofing.
- Include retaining wall and fence elevations/profiles, indicating heights, colors, and materials, if retaining wall and fence are part of the project.
- All changes or additions to existing structures shall be ballooned, hatched, or otherwise highlighted.
- Show existing and proposed conditions with two separate elevation view drawings, done at the same scale, for each building elevation to be modified by the addition.

### 6. Cross Sections

- Drawn at the same scale as the elevations.
- Locations where cross sections are taken shall be indicated on the site plan and/or floor plans.
- Indicate foundation, finished floor, existing grade, finished grade and roof ridge elevations.
- For properties with average slopes of greater than 20%, cross sections must extend across the full extent of the property, including adjoining roads.

### 7. Grading Plan

*The following requirements apply to applications that involve grading more than a total of 50 cubic yards of cut or fill. Projects proposing less than 50 cubic yards of cut or fill may indicate "minor grading". If the project does not require grading, note "project does not involve grading" on plans.*

- Include a north arrow, legend, and scale.
- All property lines shown and dimensioned with metes and bounds.
- Existing and proposed contours shown and labeled. Contour lines shall have a maximum interval of two (2) feet.
- Note amount of cut, fill, import, or export.
- Show all existing and proposed drainage facilities, including but not limited to: swales, creeks, drainage ditches, discharge facilities, catch-basins, and subsurface drainage pipes (closed and open), within and adjacent to the site. Please provide the location of the creek setback and the creek setback calculations.
- Show the location or outline of any geologic or potentially hazardous soil condition, and areas subject to inundation or ponding.
- Show all public and private roads, rights-of-way, and easements, within and adjacent to the parcel, fully dimensioned. Indicate whether public or private. Indicate nature of easements.

## 8. Drainage Plans

*The following requirements apply to projects that require a drainage permit: (1) any work which increases the impervious surface on the property by 500 square feet or more; (2) any work in a watercourse; (3) installation, expansion, or alteration of a storm water drainage system; or (4) excavating or grading projects subject to a grading permit. Drainage plans may be combined with the grading plan, if required.*

- Note on plans if there are no drainage improvements proposed.
- All items listed under Site Plan.
- Topographic contours of existing and proposed ground surface based on a topographic survey (survey preparation by a licensed surveyor may be required).
- Existing and proposed surface and subsurface drainage facilities and watercourses including but not limited to creeks, swales, drainage ditches, discharge facilities, dissipaters, catch basins, and subsurface drainage pipes. Also indicate septic tanks, with, or as part of, or subsequent to the proposed work.
- Areas subject to inundation or ponding. (Note if there are none)
- Detail methods proposed to intercept and carry off surface and subsurface water.
- Include details of engineered treatment at discharge points and pipe specifications (size, material, etc.).
- Drainage across interior lot lines creating cross-lot drainage is not permitted nor changes in the drainage pattern which alter or increase the quantity which discharges to adjoining properties.
- Hydrologic calculations and plans stamped by a California licensed professional are required for new homes or additions of 1,500 square feet or more;
- Existing and proposed grading contours if grading is more than 50 cubic yards (note on plans if grading is less than 50 cubic yards).

## 9. Landscape Plans

*The following requirements apply to all applications except as follows: Projects with only minor alterations to existing landscaping may include the landscape plan as part of the site plan. Projects with no new landscaping planned may include a "no new landscaping proposed" notation on the site plan.*

- Drawn at the same scale as the site plan.
- Include a north arrow, legend, and scale.

- Include vegetation key with the following information for both existing and proposed landscaping:
  - Species
  - Common Name
  - Number
  - Size
  - Method of Irrigation
- Indicate the total square footage of irrigated area.

10. Visual Aids (Optional)

- Colored elevations that indicate shadow, relief, and proposed colors
- Photomontage (a panoramic photo with the proposed project graphically set into the scene)
- Scaled architectural model
- Perspective elevation