CITY OF CAMPBELL
Community Development Department

WIRELESS COMMUNICATIONS FACILITIES

PLANNING APPLICATION CHECKLIST

(Download at http://bit.ly/wirelesstelecomchecklist) | Version Date: 6/17/2026

This Planning Application Checklist ("Checklist") is intended to facilitate the submittal of a development application to the City of Campbell Planning Division. Please note that there are specific Checklists for different application types (e.g., single-family homes, land use changes, planned developments, etc.). If you are unsure of which Checklist to refer, please visit the Planning Application Checklists webpage at http://bit.ly/appchecklists. If you need additional assistance, please contact the Planning Division at (408) 866-2140 or planning@campbellca.gov, or visit us at City Hall.

Disclaimer: While the City makes reasonable efforts to maintain the accuracy of these checklists, requirements may change due to amendments to City ordinances, urgency ordinances, state law, or other applicable regulations, including provisions not yet codified or otherwise reflected herein. Applicants are responsible for independently verifying that the requirements contained in this checklist reflect the most current applicable requirements.

APPLICATION TYPES

This Checklist is to be used for applications for **Wireless Telecommunications Facilities** only, for the following two application types. Please note that Existing Facility Requests (EFR) are now processed as a building permit without prior Planning Division review; please refer to the Simple Construction – Part III (Ancillary Structures and Equipment) Building Application Guide (see *https://bit.ly/simpleappguidepart3*). This Checklist is limited to wireless telecommunications facilities located on private or City-owned property. "Small-Cell" facilities located within the public right-of-way (i.e., public utility poles) are processed pursuant to CMC Chapter 11.14 (please see https://www.campbellca.gov/969/ for more information).

APPLICATION TYPES	
APPLICATIONS	**DESCRIPTION**
■ **Tier 2 Wireless Communications Facility Permit**	■ Required for all new *freestanding wireless facilities*, defined as a wireless communications facility that is a self-supported structure and not mounted on or attached to any existing building or structure. This type of wireless facility specifically includes, but is not limited to, faux trees and towers, other than a temporary wireless communications facility.
■ **Tier 1 Wireless Communications Facility Permit.**	■ Required for all new or modified facilities, except new freestanding wireless facilities.

DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline ("MGO"). **All applications for a development permit must be electronically submitted through the MGO system**, accessible at http://bit.ly/planningmgo. Before you submit an application for the first time, you must create a user account. For more information, please visit the City's Application Center at http://bit.ly/campbellappcenter. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Planning Division at (408) 866-2140 or planning@campbellca.gov.

DIGITAL SUBMISSION REQUIRED Continued

If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

PLANNING REVIEW PROCESS

All development applications submitted to the Planning Division undergo a technical review for "completeness" by the City's Development Review Committee (DRC), pursuant to the California Permit Streamlining Act. Within 30 calendar days of an application being "received" (meaning all required materials have been submitted and all fees have been paid) the City will issue a written notice through the MGO system specifying if the application is "complete" or "incomplete" requiring revisions and/or submittal of additional materials. Generally, most applications will take two or more rounds of review to be found "complete."

Once an application is deemed "complete" it may be considered by the appropriate decision-making body. Applications for a Conditional Use Permit (or Modification) are considered by the Planning Commission in a public hearing. However, applications for an Administrative Site and Architectural Review Permit or Zoning Clearance are considered by the Community Development Director without a public hearing.

WIRELESS FACILITY DESIGN REQUIREMENTS

Construction or modification of a wireless telecommunications facility is subject to the design standards provided in the City's *Wireless Facility Design Requirements* (see https://bit.ly/campbellwireless).

REQUIRED APPLICATION MATERIALS

Unless specifically excluded by a staff planner in writing, the following Application Materials, as specified in the table, below, are required for a development application to be deemed "complete" under the California Permit Streamlining Act. Upon submittal to the MGO system, a staff planner will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS
	Project Plan Sheets *(provide as a single document)*
1.	**Coversheet** ■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map; ■ Project data table including lot size, building heights, and building setbacks (all sides and all floors); ■ Wireless data table indicating, facility height, facility width, facility setbacks, and number of antennas, RRUs, and ground-mounted cabinets, and other major facility components; ■ Reserved area for City date and approval stamps (two 2"x 3" boxes). ■ Documentation of applicable fire prevention and suppression features (i.e., fire sprinklers, fire alarms, etc.) as specified by the Santa Clara County Fire District Standards and Templates.
2.	**Site Photography Sheet** providing six (6) labeled photographs of the project site taken from multiple vantage points, with a key/legend identifying the location where each photograph was taken.
3.	**Existing/Demolition Plan** providing the information required for the 'Site Plan' as noted below, depicting current conditions and existing structures and features to be removed (if applicable).

#	REQUIRED APPLICATION MATERIALS
4.	**Site Plan** ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Recorded easements with the purpose for each easement noted (i.e., PUE), and notation if existing easements are to be vacated; ■ Existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Location, height and materials of all walls and fences; ■ Existing buildings, showing dimensions of each building, setbacks from property lines, and distances between buildings; ■ Existing, proposed, and modified wireless communications facilities, including all existing/proposed ground-mounted equipment; ■ All existing and proposed utility runs and points of contact; ■ Depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities including legal boundaries of the leased, licensed or owned area surrounding the proposed facility and any associated access or utility easements; ■ Existing/proposed landscaping areas, including shrubs, ground cover, and trees including size (DBH) and drip-line.
5.	**Exterior Elevations** ■ Unobscured grayscale or color hardline architectural depictions of all sides of all *proposed* structures and *proposed* transmission equipment, specifically indicating height and width measurements; ■ Unobscured grayscale or color hardline architectural depictions of all sides of all *existing* structures and *existing* transmission equipment, specifically indicating height and width measurements (if applicable); ■ Delineation between existing and proposed buildings and transmission equipment (if applicable) through use of lines, shading, and/or notes; ■ Existing and finished grade (in AMSL benchmarks); and ■ Maximum facility height in both relative values (feet and inches) and elevation benchmark (AMSL); ■ All exterior materials and associated colors with specific manufacture and product number notations consistent with the color/material sheet. **Note**: For proposed collocations or modifications to *towers*, the plans shall include scaled plan views and all four elevations depicting the physical dimensions of the wireless tower as it existed on February 22, 2012, or as approved if constructed after February 22, 2012. For proposed collocations or modifications to *base stations*, the plans shall include scaled plan views and all four elevations depicting the physical dimensions of the base station as it existed on February 22, 2012, or as approved if constructed after February 22, 2012
6.	**Construction/Staging Plan** ■ Location and duration of all associated construction activities; ■ Construction staging areas, equipment storage areas, access routes, temporary fencing, traffic control areas, and any temporary impacts to parking, access, sidewalks, public improvements, or adjacent properties, as applicable.

#	REQUIRED APPLICATION MATERIALS
7.	**Visual Simulations** ■ Scaled visual simulations that show unobstructed before and after construction daytime and clear-weather views from the four most prominent angles, together with a full-color map that shows the location of each view angle; ■ Color and finished material palate for proposed materials juxtaposed against the existing material it seeks to match (if applicable); ■ Photograph of a completed facility of a similar design and setting as the proposed wireless communication facility (if applicable); ■ A visual simulation and scaled project plans, including a site plan and elevation drawings, showing the maximum expansion of the facility which could occur as a result of a future eligible facility (EFR) request pursuant to Section 6409(a) and FCC rules implementing Section 6409 of the Spectrum Act, codified at 47 U.S.C. 1455.
	Additional Items *(provide as separate documents)*
8.	**Purpose Statement** ■ A description of the technical objectives to be achieved; ■ An annotated topographical map that identifies the targeted service area to be benefitted; ■ The estimated number of potentially affected users in the targeted service area; and ■ Full-color signal propagation maps with objective units of signal strength measurement that show the applicant's current service coverage levels from all adjacent sites without the proposed site, predicted service coverage levels from all adjacent sites with the proposed site, and predicted service coverage levels from the proposed site without all adjacent sites.
9.	**Written Statement** ■ Specifies the type of permit being requested (Tier 1 or Tier 2) and indicates whether the application involves a new facility or a collocation; ■ Discloses any applicable shot clock or statutory timeframe for review and decision under federal or State law; ■ Describes the proposed project, including a summary of all facility equipment and components (e.g., antennas, radios, power sources, equipment cabinets, cabling, and support structures); ■ Identifies the facility design approach, including whether the project involves a concealed or stealth design, and describing the specific features of the project that support the design approach; ■ Provides a description of the targeted service area, specifying the linear distance in feet, such as coverage radius, from the project site that the facility is intended to serve; and ■ Provides a justification explaining how the proposed project complies with applicable requirements, or why a limited exception should be granted in accordance with Section 21.34.180 (Limited exception from standards), and why the requested permit should be approved.
10.	**Preliminary Title Report** prepared by a title company registered with the California Department of Insurance. **Note:** The title report must be prepared within the last six months from the date of application submittal.
11.	**Acknowledgement Statement** (attached to this Checklist) that is executed and stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.
12.	**Noise Study**, if the proposed facility (or any portion thereof or equipment thereon) will generate or omit noise, prepared and certified by an engineer for the proposed facility and all associated equipment including, but not limited to, all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators demonstrating compliance with the City's noise regulations. The noise study must also include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines.
13.	**City Authorization Letter**, signed by the City Manager or their designee and accompanied by the license or other agreement authorizing applicant's use of such City-owned property.

#	REQUIRED APPLICATION MATERIALS
14.	**FCC Compliance Statement**, affirming under penalty of perjury, that the proposed installation will be FCC compliant and will not cause members of the general public to be exposed to RF levels that exceed the MPE levels deemed safe by the FCC.
15.	**Radio Frequency Report**, prepared and certified by a professional electrical engineer registered and licensed in the State of California, evidencing that the proposed facility, as well as any collocated facilities, and cumulative conditions will comply with applicable FCC standards and regulations, (including, but not limited to, federal RF exposure standards and exposure limits). Documentation of FCC compliance shall be required for all wireless communications facility permits, including, without limitation, permit modifications.
16.	**Required Licenses or Approvals**, evidencing that the applicant has all current licenses, registrations, and approvals from the FCC, the CPUC, and any other applicable regulatory bodies where such license(s) or registration(s) are necessary to provide wireless communication services utilizing the proposed wireless communication facility
17.	**Structural Analysis**, prepared, signed, and sealed by a California-licensed engineer that assesses whether the proposed wireless communications facility complies with all applicable building codes.
18.	**Alternative Sites Analysis** ■ Provide a list of all alternative locations and support structures that are more preferred pursuant to Section 21.34.120(A) and (B), including reasonably available alternatives within the targeted service area that could potentially meet the project's coverage objectives, either individually or in combination with other sites. For each alternative provide: • A general description of the site and design considered; • A written explanation why the site was not selected, including whether it was technically infeasible, unavailable, or less consistent with Chapter 21.34 than the proposed location and support structure; and • A meaningful comparative analysis supported by technical information and factual justification. **Note:** Multiple alternatives may be grouped and ruled out based on shared characteristics if supported by clear and convincing technical justification. **Exception:** Stealth facilities that fully comply with Chapter 21.34 and do not request a limited exception are not required to provide an alternative site analysis.
19.	**Completed Online Application** submitted through the City's online portal, including all required fields, supporting project information, responses to application questions, and execution of all required acknowledgements, certifications, and declarations.
20.	**Application Fees and Deposits** ■ Payment of all required application fees, when applicable, as set forth in the City's Master Fee Schedule or its successor, or by resolution adopted by the City Council. ■ Fee deposit, if required, to reimburse the City for costs associated with retaining an independent consultant to review technical aspects of the application pursuant to CMC § 21.34.090. **Note:** Payment shall be made in a format accepted by the City Finance Department; if an adopted fee exceeds the maximum permitted by applicable law, the City shall apply the highest fee amount allowed by applicable law.
21.	**Other Permits** ■ Copies of, or valid application numbers documenting submission of, all separate permits required by the City, including building permits, encroachment permits, and any other required City, State, or federal permits or approvals, as applicable. Note: Failure to submit associated permit applications may result in the Wireless Communications Facility Permit application being deemed incomplete.
22.	**Prior Permits**

#	REQUIRED APPLICATION MATERIALS
	■ True and correct copies of all previously issued permits for the existing facility or site, including all required conditions of approval.
23.	**Applicant Response Letter** providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).

PROJECT PLAN PREPARATION REQUIREMENTS

Project Plans submitted for a development application must adhere to the following requirements:

- Be professionally prepared by a licensed architect and/or engineer;
- Be drawn to a standard architectural and/or engineering scale (e.g., ¼" = 1' or 1" = 20');

PROJECT PLAN PREPARATION REQUIREMENTS Continued

- Indicate the name, company, address, phone number, email, and stamp of the plan author(s);
- Specify the date of preparation; document version (deltas); noted and graphical scale; and north arrow (as applicable);
- Be produced in a uniform size (all sheets) of 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;
- Incorporate all the required plan sheets, inclusive of architectural, civil, and landscaping sheets, into a single set of Project Plans; and
- Be natively generated by a CAD application program, rather than printed and scanned.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application Materials must be submitted **electronically** in Adobe PDF (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, numbers, acronyms, special characters (!, @, #, $, %, ^, &, ", ", and *), version numbers or prefix numbers to the file names. Please also ensure that the Project Plans, inclusive of architectural, civil, and landscaping sheets, **are combined into a single PDF file**. All other files should be provided as separate PDF files.

REQUIRED FILE NAMING FORMAT	
Required Material *(one PDF file for each item)*	**Required File Name Format** *(label each file exactly like this)*
■ **Project Plans** (inclusive of architectural, civil, and landscaping sheets)	■ **Project Plans (year-month-day)** *Example*: Project Plans (2020-01-30)
■ **Purpose Statement**	■ **Purpose Statement (year-month-day)**
■ **Written Statement**	■ **Written Statement (year-month-day)**
■ **Preliminary Title Report**	■ **Title Report (year-month-day)**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement (year-month-day)**
■ **Noise Study**	■ **Noise Study (year-month-day)**
■ **City Authorization Letter**	■ **City Authorization Letter (year-month-day)**
■ **FCC Compliance Statement**	■ **FCC Compliance Statement (year-month-day)**
■ **Radio Frequency Report**	■ **RF Report (year-month-day)**
■ **Required Licenses or Approvals**	■ **Licenses (year-month-day)**
■ **Structural Analysis**	■ **Structural Analysis (year-month-day)**
■ **Alternative Sites Analysis**	■ **Alternative Sites Analysis (year-month-day)**
■ **Other Permits**	■ **Other Permits (year-month-day)**

REQUIRED FILE NAMING FORMAT	
Required Material *(one PDF file for each item)*	**Required File Name Format** *(label each file exactly like this)*
■ **Prior Permits**	■ **Prior Permits (year-month-day)**
■ **Alternative Sites Analysis**	■ **Alternative Sites Analysis (year-month-day)**

APPLICATION FEES

Payment of application fees is required for your application to be deemed "received" under the California Permit Streamlining Act (Government Code § 65943 et seq.). Accordingly, review of an application will not begin until payment of all fees has been made and posted to your account. Failure to pay in a timely manner may result in your application being removed from the application queue (rejected), requiring a new application to be submitted. The application fee schedule is available at http://bit.ly/feesplanning. Please note that the City charges a 3.36% processing fee for all credit card transitions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.