

## Rules and Instructions

1. **Permit Applicant.** Complete all fields under Applicant. This is the individual submitting the application to the applicable County of San Diego department
2. **Permit Owner.** Complete all fields under Permit Owner. This must be a CPUC certified wireless service provider and cannot be reassigned after the permit has been issued. The Permit Owner is the responsible party and must maintain compliance with all conditions of this application. The Permit Owner is also responsible for paying any annual fees associated with installations on County-owned facilities.
3. **Financially Responsible.** Complete all fields under Financially Responsible Party. The Financially Responsible Party is responsible for paying any fees associated with the installation of the facility but will **not** be held responsible for paying annual fees associated with installations on County-owned facilities.
4. **Contractor.** Complete all fields under Contractor.
5. **Sites.** Complete all fields for each site to be included in the application. Five (5) sites may be included with no additional fees, for each additional site a \$100 fee will be added.
  - a. **GPS.** Provide the Latitude and Longitude of the proposed project site, recording a minimum of 4 decimals.
  - b. **Address/Nearest Intersection/APN.** Provide the address or nearest cross-street for the proposed site. APN only applies to installations on private property.
  - c. **Community.** Provide the applicable Community Planning or Sponsor Group for the proposed site.
  - d. **County Pole Asset Number.** When installing on a County-owned facility, provide the pole asset number.
  - e. **New Pole.** Check this box if a new pole will be constructed for the installation of the SCW.
  - f. **Other/Existing Pole/Structure.** Check this box if an existing pole or structure will be used for the installation of the SCW.
6. **Attachments/Requirements at Application.** All applicable items must be attached for the application to be deemed complete. Any incomplete applications will be denied.
  - a. **Small Cell Wireless Facility Questionnaire**
  - b. **Contractor's License and Proof of Liability Insurance**
  - c. **Financially Responsible Party Agreement**
  - d. **Traffic Control Plan and Application**
  - e. **Structural Evaluation** (only applies to County-owned structures)
  - f. **RF Emissions Report**
  - g. **Proof of Public Notice**
  - h. **Site Agreement/Letter of Authorization**
  - i. **Scope of Work.** This must include:
    - Narrative (height, maintenance, noise/acoustical information, alternative sites analysis, concept landscape plan, photo of existing structure/pole or photo simulation of new structure/pole, hazardous materials, letter allowing co-location)
    - Location Map/Screenshot: This shall be provided using the "Interactive GIS Map of Roads Maintained by the County of San Diego" at the following link: <https://www.sandiegocounty.gov/content/sdc/dpw/roads/maintroad.html>
    - Construction Drawing
    - Justification for Least Preferred Location (if applicable)
    - Visual Impact Analysis
    - Statement of Noise Ordinance Compliance
    - Statement of Fire Policy FP-2 Compliance
    - Warning Signage
7. **Agreement.** Before signing, review for validity and accuracy.
8. **Submission.** Submit 6 copies of the application to the applicable counter with all application materials and the Small Cell Wireless Facility Questionnaire. Both counters are located at 5510 Overland Ave, Suite 110 (1<sup>st</sup> Floor), San Diego, CA 92123.
  - a. **Land Development Counter:** Submit applications here for SCWs to be installed within a County maintained road.
  - b. **Zoning Information Counter:** Submit applications here for SCWs to be installed on private property.