

 <p>City of Ukiah COMMUNITY DEVELOPMENT DEPARTMENT</p>	<p align="center"><b>Federal Communication Commission Section 6409(a) Wireless Communication Facility Application Community Development Department</b></p>	<p align="center"><b>6409(a) Wireless Communication Facility Application Effective: <u>09/01/25</u> For Public Use</b></p>
<p align="center">City of Ukiah   Community Development Department   Planning Division 300 Seminary Avenue, Ukiah, CA 95482   <a href="mailto:planningdivision@cityofukiah.com">planningdivision@cityofukiah.com</a></p>		

## PURPOSE

This Application serves to assist the City of Ukiah to determine whether a request for modification of an existing tower or base station, involving: (i) Collocation of new transmission equipment; (ii) removal of transmission equipment; or (iii) Replacement of transmission equipment on private property qualifies as an “eligible facilities request” and/or would cause a substantial change as defined by the Federal Communication Commission.

## INSTRUCTIONS

Applicant must complete this Application and Compliance Check List with submittal requirements and a Zoning Clearance application for a Section 6409(a) modification to collocation or modify transmission equipment on an existing wireless tower on private property submitted for approval pursuant to Section 6409(a) of the Middles Class Tax Relief and Job Creation Act of 2012 (codified as 47 U.S.C. § 1455(a)).

All forms must be typed or printed legibly, in blue or black ink, with requested information and the owner’s signature. Incomplete applications and check list will not be accepted.

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Name and Title: \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## CARRIER BENEFITING FROM PROPOSED WIRELESS COMMUNICATION FACILITY

State the name of the wireless communication facility carrier that will benefit from the wireless communication facility proposed in this application:

- ☐ AT&T
 ☐ Verizon
 ☐ T-Mobile  
☐ Other: \_\_\_\_\_

### Submittal Date Stamp:

Within 60-day of the application filing, accounting for tolling, staff shall approve the application if covered by Section 6709(a). Staff has 10 days to notify the applicant that the supplemental submission is incomplete.

Cellular Network:

☐ 4G (Fourth Generation)

☐ 5G (Fifth Generation)

### PROPERTY/SITE LOCATION INFORMATION

Street Address and/or project location description: \_\_\_\_\_

\_\_\_\_\_

Assessor Parcel Number (APN) of the property: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

### PROJECT DESCRIPTION

Please briefly describe the proposed project:

### VERIFICATION

I hereby consent to and make application for the above reference land use actions and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge. I further acknowledge that the burden to justify the approval of this request is mine alone, and that neither City staff nor other City officials are under any obligation to support or approve the requests contained herein.

Applicant Signature:

Property Owner Signature:

\_\_\_\_\_

\_\_\_\_\_

If there are multiple property owners, please attach a consent letter for each owner. For persons with Power of Attorney for property owner, please submit Power of Attorney documentation with this application.

#### Community Development Department Use Only

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

Related Case(s): \_\_\_\_\_

General Plan : \_\_\_\_\_

Case Planner: \_\_\_\_\_

Date Deemed Complete: \_\_\_\_\_

Zoning: \_\_\_\_\_



**Federal Communication  
Commission Section 6409(a)  
Wireless Communication  
Facility Application  
Community Development  
Department**

**6409(a)  
Wireless  
Communication  
Facility Application  
Effective: 09/01/25  
For Public Use**

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Applicants claiming applicability of FCC Section 6409(a) to their project must answer “Yes” or “No” to each of the following questions and provide supporting documentation where noted.

Eligibility to Apply for a Zoning Clearance permit under Section 6409(a)

- 1. Existing Facility:** Does the project involve an existing wireless tower or base station? ☐ Yes ☐ No

If you answered “YES” to Question #1, attach a written explanation in support of your answer.

**If you answered “NO” to Question #1, the proposed facility does not qualify as a Zoning Clearance permit request. Submit for a Use and/or Site Development Permit application or review with City staff.**

- 2. Project Type:** Does the project involve (Check all applicable box(es)):
- a) Collocation of new transmission equipment ☐ Yes ☐ No
  - b) Removal of transmission equipment ☐ Yes ☐ No
  - c) Replacement of transmission equipment? ☐ Yes ☐ No

If you answered “YES” to any of the above in Question #2, attach a written explanation substantiating your answer to Question #2 and move on to the Substantial Change Analysis section below.

**If you answered “NO” to all boxes in Question #2, the proposed facility does not qualify as a Zoning Clearance request. Submit for Use and/or Site Development Permit application or review with City staff.**

Substantial Change Analysis.

**3. Towers in Private Property:**

Does the Project Result in:

- a) An increase height by more than 20 feet or 10%, whichever is greater? ☐ Yes ☐ No
- b) Protrudes from edge of tower more than 20 feet or more than the width of the tower structure at the level of the appurtenance, whichever is greater? ☐ Yes ☐ No
- ❖ *Attach calculations from the submitted plans to support your conclusion*

**4. Equipment Cabinets:**

- a) Involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets? ☐ Yes ☐ No

**5. Excavation:**

- a) Entail any excavation of deployment outside the current site of the tower or base station? ☐ Yes ☐ No

**6. Concealment Element:**

- a) Will the project preserve all existing concealment elements of the current tower and/or base station that was part of a prior approval? ☐ Yes ☐ No

❖ *Attach narrative substantiating your conclusion*

**7. Prior Conditions of Approval:**

- a) Will the proposed co-location preserve all prior conditions of approval that do not conflict with the FCC regulations for a substantial change? ☐ Yes ☐ No  
Noncompliance with prior permit conditions related to height, width, equipment cabinets and excavation would not cause a substantial change.



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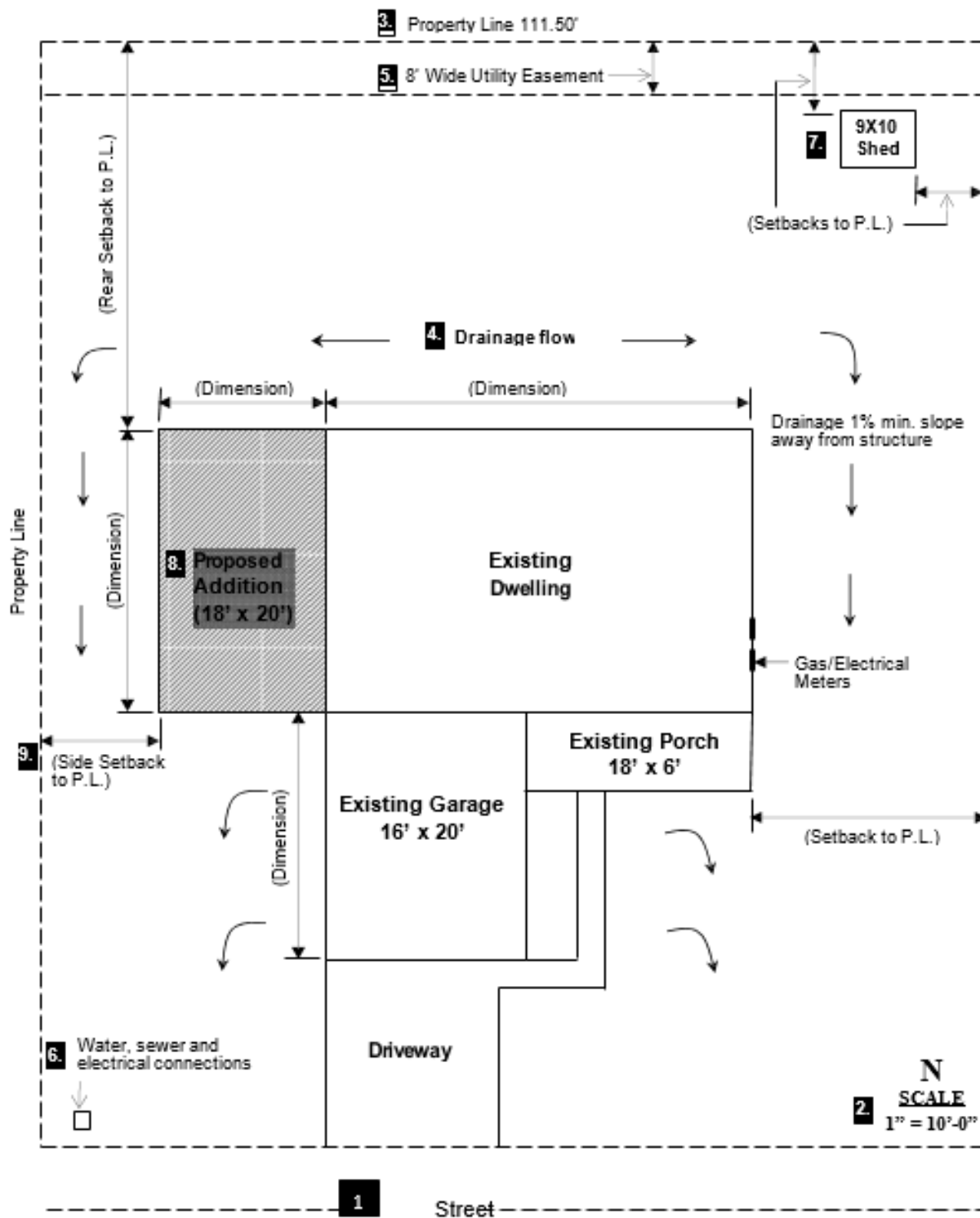
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Each applicant applying for a wireless communications facility under Section 6409(a) shall submit the required completed application in accordance with the requirements set forth in Ukiah Municipal Code, and such additional or different requirements as are made applicable. At a minimum, a wireless communications facility application shall include the following:

1. Digital or 3-copies of scaled site plan (required size is 24" x 36") and facility elevations:
  - a. Scale (for example 1" = 100' or less, based on engineering scale) with a north arrow. Provide "Reference North" if true north is not perpendicular or parallel to the property lines. All plans (site, floor, landscape and engineering plans, etc.) shall face the same direction (preferably with north to the top or left of the page).
  - b. Title block including applicant's name, name of project (if any), project address, tract number and subdivision name (if applicable) and revision date.

Plans must include the following information:

- a. The proposed location of the wireless communications facility including access
  - b. The elevations of the wireless communications facility with dimensions identified
  - c. The height of any existing or proposed structure(s)
  - d. The location of any accessory equipment
  - e. The location of all guy wires
  - f. The location of all above and below ground wiring and connection cables
  - g. The location of existing or proposed easements on the property affecting the facility
  - h. The height of any panels, microwave dishes, or whip antennas, above ground level
  - i. The distance between the antenna structure and any existing or proposed accessory equipment
  - j. Any other necessary information as may be required by the director of community development.
2. A narrative and map that discloses the exact location and nature of any and all existing facilities that are owned, operated or used by the applicant within the city or within one (1) mile of its geographic borders, as well as any proposed or planned sites within said boundary that may reasonably be known to the applicant at the time the application is made.
3. A narrative and appropriate maps that disclose the geographic area(s) within the city that will be serviced by the proposed facility, the geographic area(s) bordering the city, if any, that will be serviced by the proposed facility, and the nature of the service to be provided or purpose of the facility.
4. A radio-frequency (RF) report prepared by a qualified RF engineer acceptable to the city to demonstrate that the proposed facility, as well as any collocated facilities, complies with current Federal RF emission standards. This RF report shall also include signal strength exhibits, including calculations and measurements under maximum loading conditions.
5. Computerized visual assessments or other exhibits equivalent in a form and manner acceptable to the director of community development showing the before and after visual appearances of the proposed facility.
6. A description of the required maintenance visits to the site and security proposed to protect the site from vandalism and trespass.



### CHECKLIST

1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements and distances to other structures

**SITE PLAN**  
(Sample Only)