Guidelines Determining Design Review Process for
New Telecommunications Facilities Outside the Public Right-of-Way

1. Is the project a DAS (distributed antenna system) or small facility?
   - No
   - Yes

Exempt from Design Review

2. Is the project an Eligible Facilities Request?
   - No
   - Yes

Eligible Facilities Request
- Collocation of new transmission equipment with approved equipment on a tower or base station, or
- Removal of existing transmission equipment, or
- Replacement of existing transmission equipment.

If the site is City owned, City signature is required on the permit application.

3. Does the project exceed any of the FCC standards indicating “substantial change,” as listed below?
   - No
   - Yes

Exempt from Design Review

Design Review Required.

No

Yes

Yes

Yes

Design Review Required.

30 Days
- Planning incompleteness check & notice

10 Days
- Notify applicant if requested info still missing

60 Days
- Approval time (not including tolling)

Determination of ‘substantial change’ to a telecommunication facility

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<th>Existing Tower</th>
<th>Existing Base Station</th>
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| 1 | Height from tower or base station | Increases the tower by:
  a. More than 10%, or
  b. The height of one additional antenna exceeds more than 20 ft, whichever is greater. | Increases the height by more than 10% or more than 10 ft, whichever is greater. |
| 2 | Width protruding from existing tower or edge of base station | Equipment would protrude:
  a. More than 20 ft. or
  b. More than the width of the tower at the level of the equipment, whichever is greater. | Protrudes more than 6 ft. |
| 3 | New equipment cabinets visible from public ROW | a. Installation of new cabinets where none previously exist, or
  b. Ground cabinets that exceed 10% in height or 10% larger in volume than existing, or
  c. Installation of four or more cabinets. | |
| 4 | Deployment or excavation beyond the site | Equipment extends outside the current lease area, owner property, or easement | Equipment extends outside the proximity of the base station or ground equipment |
| 5 | Defeats concealment element of wireless tower or base station. | |
| 6 | Defeats other conditions of existing facility, except those listed above. (Example, fencing, landscaping, access to site, drainage, etc.) | |

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