



Checklist: Small Wireless Facility Siting Permit

PURPOSE

If a proposal meets the definition of a small wireless communications facility and does not meet the requirements for an exemption, a Small Wireless Facility Siting Permit is required. Requirements pertaining to exemptions from Wireless Communication Facility Siting Permits are contained in SRC Chapter 703.010(a)(2) and explained in the Exemption checklist. Please contact the Planning Division (503-588-6213) for additional information.

Other Permits and Approvals

In addition to the Small Wireless Facilities Siting Permit siting permit, other permits or approvals may be required. These may include, but are not limited to, Historic Design Review, building permit (if the facility is on private property), Public Works franchise permit for a facility in public right-of-way, and/or Public Works commercial permit, street closure permit, etc. Please contact Planning (503-588-6213), Building and Safety (503-588-6256), and Public Works (503-588-6211) for additional information.

A proposal that requires changes to an existing parking lot configuration on private property may require a separate building permit and site plan review. Please contact Building and Safety (503-588-6256) and Planning (503-588-6213) for information.

1. Applicant Information

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Email: _____

Signature: _____

Date: _____

2. Contact Information

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Email: _____

3. Street Address Adjacent to Facility

4. Facility Location

Private Property _____

Public Right-of-Way _____

Street Classification _____

5. Structure Owner

City of Salem (streetlight poles only) _____

PGE _____ Salem Electric _____

Other _____

6. Proposed Height Including Antennas: ___ feet

(continued on next page)

1. Is the proposal a wireless communications facility according to the following definitions?

SRC 703.005(z) Wireless communications: Any personal wireless services, as defined by the Federal Telecommunications Act of 1996 as amended, that currently exist or that may be developed in the future, including but not limited to cellular, personal communications services, specialized mobile radio, enhanced specialized mobile radio, paging, or similar Federal Communications Commission-licensed commercial wireless telecommunications services, but excluding wireless telecommunications services used exclusively for public health or safety purposes and wireless communications services used exclusively by gas and electric utilities and cooperative utilities for internal communications of an operational nature.

SRC 703.005(aa) Wireless communications facility: Any un-staffed facility for the transmission and/or reception of radio frequency signals for **commercial** wireless communications purposes, including, but not limited to, auxiliary support equipment; support towers or support structures, or utility structures used to achieve the necessary elevation for the antenna; transmission and reception cabling and devices; and all antennas or arrays; but excluding wireless telecommunications services used exclusively for public health or safety purposes and wireless communications services used exclusively by gas and electric utilities and cooperative utilities for internal communications of an operational nature.

_____ Yes If yes, please go to Item 2 below.

_____ No If no, the requirements of SRC Chapter 703 do not apply to the proposal, and a wireless communication facility siting permit is not applicable.

2. Does the proposal meet all of the following parameters from the FCC’s Declaratory Report and Order on Small Wireless Facilities Deployment for the definition of a Small Wireless Facility?

The facility will be:

- a. Mounted on a structure 50 feet or lower in height, including the proposed antennas; or
- b. Mounted on a structure no more than 10 percent taller than other adjacent structures; or
- c. Mounted in a manner that does not extend the existing structure on which it will be located to a height more than 50 feet or by more than 10 percent, whichever is greater.

Each antenna associated with the deployment, excluding associated antenna equipment, will be no more than 3 cubic feet in volume.

All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, will be no more than 28 cubic feet in volume.

_____ Yes If yes, please go to item 3 below.

_____ No If no, a standard Wireless Communications Facilities Siting Permit is required.

3. On what type of structure will the antenna(s) and facilities be installed?

_____ Existing: Please see Class 1 Small Wireless Facility Siting Permit information (page 3).

_____ Replacement Utility Structure: Please see Class 2 Small Wireless Facility Siting Permit information (page 10).

Class 1 Small Wireless Facility Siting Permit

PROCEDURE TYPE

An application for a **Class 1 Small Wireless Facility Siting Permit** is processed as a Type I procedure under SRC Chapter 300.

PROCESS

- Applicant submits application (including all items in the attached checklist). Please see submittal instructions on <https://www.cityofsalem.net/Pages/land-use-applications.aspx>. In order to meet the 60-day shot clock for facilities added to existing structures, the Class 1 Small Wireless Facility Siting Permit must be submitted for review concurrent with other applicable permits, such as:
 - standard franchise/right-of-way use agreement (Ryan Zink, 503-588-6258)
 - electrical permit (Building and Safety, 503-588-6256)
 - building permit for facilities on private property (Building and Safety, 503-588-6256)
 - franchise permit for facilities in public rights-of-way (Public Works, 503-588-6211)
 - pole/structure attachment agreement for use of municipal streetlight poles (Public Works, 503-588-6211)
 - road closure/traffic control permit for work in right-of-way (Public Works, 503-588-6211)
 - permit for installation of fiber in right-of-way if this installation is not done at the same time as the attachment equipment (Public Works, 503-588-6211)
 - historic design review (Planning, 503-588-6213)
 - and any other permits necessary for approval.
- Staff reviews application for completeness within 10 days of submittal. If the application is not complete, the applicant will be notified in writing by email as to what information is missing and allowed 180 days to submit the additional information. The 60-day shot clock resets when staff notifies the applicant that the application is incomplete. For subsequent determinations of incompleteness, the shot clock will toll if staff provides written notice within 10 days that the supplemental submission did not provide the requested information.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://permits.cityofsalem.net>
- Once a complete application is submitted, staff reviews the application for conformance with the applicable criteria for a Wireless Communication Facilities Class 1 Siting Permit under SRC 703.020(e)(1).
 - If the proposed siting does not meet the applicable criteria, the applicant will be contacted and notified of why the siting does not comply with the Salem Revised Code; or
 - If the proposed siting meets the applicable criteria, staff shall issue a decision.
- **The associated building permit or franchise permit for the proposed development will not be issued until the siting permit is approved.**

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for a Class 1 Small Wireless Facility Siting Permit shall contain the following:

- COMPLETED LAND USE APPLICATION FORM.** The application may be submitted by one or more of the following persons: **(1)** The owner of the subject property; **(2)** The contract purchaser of the subject property, when the application is accompanied by proof of the purchaser's status as such and by the seller's written consent; **(3)** A lessee in possession of the property, when the application is accompanied by the owners' written consent; or **(4)** The agent of any of the foregoing, when the application is duly authorized in writing

by a person authorized to submit an application by paragraphs (1), (2) or (3), and accompanied by proof of the agent's authority. The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application. NOTE: If the proposed facility is in right-of-way, the right-of-way use agreement approved by City Council is considered the owner's written consent for items (3) and (4) above.

- APPLICATION FEE.** Pay the application fee at the time of filing your application.
- RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** Submit a copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant. NOTE: If the application is for a facility only in right-of-way, no deed is required.
- APPROVAL FROM UTILITY STRUCTURE OWNER.** Submit documentation from the utility structure owner, if other than the City of Salem, approving the proposal.
- LOCATION OF THE SITING.** Describe the location of the siting according to the siting priorities set forth in 703.010(c).
- RF EMISSIONS DOCUMENTATION.** Submit documentation of compliance with the non-ionizing electromagnetic emissions standards established by the Federal Communications Commission.
- NOISE STANDARDS COMPLIANCE.** Submit documentation showing that the auxiliary support equipment will not produce sound levels in excess of the standards of SRC Chapter 93 or designs showing how the sound will be muffled to meet those standards.
- DOCUMENTATION OF HISTORIC REVIEW OR EXEMPTION FROM HISTORIC REVIEW.** Submit documentation that the proposed facility has been submitted to the State Historic Preservation Office (SHPO) for review, if applicable, or a statement explaining why the site is not subject to review by SHPO.
- CERTIFICATION OF CODE COMPLIANCE.** Submit an engineer's certification that the support structure, utility structure, or support tower will safely handle the load created by the attachment or collocation and comply with ANSI and other industry safety and structural codes and standards.
- ADDITIONAL INFORMATION FOR SITING ON UTILITY STRUCTURE ON LOCAL STREET.** Submit color radio frequency contour maps clearly showing the calculated coverage using the proposed antennas at the applicant's target signal level and the calculated coverage areas for all existing adjacent wireless communications facility sites of the owner to support the site selected for the proposed facility considering the siting priority established by SRC 703.010(c). If collocation or attachment on other utility structures was ruled out for non-radio frequency coverage reasons, provide a statement identifying and justifying those reasons.
- SITE PLAN.** The site plan must include all information necessary to establish satisfaction with the approval criteria. By way of example, but not limitation, such information may include the following:
 - Total site area, dimensions, and orientation relative to north;
 - Location of existing and proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance to such structures from property lines and adjacent on-site structures;
 - All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area;
 - Location of all trees and vegetation required to be protected pursuant to SRC Chapter 808;
 - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps;
 - Description of the proposed wireless communications facility's design and dimensions;

- Elevations showing all components of the wireless communications facility, and its connection to utilities.

CHECKLIST DEMONSTRATING COMPLIANCE WITH CRITERIA. Complete the following checklist to demonstrate that the proposed facility would meet the approval criteria:

_____ For collocation or attachment of an antenna or antenna array in right-of-way, the proposed wireless communications facility cannot be located outside right-of-way because there are no existing utility structures, support structures, or support towers located outside right-of-way available to meet the service requirements of the wireless provider.

_____ *Collocation required.* All wireless communications facilities located in the right-of-way shall be attached to or collocated on existing utility structures or attached to replacement utility structures. All wireless communications facilities located outside of a right-of-way shall be collocated, unless the collocation would interfere with other wireless communications facilities located on the same structure or jeopardize the physical integrity of the structure upon which collocation will be made, consent cannot be obtained for the collocation on a structure, or the available structures do not provide sufficient height to obtain coverage or capacity objectives. Please describe how the facility complies with this requirement.

_____ *Siting priority.* Wireless communications facilities shall be sited according to the following priority, by descending order of preference. Please check the priority that applies.

- _____ (1) First priority: collocation or attachment of an antenna or antenna array on a support tower, support structure, or utility structure;
- _____ (2) Second priority: replacement of a utility structure for the purpose of attachment of an antenna or antenna array;
- _____ (3) Third priority: substantial change in the physical dimensions of a support tower or replacement with a support tower that represents a substantial change in the physical dimensions of the original support tower;
- _____ (4) Fourth priority: construction of a new support tower.

_____ *Siting standards. Class 1.* The attachment or collocation on support towers, utility structures and support structures shall comply with the following siting standards. Please check all items that apply.

- _____ (1) *Outside right-of-way.*
 - _____ (A) The antenna will not be located in the public right-of-way and will not require the erection or placement of a new support tower, utility structure, or support structure.
- _____ (2) *Inside right-of-way.*
 - _____ (A) All wireless communications facilities located in the right-of-way shall be attached to or collocated on an existing utility structure or attached to a replacement utility structure.
 - _____ (B) Wireless communications facilities proposed to be sited in the right-of-way shall be sited according to the following priorities, in descending order of preference. If the priority is not followed, the owner must demonstrate why a higher priority is not available for use. For purposes of this subsection, streets shall have the classification set forth in the Salem Transportation System Plan. Please check the applicable street classification and explain below why this location is required.

- _____ (i) First priority: parkway or freeway;
- _____ (ii) Second priority: major arterials;
- _____ (iii) Third priority: minor arterials;
- _____ (iv) Fourth priority: collectors;
- _____ (v) Fifth priority: local streets.

_____ *Antenna development standards.* Please check to indicate compliance with applicable items and write “NA” for inapplicable items.

_____ (a) *Antennas on support towers.* Antennas attached to a support tower shall comply with the following development standards:

- _____ (1) *Height.* Antennas attached to a support tower shall be no higher than 15 feet above the top of the support tower.
- _____ (2) *Surface and coloration.* Antennas attached to a support tower shall be made of non-reflective material and painted to match the support tower or existing antennas, whichever results in the new antennas being less visible.
- _____ (3) *Mounting.* Antennas attached to a support tower shall be flush-mounted or mounted using similar techniques that minimize visual impact to the greatest extent practicable.

_____ (b) *Antennas on existing buildings.*

_____ (1) Antennas, other than whip antennas, located on the roof of an existing building shall comply with the following development standards:

_____ (A) *Height.*

- _____ (i) If the building is located in a residential zone or mixed-use zone, the antenna shall extend no higher than ten feet above the point of attachment to the building; or
- _____ (ii) If the antenna is located in any zone other than a residential zone or mixed-use zone, the antenna shall extend no higher than 30 feet above the point of attachment to the building.

_____ (B) *Screening.* Antennas shall be screened from the right-of-way and adjacent properties by placement behind a parapet or other architectural feature, including, but not limited to, dormers, chimneys, clocks, or bell towers, or shall be made of non-reflective material and painted to match the building or existing antennas, whichever results in the new antennas being less visible.

_____ (2) Whip antennas located on the roof of a building shall comply with the following development standards:

- _____ (A) *Height.* Whip antennas shall extend no higher than 15 feet above the building.
- _____ (B) *Surface and coloration.* Whip antennas shall be made of non-reflective material and designed to match any existing whip antennas on the building.

_____ (3) Antennas attached to the side of a building or the edge of the roof of a building shall comply with the following development standards:

- _____ (A) *Height*. Antennas shall extend no higher than ten feet above the point of attachment to the building.
- _____ (B) *Screening, surface, and coloration*.
 - _____ (i) If the building is located in a residential zone, the antenna shall be screened from the right-of-way and adjacent properties by incorporating into the antenna design the type and color of the building materials of the wall or roof on which the antennas are proposed to be attached; or
 - _____ (ii) If the building is located in any zone other than a residential zone, the antenna shall be either:
 - _____ (aa) Flush-mounted and painted the same color as the exterior of the building; or
 - _____ (bb) Painted the same color as the exterior of the building and screened from the right-of-way and adjacent properties by incorporating into the antenna design the type and color of the building materials of the wall or roof edge on which the antennas are proposed to be attached.
- _____ (c) *Antennas on support structures other than existing buildings*. Antennas, other than whip antennas, attached to support structures other than existing buildings shall comply with the following development standards:
 - _____ (1) *Height*. Antennas attached to a support structure shall extend no higher than 15 feet above the top of the support structure.
 - _____ (2) *Surface and coloration*. Antennas attached to a support structure shall be made of non-reflective material and painted to match the support structure or existing antennas, whichever results in the new antennas being less visible.
 - _____ (3) *Mounting*. Antennas attached to a support structure shall be flush-mounted or mounted using similar techniques that minimize visual impact to the greatest extent practicable.
- _____ (d) *Antennas on utility structures*. Antennas attached to utility structures shall comply with the following development standards:
 - _____ (1) *Physical integrity*. The antennas shall not jeopardize the utility structure's physical integrity.
 - _____ (2) *Guy poles*. Antennas shall not be located on guy poles.
 - _____ (3) *Height*.
 - _____ (A) Utility structures outside the right-of-way. Antennas attached to a utility structure outside the right-of-way shall be no higher than 15 feet above the top of the utility structure.
 - _____ (B) Utility structures in the right-of-way.
 - _____ (i) The combined height of an antenna and antenna mounting device on an original utility structure that carries high voltage transmission lines shall not project more than:
 - _____ (aa) 23 feet above the top of a utility structure located on a parkway, freeway, or major arterial;
 - _____ (bb) 18 feet above the top of a utility structure on a minor arterial;
 - _____ or
 - _____ (cc) 15 feet above the top of a utility structure located on a collector street, or local street.

- _____ (ii) The combined height of an antenna and antenna mounting device on an original utility structure that does not carry high voltage transmission lines shall not project more than:
 - _____ (aa) 15 feet above the top of a utility structure located on a parkway, freeway, or major arterial;
 - _____ (bb) Ten feet above the top of a utility structure on a minor arterial; or
 - _____ (cc) Five feet above a utility structure located on a collector street or local street.

_____ (4) *Mounting.* Antennas and antenna mounting devices placed below the top of the utility structure shall be mounted in one of the following configurations:

- _____ (A) Flush with the utility structure; or
- _____ (B) On extension arms that are no greater than three feet in length.

_____ (5) *Surface and coloration.* Antennas must be painted, coated, or given a surface application that is similar to the color and surface texture of the utility structure so as to minimize visual impact as much as reasonably possible.

_____ (6) *Lighting.* Unless required by the FAA or the Oregon Aeronautics Division, antennas shall not be lighted.

_____ *Auxiliary support equipment development standards.* Please check to indicate compliance with applicable items and write "NA" for inapplicable items.

_____ (a) *Screening.*

_____ (1) *Equipment associated with support towers.* Above ground auxiliary support equipment associated with a support tower shall be located inside the six-foot-high sight-obscuring fence or wall that complies with SRC 703.070(c).

_____ (2) *Equipment associated with antennas on existing buildings.* Auxiliary support equipment shall be located within or on top of the building or screened from the right-of-way and adjacent properties to the greatest extent practicable. Examples: within an underground vault, behind landscaping or a sight-obscuring fence, within an architectural element, or concealed to resemble a natural object such as a boulder.

_____ (3) *Equipment associated with antennas on support structures other than existing buildings.* Any auxiliary support equipment on support structures other than existing buildings must be screened from the right-of-way and adjacent properties and located within the support structure's footprint to the greatest extent practicable. Examples: placing the equipment within the interior of an adjacent building or structure, within an underground vault, behind landscaping or a sight-obscuring fence, or within an architectural element, or concealed to resemble a natural object such as a boulder.

_____ (4) *Equipment associated with antennas on utility structures.*

_____ (A) *Equipment installed in right-of-way.* Any auxiliary support equipment associated with one or more antennas on a utility structure and not installed on the utility structure shall be installed within an underground vault or in not more than one above ground cabinet with a combined height plus width plus depth no greater than 120 linear inches.

_____ (B) *Equipment installed outside right-of-way.* Any auxiliary support equipment installed outside the right-of-way shall be screened from the right-of-way and adjacent properties. Examples: placing the equipment within the interior of an adjacent building or structure, within an underground vault, behind landscaping or a

sight-obscuring fence, or within an architectural element, or concealed to resemble a natural object such as a boulder.

_____ (C) *Equipment attached to a utility structure.* Equipment, other than optical fibers, wires or cables, attached to a utility structure shall:

_____ (i) Project no more than 18 inches from the surface of the utility structure;

_____ (ii) Be less than or equal to 24 inches in height;

_____ (iii) Be mounted a minimum of 15 feet above ground level on a utility structure located in the right-of-way between the sidewalk and the street improvement or a minimum of ten feet above ground level on a utility structure located in the right-of-way between the sidewalk and the property line abutting the right-of-way or a minimum of ten feet above ground level on a utility structure located outside the right-of-way.

_____ (b) *Setbacks.* Auxiliary support equipment installed above ground and outside the right-of-way shall be set back from all property lines according to the applicable standards in the underlying zone.

_____ (c) *Vision clearance.* Auxiliary support equipment installed above ground shall meet the vision clearance area requirements of SRC 805.

_____ (d) *External cables and wires.* All external cables and wires for auxiliary support equipment shall be placed in conduit or painted to match the tower, building, support structure, or utility structure, as applicable.

_____ (e) *Coloration.*

_____ (1) Equipment associated with support towers and support structures. All auxiliary support equipment shall be non-reflective and shall be painted natural earth or leaf tones or otherwise colored or surfaced so as to blend with the surrounding environment.

_____ (2) Equipment associated with utility structures. Equipment installed on a utility structure shall be non-reflective and painted, coated or given a surface application that is identical to the color and surface texture of the utility structure. Other equipment shall be non-reflective and painted natural earth or leaf tones or otherwise colored or surfaced so as to blend with the surrounding environment.

_____ (f) *Lighting.* Motion detecting security lighting is allowed for auxiliary support equipment, but shall be the minimum necessary to secure the auxiliary support equipment, shall not illuminate adjacent properties in excess of 0.4 footcandles measured directly beneath the security lighting, at ground level, and shall be shielded to prevent direct light from falling on adjacent properties.

_____ (g) *Undergrounding required.* Auxiliary support equipment installed in the right-of-way in a historic district or in the right-of-way adjacent to a historic district or historic resource or in the right-of-way where all other utilities are required to be placed underground shall be placed underground.

Class 2 Small Wireless Facility Siting Permit

PROCEDURE TYPE

An application for a **Class 2 Small Wireless Facility Siting Permit** is processed as a Type II procedure under SRC Chapter 300.

PROCESS

- Applicant submits application (including all items in the attached checklist) to Permit Application Center. In order to meet the 60-day shot clock for facilities added to existing structures, the Class 2 Small Wireless Facility Siting Permit must be submitted for review concurrent with other applicable permits, such as:
 - standard franchise/right-of-way use agreement (Ryan Zink, 503-588-6258)
 - electrical permit (Building and Safety, 503-588-6256)
 - building permit for facilities on private property (Building and Safety, 503-588-6256)
 - franchise permit for facilities in public rights-of-way (Public Works, 503-588-6211)
 - pole/structure attachment agreement for use of municipal streetlight poles (Public Works, 503-588-6211)
 - road closure/traffic control permit for work in right-of-way (Public Works, 503-588-6211)
 - permit for installation of fiber in right-of-way if this installation is not done at the same time as the attachment equipment (Public Works, 503-588-6211)
 - historic design review (Planning, 503-588-6213)
 - and any other permits necessary for approval.
- Staff reviews application for completeness within 10 days of submittal. If the application is not complete, the applicant will be notified in writing by email as to what information is missing and allowed 180 days to submit the additional information. The 90-day shot clock resets when staff notifies the applicant that the application is incomplete. For subsequent determinations of incompleteness, the shot clock will toll if staff provides written notice within 10 days that the supplemental submission did not provide the requested information.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://permits.cityofsalem.net>
- After all required information is submitted and the application is deemed complete, staff sends notice of application, indicating a public comment period of 14 days, to the applicant, property owner, neighborhood association, property owners within 250 ft., all addresses within 250 ft., all addresses on the subject property, and any active and duly incorporated Homeowner's Association (HOA) involving the subject property; applicant posts notice of the proposed application on the subject property no earlier than 14 days and no later than 10 days prior to the end of the public comment period, and the signs remain in place throughout the comment period (*signs are prepared by staff*).
- The Planning Administrator issues a decision to grant or deny the application based upon whether the proposal meets the applicable criteria for a Class 2 Siting Permit under SRC 703.020(e)(2).
- Staff sends copy of decision (noting 15-day appeal period) to applicant, property owner, neighborhood association, and property owners within 250 feet.
- If no appeal is filed and City Council does not elect to review the decision, the Class 2 Siting Permit becomes effective.
- **The associated building permit or franchise permit for the proposed development will not be issued until the siting permit is approved.**

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for Class 2 Small Wireless Facility Siting Permit shall contain the following:

- COMPLETED LAND USE APPLICATION FORM.** The application may be submitted by one or more of the following persons: **(1)** The owner of the subject property; **(2)** The contract purchaser of the subject property, when the application is accompanied by proof of the purchaser's status as such and by the seller's written consent; **(3)** A lessee in possession of the property, when the application is accompanied by the owners' written consent; or **(4)** The agent of any of the foregoing, when the application is duly authorized in writing by a person authorized to submit an application by paragraphs (1), (2) or (3), and accompanied by proof of the agent's authority. The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application. NOTE: If the proposed facility is in right-of-way, the right-of-way use agreement approved by City Council is considered the owner's written consent for items (3) and (4) above.
- APPLICATION FEE.** Pay the application fee at the time of filing your application.
- RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** Submit a copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant. NOTE: If the application is for a facility only in right-of-way, no deed is required.
- APPROVAL FROM UTILITY STRUCTURE OWNER.** Submit documentation from the utility structure owner, if other than the City of Salem, approving the proposal.
- LOCATION OF THE SITING.** Describe the location of the siting according to the siting priorities set forth in 703.010(c).
- RF EMISSIONS DOCUMENTATION.** Submit documentation of compliance with the non-ionizing electromagnetic emissions standards established by the Federal Communications Commission.
- NOISE STANDARDS COMPLIANCE.** Submit documentation showing that the auxiliary support equipment will not produce sound levels in excess of the standards of SRC Chapter 93 or designs showing how the sound will be muffled to meet those standards.
- DOCUMENTATION OF HISTORIC REVIEW OR EXEMPTION FROM HISTORIC REVIEW.** Submit documentation that the proposed facility has been submitted to the State Historic Preservation Office (SHPO) for review, if applicable, or a statement explaining why the site is not subject to review by SHPO.
- CERTIFICATION OF CODE COMPLIANCE.** Submit an engineer's certification that the replacement utility structure will safely handle the load created by the attachment or collocation and comply with ANSI and other industry safety and structural codes and standards.
- DOCUMENTATION OF ADEQUATE WIDTH.** Submit documentation that the replacement utility structure is at least as wide as that required by any applicable safety standards adopted by the Oregon Public Utility Commission or the minimum necessary to accommodate attachment on the proposed replacement structure.
- ADDITIONAL INFORMATION FOR REPLACEMENT UTILITY STRUCTURE ON LOCAL STREET.** Submit color radio frequency contour maps clearly showing the calculated coverage using the proposed antennas at the applicant's target signal level and the calculated coverage areas for all existing adjacent wireless communications facility sites of the owner to support the site selected for the proposed facility considering the siting priority established by SRC 703.010(c). If collocation or attachment on other utility structures was ruled out for non-radio frequency coverage reasons, provide a statement identifying and justifying those reasons.

- COVERAGE AND/OR CAPACITY DOCUMENTATION.** Submit coverage maps or capacity documentation showing any gap in the provider's service and minimum height or configuration of the facility needed to fill the gap.
- SIMULATIONS.** Submit color simulations of the facility as it would appear after construction.
- SITE PLAN.** The site plan must include all information necessary to establish satisfaction with the approval criteria. By way of example, but not limitation, such information may include the following:
 - Total site area, dimensions, and orientation relative to north;
 - Location of existing and proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance to such structures from property lines and adjacent on-site structures;
 - All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area;
 - Location of all trees and vegetation required to be protected pursuant to SRC Chapter 808;
 - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps;
 - Description of the proposed wireless communications facility's design and dimensions;
 - Elevations showing all components of the wireless communications facility, and its connection to utilities.
- CHECKLIST DEMONSTRATING COMPLIANCE WITH CRITERIA.** Complete the following checklist to demonstrate that the proposed facility would meet the approval criteria:

_____ *Collocation required.* All wireless communications facilities located in the right-of-way shall be attached to or collocated on existing utility structures or attached to replacement utility structures. All wireless communications facilities located outside of a right-of-way shall be collocated, unless the collocation would interfere with other wireless communications facilities located on the same structure or jeopardize the physical integrity of the structure upon which collocation will be made, consent cannot be obtained for the collocation on a structure, or the available structures do not provide sufficient height to obtain coverage or capacity objectives. Please describe how the facility complies with this requirement.

_____ For replacement of a utility structure outside right-of-way,
 _____ the proposed wireless communications facility cannot practicably be located on an existing or modified structure outside right-of-way;
 _____ the approval will not cause an increase in the number of utility structures on the property or cause an enlargement or expansion of an existing utility structure on the property;

_____ For replacement of a utility structure in right-of-way,
 _____ the proposed wireless communications facility cannot practicably be located on an existing structure inside or outside right-of-way or on a modified or replacement structure outside right-of-way;
 _____ the approval will not cause an increase in the number of utility structures in the right-of-way or cause an enlargement or expansion of an existing utility structure in the right-of-way.

_____ *Siting priority.* Wireless communications facilities shall be sited according to the following priority, by descending order of preference. Please check the priority that applies.

- _____ (1) First priority: collocation or attachment of an antenna or antenna array on a support tower, support structure, or utility structure;

- _____ (2) Second priority: replacement of a utility structure for the purpose of attachment of an antenna or antenna array;
- _____ (3) Third priority: substantial change in the physical dimensions of a support tower or replacement with a support tower that represents a substantial change in the physical dimensions of the original support tower;
- _____ (4) Fourth priority: construction of a new support tower.

_____ *Siting standards. Class 2.* The replacement of a utility structure shall comply with the following siting standards. Please check all items that apply.

_____ (1) *Inside right-of-way.*

_____ (A) All wireless communications facilities located in the right-of-way shall be collocated or attached to a replacement utility structure.

_____ (B) Wireless communications facilities proposed to be sited in the right-of-way shall be sited according to the following priorities, in descending order of preference. If the priority is not followed, the owner must demonstrate why a higher priority is not available for use. For purposes of this subsection, streets shall have the classification set forth in the Salem Transportation System Plan. Please check the applicable street classification and explain below why this location is required.

_____ (i) First priority: parkway or freeway;

_____ (ii) Second priority: major arterials;

_____ (iii) Third priority: minor arterials;

_____ (iv) Fourth priority: collectors;

_____ (v) Fifth priority: local streets.

_____ *Antenna development standards.* Please check to indicate compliance with applicable items and write "NA" for inapplicable items.

_____ *Antennas on utility structures.* Antennas attached to utility structures shall comply with the following development standards:

_____ (1) *Physical integrity.* The antennas shall not jeopardize the utility structure's physical integrity.

_____ (2) *Guy poles.* Antennas shall not be located on guy poles.

_____ (3) *Height.*

_____ (A) Utility structures outside the right-of-way. Antennas attached to a utility structure outside the right-of-way shall be no higher than 15 feet above the top of the utility structure.

_____ (B) Utility structures in the right-of-way.

_____ (i) The combined height of an antenna and antenna mounting device on an original utility structure that carries high voltage transmission lines shall not project more than:

- _____ (aa) 23 feet above the top of a utility structure located on a parkway, freeway, or major arterial;
- _____ (bb) 18 feet above the top of a utility structure on a minor arterial;
- _____ or
- _____ (cc) 15 feet above the top of a utility structure located on a collector street, or local street.
- _____ (ii) The combined height of an antenna and antenna mounting device on an original utility structure that does not carry high voltage transmission lines shall not project more than:
 - _____ (aa) 15 feet above the top of a utility structure located on a parkway, freeway, or major arterial;
 - _____ (bb) Ten feet above the top of a utility structure on a minor arterial;
 - _____ or
 - _____ (cc) Five feet above a utility structure located on a collector street or local street.

_____ (4) *Mounting.* Antennas and antenna mounting devices placed below the top of the utility structure shall be mounted in one of the following configurations:

- _____ (A) Flush with the utility structure; or
- _____ (B) On extension arms that are no greater than three feet in length.

_____ (5) *Surface and coloration.* Antennas must be painted, coated, or given a surface application that is similar to the color and surface texture of the utility structure so as to minimize visual impact as much as reasonably possible.

_____ (6) *Lighting.* Unless required by the FAA or the Oregon Aeronautics Division, antennas shall not be lighted.

_____ *Auxiliary support equipment development standards.* Please check to indicate compliance with applicable items and write "NA" for inapplicable items.

_____ (a) *Screening.*

_____ *Equipment associated with antennas on utility structures.*

_____ (A) *Equipment installed in right-of-way.* Any auxiliary support equipment associated with one or more antennas on a utility structure and not installed on the utility structure shall be installed within an underground vault or in not more than one above ground cabinet with a combined height plus width plus depth no greater than 120 linear inches.

_____ (B) *Equipment installed outside right-of-way.* Any auxiliary support equipment installed outside the right-of-way shall be screened from the right-of-way and adjacent properties. Examples: placing the equipment within the interior of an adjacent building or structure, within an underground vault, behind landscaping or a sight-obscuring fence, or within an architectural element, or concealed to resemble a natural object such as a boulder.

_____ (C) *Equipment attached to a utility structure.* Equipment, other than optical fibers, wires or cables, attached to a utility structure shall:

- _____ (i) Project no more than 18 inches from the surface of the utility structure;
- _____ (ii) Be less than or equal to 24 inches in height;
- _____ (iii) Be mounted a minimum of 15 feet above ground level on a utility structure located in the right-of-way between the sidewalk and the street improvement or a minimum of ten feet above ground level on a utility

structure located in the right-of-way between the sidewalk and the property line abutting the right-of-way or a minimum of ten feet above ground level on a utility structure located outside the right-of-way.

_____ (b) *Setbacks.* Auxiliary support equipment installed above ground and outside the right-of-way shall be set back from all property lines according to the applicable standards in the underlying zone.

_____ (c) *Vision clearance.* Auxiliary support equipment installed above ground shall meet the vision clearance area requirements of SRC 805.

_____ (d) *External cables and wires.* All external cables and wires for auxiliary support equipment shall be placed in conduit or painted to match the tower, building, support structure, or utility structure, as applicable.

_____ (e) *Coloration.*

_____ Equipment associated with utility structures. Equipment installed on a utility structure shall be non-reflective and painted, coated or given a surface application that is identical to the color and surface texture of the utility structure. Other equipment shall be non-reflective and painted natural earth or leaf tones or otherwise colored or surfaced so as to blend with the surrounding environment.

_____ (f) *Lighting.* Motion detecting security lighting is allowed for auxiliary support equipment, but shall be the minimum necessary to secure the auxiliary support equipment, shall not illuminate adjacent properties in excess of 0.4 footcandles measured directly beneath the security lighting, at ground level, and shall be shielded to prevent direct light from falling on adjacent properties.

_____ (g) *Undergrounding required.* Auxiliary support equipment installed in the right-of-way in a historic district or in the right-of-way adjacent to a historic district or historic resource or in the right-of-way where all other utilities are required to be placed underground shall be placed underground.

_____ *Replacement utility structure development standards.* Please check to indicate compliance with applicable items and write "NA" for inapplicable items.

_____ (a) *Height.*

_____ (1) *Outside right-of-way.*

_____ (A) Outside the right-of-way, an existing utility structure may be replaced with a replacement structure that is taller than the existing utility structure, provided that the combined height of a replacement structure, antenna mounting device, and antenna does not exceed the maximum height for a structure in the zone.

_____ (B) Skipped poles. Outside the right-of-way, a skipped pole may be replaced with a pole of the same height as the adjacent taller poles, provided that the combined height of a replacement structure, antenna mounting device, and antenna does not exceed the maximum height for a structure in the zone.

_____ (2) *Inside right-of-way.*

_____ (A) Inside the right-of-way, an original utility structure may be replaced with a replacement utility structure that is taller than the original structure, provided that the combined height of a replacement structure, antenna mounting device, and antenna is no greater than:

_____ (i) 78 feet for a replacement structure located on a parkway or freeway;

_____ (ii) 73 feet for a replacement structure on a major arterial;

_____ (iii) 63 feet for a replacement structure on a minor arterial; or

_____ (iv) 53 feet for a replacement structure located on a collector street or local street.

_____ (B) Skipped poles. Inside the right-of-way, a skipped pole may be replaced with a pole of the same height as the adjacent taller poles, provided that the combined height of the pole, antenna mounting device, and antenna does not exceed the

height limitations imposed pursuant to subsection (a)(2)(A) of this section. Example: If a 45-foot pole is situated adjacent and between two 65-foot poles on the same side of a major arterial street, the 45-foot pole may be replaced with a pole 65 feet tall, provided that the combined height of the pole, antenna mounting device, and antenna is no greater than 73 feet. If the 45-foot pole is on the opposite side of the street from the taller poles, it may not be replaced as if it were 65 feet tall and may be replaced only up to a height of 50 feet.

_____ (b) *Width.*

_____ (1) A replacement utility structure that is required to provide structural capacity to support an antenna or auxiliary support equipment shall be at least as wide as the engineering minimum required to provide the required support, and to meet safety standards promulgated by the Oregon Public Utility Commission.

_____ (c) *Surface and coloration.* A replacement structure shall be painted, coated, or given a surface application that is similar to the color and surface texture of the existing utility structure or original structure.

_____ (d) *External cables and wires.* All external cables and wires shall be placed in conduit or painted or colored to match the replacement structure.

_____ (e) *Lighting.* Unless the existing utility structure or original structure was lighted, a replacement structure shall not be lighted.