



City of Burbank
 Planning and Transportation Division
**WIRELESS
 AND DISTRIBUTED ANTENNA SYSTEM (“DAS”) PROJECTS
 SUPPLEMENTAL APPLICATION FORM**

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The City of Burbank recognizes that the provision of wireless and DAS services are highly technical enterprises subject to various federal, state, and local regulations. This supplemental application form is designed to elicit necessary and required technical information in support of an encroachment permit, Conditional Use Permit (“CUP”), or Variance application for a new or modified wireless telecommunications site project or a Distributed Antenna System (“DAS”) project within the City of Burbank.

Completion of the supplemental application is a mandatory for a wireless project. This form assists the City of Burbank to comply with its duties under Sections 10-1-1118 of the Burbank Municipal Code (BMC); Sections 253, 332, and 704 of the Communications Act of 1934 as amended; the FCC Shot Clock Order (FCC 09-99); California Public Utilities Code Sections 7901 and 7901.1; the California Environmental Quality Act (CEQA); the provisions of Government Code Sections 65850.6 and 65964; and other local, state, and federal laws, regulations, and court rulings. The City of Burbank requires that the applicant provide this information to assist it in creating a written administrative record containing substantial evidence sufficient to permit the City of Burbank’s informed consideration of your request, and to determine the rights and obligations of the City of Burbank and the applicant/owner of the proposed project.

No application for a new wireless site or for a modification of an existing wireless site shall be accepted for processing, determined complete, or be considered for determination of completeness until all required responses to this supplemental application form and required attachments are completed and tendered to the City of Burbank.

If you do not believe that a specific item of information is necessary or applies to your application, mark the item on this form with the words, “Not Applicable” and attach a detailed written explanation as to the basis for your belief (e.g., “Question 94.7 does not apply to this application because the proposed Project has no microwave transmission element.”) An unsupported statement such as “Question 94.7 does not apply” is insufficient, and the determination of completeness of your application will be delayed while you provide a meaningful and detailed explanation.

Every page of this form **including this page and the last page** must be tendered to the City of Burbank. Each page **including this page and the last page** must be initialed where indicated. The last page must also be completed, signed, and dated. Note that gaps in the numbering of this form are intentional and you are **not** to renumber questions or responses in your reply.

Questions about this form or the required information to be provided should be directed to the City of Burbank Planning and Transportation Division.

1.00: Project Location and Applicant Information

1.01:	Project Physical Address	
1.02:	Applicant’s Site Number (if any)	

1.03:	Assessor's Parcel Number:	
1.04:	Applicant is:	<input type="checkbox"/> Owner <input type="checkbox"/> Owner's Representative
1.05:	Applicant name is:	
1.06:	Applicant's Address Line 1:	
1.07:	Applicant's Address Line 2:	
1.08:	Applicant's Address Line 3:	
1.09:	Applicants Address Line 4:	
1.10:	Applicant's Phone number:	
1.11:	Applicant's Mobile number:	
1.12:	Applicant's Fax number:	
1.13:	Applicant's Email address	

2.00: Project Owner Information and CPCN Information

2.01: Disclose the Name and Address of all Project Owners, and attach a letter of agency appointing the Applicant as representative of the Project Owners in connection with this application. Designate the letter of agency as "Attachment 2.01."

Initial here _____ to indicate that Attachment 2.01 is attached hereto.

2.02: Is any telecommunications service to be offered from this project subject to a California Public Utilities Commission 'Certificate of Public Convenience and Necessity' (CPCN)?
 ___ Yes ___ No

2.03: If the answer to 2.02 is Yes, provide either a web site link to the complete CPCN decision at the California Public Utilities Commission (CPUC) web site, or a true and complete copy of the CPCN decision and mark it as "Attachment 2.02."

Initial here _____ to indicate that the required CPUC web site address or Attachment 2.02 is attached hereto.

3.00: FCC License / FAA Compliance / RF Safety Disclosure Information

3.01: For each person/legal entity that will be using the wireless site, provide the information in Sections 3 and 4. Copy these sections for each applicant if necessary.

Distributed Antenna System (DAS) providers and all other who are not licensed by the FCC for the radio services proposed for this project and identified in 3.09: For Section 3 disclose the information requested here for each FCC-licensee that will utilize the project as proposed.

3.02: For questions 3.03 through 3.09 inclusive, disclose all information for each proposed Radio Frequency Emitter (“RF Emitter”) at the project Site.

If additional space is necessary attach and mark the sheet as “Attachment 3.02.”

Initial here _____ to indicate that Attachment 3.02 is attached hereto.

3.03:	Name of RF Emitter:	
3.04:	RF Emitter’s Address Line 1:	
3.05:	RF Emitter’s Address Line 2:	
3.06:	RF Emitter’s Phone number:	
3.07:	RF Emitter’s Fax number:	
3.08:	RF Emitter’s Contact Email address:	
3.09:	Use of facility: (Check all that apply) Notice: Applicants not operating under their own FCC license(s) must mark “Other” and disclose of all information required here for all entities that use the project	<input type="checkbox"/> Amateur Radio <input type="checkbox"/> Broadcast Radio <input type="checkbox"/> Broadcast TV <input type="checkbox"/> Cellular telephone <input type="checkbox"/> Distributed Antenna System (DAS) <input type="checkbox"/> Enhanced Specialized Mobile Radio <input type="checkbox"/> Microwave <input type="checkbox"/> PCS telephone <input type="checkbox"/> Paging <input type="checkbox"/> Specialized Mobile Radio <input type="checkbox"/> WiMax/WiFi <input type="checkbox"/> Other(s) (specify): _____
3.10:	Project latitude and longitude	N _____ W _____
3.11:	Specify DATUM used above:	<input type="checkbox"/> WGS84 <input type="checkbox"/> NAD23 <input type="checkbox"/> NAD83 <input type="checkbox"/> Other DATUM (specify): _____
3.12	Project maximum height (ft AGL)	
3.13	Bottom of lowest transmitting antenna (ft AGL)	
3.14	RF Emissions (“Rad”) center of the lowest transmitting antenna (ft AGL)	

3.15: For each licensee (i.e., “ABC Wireless” or “XYZ Wireless”), **and** for each radio service (i.e., “PCS” or “Cellular”), complete and attach a separate two-page “Appendix A” form from “A Local Government Official’s Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance” available by download directly from the FCC at <http://www.fcc.gov/oet/rfsafety/>. Ensure that all proposed emissions from this project are

accounted for on the Appendix A forms you submit.

Distributed Antenna System (DAS) providers and all other who are not licensed by the FCC for the radio services proposed for this project and identified in 3.09: Unless the DAS provider is the FCC licensee for the proposed project, the DAS provider must provide an Appendix A form completed by each wireless carrier or wireless service provider to be transmitted through the Project at each wireless site. Appendix A forms completed by a DAS provider are unacceptable if they are not the FCC licensee for the particular wireless service(s) to be transmitted through the project.

For consistency, all Appendix A forms submitted must use effective radiated power (ERP) units of measure. Do not use effective isotropic radiated power (EIRP). To verify your understanding of this requirement, you must append the letters “ERP” following each wattage listing in each Appendix A form you submit.

Designate all completed Appendix A two page forms as “Attachment 3.15.”

In addition to the LSGAC form(s) which you must submit, for any proposed new wireless project where the antennas are mounted on a structure **not** exclusively used as an antenna support (e.g., any occupied structure; water tower and tanks; advertising signs; etc.) **or** any collocation project on any structure, you **must** also submit any additional RF emissions report by transmitter that lists for each all of the following: (1) existing emissions by frequency; (2) existing emissions by power output (stated in watts ERP); antenna elevation above ground level; and (3) emissions azimuth by antenna. Designate any additional RF safety compliance information as “Attachment 3.15-A.”

Initial here _____ to indicate that all required Attachment 3.15 and 3.15-A forms are attached hereto.

3.16: Considering your response in Attachment 3.15, above, and any other identifiable RF emitters that FCC OET Bulletin 65 requires be evaluated in connection with this Project, are all portions of this Project cumulatively “categorically excluded” under FCC OET 65 requirements?
___ Yes ___ No

3.17: Does this Project require the Applicant to file an FAA Form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq, or under the FCC rules?
___ Yes ___ No

3.18: If the answer to 3.17 is No proceed to 4.00.

3.19: Attach complete copies of all required FAA/FCC forms including all attachments and exhibits thereto, including without limitation FAA Form 7460. Designate this attachment, “Attachment 3.19.”

Initial here _____ to indicate that Attachment 3.19 is attached hereto.

4.00: **Project Purpose**

4.01: Indicate the **dominant** purpose of the Project (check only one, and then proceed where directed):

- Add network capacity **without** adding significant new RF coverage area: Proceed to 4.20; or
- Provide significant **new** radio frequency coverage in an area **not** already served by radio frequency coverage: Proceed to 4.10; or
- Increase** the existing RF signal level in an area with existing radio frequency coverage: Proceed to 4.20; or
- Other**: Proceed to 4.19.

4.10 Is this project intended to close a “significant gap” in coverage?

Yes No

4.11 If the answer to 4.10 is No proceed to 4.20.

4.12 Attach a written statement fully and expansively describing the following:

- A. A clear description of the geographic boundary of the claimed significant gap area, and
- B. Attach a street-level map showing the geographic boundary of the claimed significant gap stated in 4.12(a) using the same standards as in 6.02; and
- C. Identify the size of the area, in units of square miles, of the claimed significant gap; and
- D. Explain exactly the definition of the term “significant gap” as it applies to this project;
- E. Explain exactly how the definition of significant gap term defined in 4.12(d) was developed;
- F. Discuss, if known, whether the significant gap term defined in 4.12(d) is identical to that term as used by some or all wireless carriers in the City of Burbank;
- G. Specify whether the definition of “significant gap” provided in 4.12(d) is the same definition used in by this applicant and owner in all of its prior projects submitted to the City of Burbank, and if not, explain all differences.
- H. Discuss all of the following in relation to the claimed significant gap area only:
 - i. Whether claimed significant gap affects significant commuter highway or railway, and if so, how;
 - ii. Describe in detail the nature and character of that area or the number of potential users in that area who may be affected by the claimed significant gap;
 - iii. Describe whether the proposed facilities are needed to improve weak signals or to fill a complete void in coverage, and provide proof of either;
 - iv. If the claimed significant gap covers well traveled roads on which customers lack roaming capabilities, identify all such well traveled roads by name within the claimed significant gap area and provide road use information about each such road;
 - v. If any “drive test” has been conducted within the claimed significant gap area, discuss in detail the methodology of how the test(s) was conducted, and provide all of the objective data collected during the drive test in .XLS or .CSV or similar portable spreadsheet format;
 - vi. If the claimed significant gap affects a commercial district, show the boundaries of the district on the map
 - vii. If the claimed significant gap poses a public safety risk, describe in detail the claimed risk, and the expansively discuss the basis for this claim.
- a. Provide all other relevant information you believe is useful for the City of Burbank to consider when evaluating your claim of significant gap. Designate this

attachment, "Attachment 4.12."

Initial here _____ to indicate that Attachment 4.12 is attached hereto. Proceed to 4.13

4.13 Is the proposed project the least intrusive means to close the significant gap claimed in 4.10?
___ Yes ___ No

4.14 If the answer to 4.13 is No proceed to 4.20.

4.15 Attach a written statement fully and expansively describing why this project is the least intrusive means to close the significant gap claimed in 4.10. Designate this attachment, "Attachment 4.15."

Initial here _____ to indicate that Attachment 4.15 is attached hereto. Proceed to 4.20

4.19 Attach a written statement fully and expansively describing the "Other" dominant purpose of this Project. Designate this attachment, "Attachment 4.19."

Initial here _____ to indicate that Attachment 4.19 is attached hereto.

4.20 If any portion of the project is to utilize radio spectrum that does not require an FCC license, identify in detail the portions of the project that used unlicensed spectrum. Designate this attachment, "Attachment 4.20."

Initial here _____ to indicate that Attachment 4.20 is attached hereto.

4.25 Is this project designed to use any form of radio interconnection with other existing or planned sites?
___ Yes ___ No

4.26: If the answer to 4.25 is No proceed to 4.30.

4.27: Attach a detailed written statement fully and expansively describing the radio interconnection proposed, and identify all other existing or planned sites that will be interconnected with this project. Designate this attachment, "Attachment 4.27."

Initial here _____ to indicate that Attachment 4.27 is attached hereto.

4.30 Will the project require the installation of any new utility or other type of pole or other new antenna support structure in the public right-of-way?

4.31: If the answer to 4.30 is No proceed to 5.00.

4.33: Attach a detailed written statement fully and expansively describing why the proposed pole will comply with Burbank Municipal Code Section 10-1-1118. Designate this attachment, "Attachment 4.33."

Initial here _____ to indicate that Attachment 4.33 is attached hereto.

5.00: **Build-Out Requirements**

5.01: Do any of radio services identified in 3.09 above require the licensee to provide specific radio frequency/population build-out coverage pursuant to the underlying FCC license?
 Yes No

5.02: If the answer to 5.01 is No proceed to 5.10.

5.03: Have all of the FCC build-out requirements as required by all licenses covering all radio services proposed at this Project been met?
 Yes No

5.04: If the answer to 5.04 is Yes proceed to 5.10.

5.05: Disclose by licensee call sign identified in Section 3.02 all remaining build-out requirements which have yet to be met, and the known or estimated date when the remaining build-out requirements will be met. Designate this attachment "Attachment 5.05."

Initial here _____ to indicate that Attachment 5.05 is attached hereto.

5.10 Will this proposed site be interconnected via radio frequency transmissions to any other site or sites now constructed, proposed, or anticipated? For the purpose of this question, interconnection includes one or more radio frequency links for the purpose provide for 'back-haul' from this site to a switching center or centralized node location.
 Yes No

5.11: If the answer to 5.10 is No proceed to 6.00.

5.15 Identify by physical address (or if none, by geographic description) all other sites, regardless of whether now constructed, proposed, or anticipated, that are to be interconnected with this project site. Disclose in technical detail the proposed method of interconnection. Designate this attachment, "Attachment 5.15."

Initial here _____ to indicate that Attachment 5.15 is attached hereto.

6.00: **Radio Frequency Coverage Maps**

6.01: Where a licensee intends to provide radio frequency coverage from the project to an identified geographic coverage, the coverage maps and information requested in Section 6 are required attachments.

Distributed Antenna System (DAS) providers and all others who are **not** licensed by the FCC for the radio services proposed for this project and identified in 3.09: You **must** provide radio frequency coverage maps prepared by the FCC licensee(s) that will control the RF emissions from this project. Radio frequency coverage maps required here that are completed by a DAS provider are **unacceptable** if they are **not** the FCC licensee for the particular wireless service transmitted through the project.

If no geographic coverage area is identified, initial here _____ and proceed to 7.00.

- 6.02 For the coverage maps required here, the following mandatory requirements apply.
- A. The size of each submitted map must be no smaller than 11 by 8½ inches. Each map must be of the same physical size and map area scale. Each map must use the same base map (i.e., same streets and legends shown on all).
 - B. If the FCC rules for any proposed radio service defines a minimum radio frequency signal level that level must be shown on the map in a color easily distinguishable from the base paper or transparency layer, and adequately identified by RF level and map color or gradient in the map legend. If no minimum signal level is defined by the FCC rules you must indicate that in the legend of each RF coverage map. You may show other RF signal level(s) on the map so long as they are adequately identified by objective RF level and map color or gradient in the map legend.
 - C. Where the City of Burbank reasonably determines that one or more submitted maps are inadequate, it will request supplemental maps with greater or different details be submitted.

6.03: Existing RF coverage within the City of Burbank on the same network, if any (if none, so state). This map should not depict any RF coverage to be provided by the Project. Designate this attachment “Attachment 6.03.”

Initial here _____ to indicate that Attachment 6.03 is attached hereto.

6.04: RF coverage to be provided by the Project. This map should not depict any RF coverage provided any other existing or proposed wireless sites. Designate this attachment “Attachment 6.04.”

Initial here _____ to indicate that Attachment 6.04 is attached hereto.

6.05: RF coverage to be provided by the Project and by other wireless sites on the same network should the Project site be activated. Designate this attachment “Attachment 6.05.”

Initial here _____ to indicate that Attachment 6.05 is attached hereto.

7.00: Project Photographs and Photo Simulations

7.01: Where an Applicant proposes to construct or modify a wireless site, and the wireless site is visible from other residential properties, the Applicant shall submit photo simulations consistent with the following standards:

- A. Minimum size of each base photo and each photo simulation must be 10 inches by 8 inches (landscape orientation). Each base photo and matching photo simulation must be the same size. Single sheets of 11 x 8 ½ inches showing base photos and photo simulations on the same page are unacceptable.
- B. All elements of the Project as proposed by the Applicant which can be seen from any point at ground level, or from any level within or on buildings within 500 feet of the Project must be shown in one or more close-in photo simulations (i.e., panel antennas, omni-directional antennas, GPS antennas, antenna camouflage devices, cable trays; equipment cabinets; working lights; etc.).

- C. The overall Project as proposed by the Applicant must be shown in three or more area photo simulations. Base photographs must, at a minimum, be taken from widely scattered positions of 120 degrees. A map detail showing each location where a photograph was taken, the proposed site, and the direction to the site from each photo location must be included. Base photographs taken from locations that have some physical feature obscuring the Project site, and the photo simulations associated with those same base photographs, are not acceptable.
- D. Attach all base photographs and photo simulations to this application marked as Attachment 7.01.

The purpose of the photo simulations is to allow the City of Burbank to visualize the Project as completed, therefore the number of site photos, and photo simulations, and the actual or simulated camera location of these photos and photo simulations are subject to City of Burbank determination. The Applicant should submit photos and photo simulations consistent with these instructions, and be prepared to provide additional photos and photo simulations should they be requested by the City of Burbank.

Initial here _____ to indicate that all of the photo simulations provided for Attachment 7.01 are reliable photographic representations of the Project proposed and to be built by the Applicant, and that the Applicant is aware that the City of Burbank will rely on the photo simulations provided in Attachment 7.01 when it considers approval of this Project.

8.00: Alternative Candidate Sites

8.01: For applicants in the broadcast, cellular, PCS, broadcast, ESMR/SMR categories, as well as DAS providers and others as requested by the City of Burbank, the information requested in Section 8 is required. All others proceed to 9.00.

8.02: Has the Applicant or Owner or anyone working on behalf of the Applicant or Owner secured or attempted to secure any leases or lease-options or similar formal or informal agreements in connection with this Project for any sites other than the candidate site identified at 1.01/1.02?
 ___ Yes ___ No

8.03: If the answer to 8.02 is No, proceed to 8.05.

8.04: Provide the physical address of each such other location, and provide an expansive technical explanation as to why each such other site was disfavored over the Project Site. Designate this attachment "Attachment 8.04."

Initial here _____ to indicate that Attachment 8.04 is attached hereto.

8.05: Considering this proposed site, is it the one and only one location within or outside of the City of Burbank that can possibly meet the objectives of the Project?
 ___ Yes ___ No

8.06: If the answer to 8.05 is No, proceed to 9.00.

8.07: Provide a technically expansive and detailed explanation supported as required by comprehensive radio frequency data fully describing why the proposed site is the one is it the one and only one location within or without the City of Burbank that can possibly meet the radio frequency objectives of the Project. Explain, in exact and expansive technical detail, all of the objectives of this Project. Designate this attachment "Attachment 8.07."

Initial here _____ to indicate that Attachment 8.07 is attached hereto.

9.00: **Structural Safety**

9.01: Will the proposed project be constructed in whole or in part on a antenna support structure such as a pole, "lollipop mount," monopole, mono-tree, unipole, flagpole, lattice tower, or any other such antenna support?
___ Yes ___ No

9.02: If the answer to 9.01 is No, proceed to 10.00.

9.05: Is the antenna support structure subject to the requirements of ANSI/TIA/EIA-222G (2009) ("Structural Standard for Antenna Supporting structures and Antennas")?
___ Yes ___ No

9.07: If the answer to 9.05 is Yes, proceed to 9.12.

9.08: Provide a detailed statement as to why the antenna support structure is NOT subject to the requirements of ANSI/TIA/EIA-222G (2009). Designate this attachment "Attachment 9.08."

Initial here _____ to indicate that Attachment 9.08 is attached hereto.

9.09: Proceed to 10.00.

9.12: Provide a detailed structural engineering analysis signed and wet-stamped by a professional engineer appropriately licensed to practice in the City of Burbank, certifying that the existing and/or proposed tower (as applicable) has been evaluated by the engineer and that based on the engineer's evaluation the existing and/or proposed tower (as applicable) does now or by virtue of this project will meet all of the requirements of ANSI/TIA/EIA-222G (2009). Designate this attachment "Attachment 9.12."

Initial here _____ to indicate that Attachment 9.12 is attached hereto.

9.14: Provide a detailed soils engineering analysis signed and wet-stamped by a professional engineer appropriately licensed to practice in the City of Burbank, certifying that the soil suitability for the existing and/or proposed tower (as applicable) has been evaluated by the engineer and that based on the engineer's evaluation the existing and/or proposed tower (as applicable) does now or by virtue of this project will meet all of the requirements of [INSERT SOILS STANDARD] (Insert Standard Year) to bear the maximum anticipated load of the project as proposed. Designate this attachment "Attachment 9.14."

Initial here _____ to indicate that Attachment 9.14 is attached hereto.

10.00: **Identification of Key Persons**

10.01: Identify by name, title, company affiliation, work address, telephone number and extension, and email address the key person or persons most knowledgeable regarding this Project so that the City of Burbank may contact them with questions regarding the Project:

Person responsible for the final site selection for the Project	
Name:	
Title:	
Company Affiliation:	
Work Address:	
Telephone / Ext.:	
Email Address:	

Person responsible for the radio frequency engineering of the Project	
Name:	
Title:	
Company Affiliation:	
Work Address:	
Telephone / Ext.:	
Email Address:	

Person responsible for rejection of other candidate sites evaluated, if any	
Name:	
Title:	
Company Affiliation:	
Work Address:	
Telephone / Ext.:	
Email Address:	

10.02 If more than one key person is now or was involved in any of the functions identified in this section at or before the time of the submission of this form, attach a separate sheet providing the same information for each additional person, and identifying which function or functions are/were performed by each additional person. Designate this attachment "Attachment 10.40."

Initial here _____ to indicate that the information above is complete and there is no Attachment 10.40, or initial here _____ to indicate that Attachment 10.40 is attached.

11.00 Additional Information Optionally Provided by the Applicant

11.01 You are invited and encouraged to provide any additional written information that you wish the City of Burbank to consider in connection with your proposed project. Designate this attachment "Attachment 11."

Initial here _____ to indicate that Attachment 11 is attached hereto, or initial here _____ to indicate that there is no Attachment 11 provided by the applicant.

12.00 Application Processing Time

The City of Burbank strives to complete wireless application processing to reach a decision within 90 days for collocation projects, and 150 days for new siting projects, however, the complexity and other issues may impact processing time. If the Applicant is willing to voluntarily extend the initial processing times shown above by 30 days (120 days for collocation projects, and 150 days for new siting projects), please initial below.

Your agreement to this initial extension is strictly voluntary, and declining to agree to the extension will in no way impact the consideration or priority of your case, or the outcome of the case.

Initial here _____ to indicate the Applicant's acceptance of the initial additional 30 day processing time (120 days for collocation projects; 180 days for new siting projects).

13.00: Certification of Accuracy and Reliability

13.01: The undersigned certifies on behalf of itself, the Applicant, and the Owner that the information provided in response to this form and all attachments provided in response to this form are true and complete to the best of the undersigned's ability and knowledge, and that all of the information provided should be relied upon by the City of Burbank as being accurate and complete in evaluating this project.

Signature

Title

Print Name

Email Address

Print Company Name

Telephone Number

Date Signed

Please remember to complete the information and sign above, and initial below

A few reminders:

- 1) Be sure that all YES/NO questions are answered;
- 2) Check to see that all required attachments are properly identified and attached;
- 3) Verify that you have initialed all of the required blanks, and at the bottom of every page;
- 4) Review your narrative answers/attachments for completeness;
- 5) If you have questions regarding this form, contact the City of Burbank Planning and Transportation Division for assistance.