



SMALL WIRELESS FACILITIES APPLICATION GUIDELINES

The County of Sandoval ("**County**") recognizes that the provision(s) of Wireless Facilities are highly technical and are subject to various federal, state, and local regulations. This application is specifically tailored to Small Wireless Facilities ("**SWF**") as defined by the Federal Communications Commission (FCC) in 47 C.F.R. § 1.6002(I). This SWF application is designed to provide guidance on how to submit wireless application materials in support of new SWF within the County. It is the applicant's responsibility to be aware of and familiar with the requirements in the Sandoval County Code of Ordinances including without limitation to Article III (Wireless Telecommunications Facilities). You may view the Code of Ordinances online at:

https://library.municode.com/nm/sandoval_county/codes/code_of_ordinances

APPOINTMENTS

SWF Applications can be submitted by appointment and in person only.

To schedule an appointment with County staff to submit a SWF application, or to ask questions about submissions, call (505) 867-7628. Appointments are scheduled for morning hours on Mondays and Tuesdays, excluding holidays and County closures.

PAPER COPIES

The Applicant must provide two (2) hard (paper) copy application sets for each application.

SOFT/ELECTRONIC COPIES

Along with the required paper (hard) copies, Applicant must also provide a CD or USB Thumb Drive with a soft/electronic copy of the entirety of its SWF Application Form and all supporting documents.

The soft/electronic SWF Application Form and all supporting documents must be in searchable PDF format. Exhibits must be in separate PDF documents and also be searchable. Each individual PDF document must be properly named to indicate the content of the document. For example: 'Attachment 1 - Photo Simulations'; 'Attachment 14 - RF Report'; 'Attachment 19 - Acoustic Analysis', etc.

BATCHED APPLICATIONS

An applicant is permitted to submit batches of individual applications as described in this section. Each SWF proposal requires its own SWF Application. Applicants may submit one (1) SWF application per appointment, or up to ____ () individual SWF applications per appointment for batched applications. All SWFs in a single batch must be proposed with

substantially the same equipment in the same configuration and on the same type of support structure.

For each Batch:

- Each SWF application should contain its own application fee (i.e., for batched applications, the application fee will be the number of applications multiplied by the application fee for a single application).
- If any SWF application in a batch is incomplete the entire batch shall be deemed incomplete.
- If any SWF application in a batch requires a tolling agreement, the tolling agreement must cover the entire batch.

PRE-SUBMITTAL CONFERENCES

The County strongly encourages, but does not require, applicants to schedule and attend a pre-submittal conference with County staff for all proposed projects. This voluntary pre-submittal conference will not cause the FCC Shot Clock(s) to begin. Rather, it is intended to streamline the review process before a SWF application is filed. To mitigate unnecessary delays due to application incompleteness, applicants are encouraged (but not required) to bring any draft applications or other materials so that County staff may provide informal feedback and guidance about whether such applications or other materials may be incomplete or present other issues. To schedule a voluntary pre-submittal conference, please contact the County on Monday mornings from 8:00am -11:30am.

APPLICATION FEES

Each SWF Application Form must accompany a processing fee deposit of **Five Thousand Sixty Dollars (\$5,060)**. This fee includes a deposit for County services and services by a third-party plan review retained by the County if determined to be needed by the County. Additional fees may be required and must be paid should the costs to process the application exceed the amount of the initial fee deposit.

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APPLICATION CHECKLIST – REQUIRED MATERIALS

For the County to deem complete any permit application for a SWF, the applicant must submit all of the applicable application materials listed in this checklist.

FOR COUNTY STAFF USE:

Check the box if the item/information is included in the application submittal.

- ☐ APPLICATION DEPOSIT
- ☐ SWF SUPPLEMENTAL INFORMATION
- ☐ PROJECT PURPOSE AND TECHNICAL OBJECTIVES
- ☐ PROJECT PLANS
 - ☐ COVER SHEET
 - ☐ SITE SURVEY
 - ☐ SITE DEVELOPMENT PLAN
 - ☐ EQUIPMENT INVENTORY
 - ☐ TRAFFIC CONTROL PLAN
 - ☐ FIBER NETWORK PLAN
- ☐ LETTER OF AUTHORIZATION
 - ☐ COUNTY-OWNED PROPERTY
 - ☐ NON-COUNTY OWNED LIGHT STANDARD
 - ☐ NON-COUNTY OWNED WOOD UTILITY POLE
 - ☐ NEW STRUCTURE IN THE PUBLIC RIGHT OF WAY (“PROW”)
- ☐ SITE PHOTOS AND PHOTO SIMULATIONS
- ☐ ALTERNATIVES ANALYSIS
- ☐ FCC LICENSES
- ☐ FAA FORMS
- ☐ RF COMPLIANCE REPORT
- ☐ ACOUSTIC ANALYSIS
- ☐ STRUCTURAL ANALYSIS
- ☐ PUBLIC NOTICE
- ☐ CERTIFICATES OF INSURANCE
- ☐ COUNTY BUSINESS LICENSE
- ☐ INDEMNIFICATION FORM
- ☐ ENCROACHMENT/CONSTRUCTION PERMIT FORM
- ☐ CERTIFICATION OF ACCURACY AND RELIABILITY

STAFF USE ONLY:

Application No. _____ County Receipt Date: _____

Pole Number (if applicable): _____

Batched Application: ☐ No ☐ Yes: # of Applications in Batch: _____

SWF APPLICATION

Facility Owner: _____ Carrier Name: _____

Facility Address: _____

**If in PROW, provide nearest address*

Applicant Name: _____ Company Name: _____

Applicant Phone Number: _____ Applicant Email: _____

Applicant Address: _____

Contractor Name: _____ Company Name: _____

Contractor Phone Number: _____ Contractor Email: _____

Contractor Address: _____

APPLICATION DEPOSIT

Each SWF Application Form must accompany a processing fee of **Eight Thousand Five Hundred Dollars (\$8,500)**. Additional fees may be required to be paid should the costs to process the application exceed the amount of the initial fees.

*County Encroachment permit fees, and bond amounts if required, will be determined, and required upon approval of the plans.

1. SWF SUPPLEMENTAL INFORMATION

Label this as “**Attachment 1 –SWF Supplemental Information**”.

The applicant must complete and submit the information to support evaluation of whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(l)(1-6). For example: provide evaluation of how the proposed facility qualifies as a SWF relating to the volume of each proposed antenna.

2. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION

Label this as “**Attachment 2 –Project Purpose and Technical Objectives**”.

This section should demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant's network in the area that would be served by the proposed SWF.

A. Project Purpose

Identify and describe the dominant project purpose. The proposed SWF will:

- a. add new wireless service coverage to an area in which the Carrier does not currently provide any personal wireless service coverage;
- b. add new wireless service capacity to an area in which the Carrier currently provides personal wireless service coverage.

If the project has a different dominant purpose from the options described above, please provide such purpose in full detail.

B. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed SWF to achieve and the factual reasons why the proposed location, centerline height and equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- a. a street-level map that shows the general geographic area of the service area(s) to be improved through the proposed wireless facility (the "**Service Area**");
- b. full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSRP (or other relevant signal level or quality indicator) and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps;
- c. a written narrative that describes the uses (commercial, residential, primary thoroughfare, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed;
- d. a statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).

3. PROJECT PLANS

Label this as “**Attachment 3 –Project Plans**”.

Provide two full-sized and seven 11"x17" project plans with digital files in portable document format (PDF) that contain all the following. Dimensions must be shown in decimal feet and volumes must be shown in decimal cubic feet.

A. Cover Sheet

- a. Contain detailed project description that specifies the proposed installation and/or modifications;
- b. Contain site information that includes the site address, pole number (if applicable), assessor's parcel number (if applicable), site latitude and longitude, project team contact information, location map, equipment inventory; work to be performed, etc.;

B. Site Survey

- a. Be prepared, wet signed and wet stamped by a New Mexico Registered Civil Engineer or Licensed Surveyor;
- b. Include the North Arrow, date, scale and legend on each plan page;
- c. Depict all work areas in connection with the small wireless facility, including without limitation to all utility vaults and cabinets;
- d. Include sidewalk measurements (in feet) to demonstrate full compliance of Americans with Disability Act (“**ADA**”) regulations (projects that do not demonstrate full compliance with all ADA requirements will be denied);
- e. Depict all surrounding existing pedestrian ramps, posts, pedestals, traffic signals, sidewalk widths, fire hydrants, transit shelters, kiosks, ramps, driveways, curbs, and all other existing features in the PROW;
- f. Depict all adjacent property lines, right of ways limits, traffic lanes, utilities;
- g. Depict planters, vegetation, trees, and any other landscaped areas and features;
- h. Depict all above and below-grade utilities, related structures, and encroachments;
- i. Demonstrate that the proposed SWF project will be in full compliance with all building codes, electrical codes, and all other required codes;

C. Site Development Plans

- a. Be prepared, signed and wet stamped by a New Mexico Registered Civil Engineer or Licensed Surveyor;
- b. Include the North Arrow, date, scale and legend on each plan page;
- c. Include all elevations of the proposed SWF;
- d. Include all existing and proposed improvements, structures, equipment, fixtures, concealment elements, and/or facilities with all dimensions, labels and ownership identifications clearly called out;
- e. Depict all electrical, fiber and data backhaul connections (conduits, vaults, handholes, cables, wires, junctions, power meters, meter-less power, etc.);
- f. Depict all proposed antennas, associated equipment, cabinets, pedestals, vaults, concealment elements, conduits, risers and all conditions related to the proposed SWF;
- g. Include all azimuth orientations for all proposed transmitting antennas;

D. Equipment Inventory

- a. Contain cut sheets with all the technical specifications (manufacturer, model number, physical dimensions [height, width, length and weight]) of all the proposed antennas and associated equipment;
- b. Include all dimensions shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft³);

E. Traffic Control Plans

Provide engineered traffic control plans that show the traffic control for the project. The plans must be drawn in accordance with the latest version of the New Mexico Manual on Uniform Traffic Control Devices (MUTCD) by a registered New Mexico civil engineer or traffic engineer. The preparer's wet stamp and wet signature must be shown on the paper sets of plans and must appear in facsimile in the electronic copies of the application.

F. Fiber Network Plan

To the extent that the project requires running new or expanded count fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the deployment, all fiber optic

cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors or other items on the map. The fiber plans should clearly identify all meet-me points and points of connection. Even if the fiber deployment is performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

4. LETTER OF AUTHORIZATION

A. County-Owned Property

Label this as **“Attachment 4- County LOA”**

If the applicant proposes to install a SWF on any structure owned or controlled by the County and/or is located within the public right-of-way, the applicant must submit an executed pole license agreement on a County-prepared form, stating the terms and conditions of the applicant’s use. The applicant is not permitted to change the pole license agreement except as may be indicated on the form. The applicant can obtain the most current pole license agreement form by contacting the County by calling (505) 867-7628.

B. Non-County Owned Light Standards

Label this as **“Attachment 4- Non-County Owned Light Standard LOA”**

If the applicant proposes to install a SWF on a non-County owned light standard, the applicant must submit a letter of authorization from the light standard owner.

C. Joint Utility Poles

Label this as **“Attachment 4- PNM Joint Utility Poles**

If the applicant proposes to install a SWF on a non-County owned wood utility pole the applicant must submit an approval from PNM to access any PNM-controlled pole, or for non-PNM poles a letter from the pole owner permitting the proposed attachment(s).

D. New Structure in the PROW

Label this as **“Attachment 4- New Structure in PROW LOA N/A”**.

If the applicant proposes to install a SWF on a new (non-existing) structure in the PROW, then the applicant does not need to submit any letter of authorization.

5. SITE PHOTOS AND PHOTO SIMULATIONS

Label this as **“Attachment 5-Site Photos and Photo Simulations”**.

A. Site Photos

- a. Provide base color photos of the proposed site, from three vantage points;
- b. Provide a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location;
- c. The photos must be in a high-resolution format;

B. Photo Simulations

Provide photo simulations that would allow the County to visualize the proposed project as constructed. The photo simulations must be in a high-resolution format and show the proposed facility from reasonable line-of-sight locations that would accurately and reliably reflect the appearance of the proposed facility and/or modifications as-built.

- a. Provide photo simulations using the base photos from the three vantage points offset by about 120 degrees. Each base photo and matching photo simulation must be the same size, and no smaller than 8" x 10" in either landscape or portrait orientation;
- b. Depict the proposed facility accurately and reliably by visually representing all elements (cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment etc.) of the proposed facility and/or modifications as built;

6. ALTERNATIVE ANALYSIS

Label this as “**Attachment 6 – Alternatives Analysis**”.

Provide a detailed written analysis that describes how the proposed SWF complies with all the requirements in the Policy, which includes without limitation the Policy location requirements, and all the alternative locations and designs considered before the applicant submitted this application.

The analysis must include all the following required information and/or materials:

- A. an aerial map that shows the general geographic area of the proposed location annotated to show:
 - a. all existing wireless facilities within the County;
 - b. the search ring used for this particular project;
 - c. all locations for each alternative considered for this particular project;
- B. for each alternative site considered, a detailed written description that includes,

without limitation all the following:

- a. the physical address;
- b. zoning district designation;
- c. support structure type considered;
- d. general design concept and concealment elements/techniques considered;
- e. overall height and achievable antenna centerline height;
- f. the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable or not in accordance with the standards in the Policy.

Note: This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable, or not as consistent with the standards in the Policy. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable, or not in accordance with the standards in the Policy will be deemed non-responsive;

Note: if a less preferred SWF location is proposed, the applicant must present fact-based, reliable evidence to support its selection of the less preferred SWF location. Also, for each alternative site within the search ring, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSSI, RSRP or other relevant signal level or quality indicator with and without the alternative site and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

7. FCC LICENCES

Label this as “**Attachment 7–FCC License Information**”.

If the applicant proposes to operate in FCC-licensed spectrum, provide proof of licenses for all planned operating bands in the applicable geographic market(s). A FCC call sign for the responsible licensee for a license covering the proposed SWF site is sufficient.

8. FAA FORM (If Required)

Label this as “**Attachment 8–FAA Clearance**”.

If the proposed SWF requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq., or under other FCC rules, please provide such documentation.

9. RF COMPLIANCE REPORT

Label this as “**Attachment 9–RF Compliance Report**”.

Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the SWF, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits.

The RF compliance report must include the actual frequency and power levels [in watts effective radiated power (“**ERP**”), not EIRP] for all existing and proposed antennas at the site; Also, the RF Compliance Report should depict:

- the location and orientation (degree azimuths) of all transmitting antennas;
- the boundaries of areas with RF exposures in excess of the uncontrolled/general population guidelines (as that term is defined by the FCC);
- the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC);
- if any area exceeding the FCC’s uncontrolled/general population guidelines covers any pole, light standard, traffic signal, or any other PROW structure regardless of ownership of the structure, clearly identify each such structure.

10. ACOUSTIC ANALYSIS

Label this as “**Attachment 10–Acoustic Analysis**”.

Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the County) that measures all noise-emitting equipment related to the SWF and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must 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.

In lieu of a certified report, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed equipment will not,

both individually and cumulatively, exceed the applicable ambient noise limits. In addition, describe whether the equipment will be passively or actively cooled if any equipment will be enclosed in a shroud, cabinet, pedestal, or other enclosure.

11. STRUCTURAL ANALYSIS

Label this as “**Attachment 11–Structural Analysis**”.

Provide a report prepared and certified by a New Mexico engineer (or other qualified personnel acceptable to the County) that evaluates whether the underlying pole or support structure has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, and any safety and construction standards required by the utility.

12. CERTIFICATES OF INSURANCE

Label this as “**Attachment 12-Certificates of Insurance**”.

Provide all proof of certificates of insurance.

13. COUNTY BUSINESS LICENSE

Label this as “**Attachment 13-County Business License**”.

Provide proof of County Business License for the applicant, and the Carrier if different from the Applicant.

14. INDEMNIFICATION FORM

Label this as “**Attachment 14-County Indemnification Form**”.

15. ENCROACHMENT/CONSTRUCTION PERMIT FORM

Label this as “**Attachment 15-Encroachment/Construction Form**”.

16. ADDITIONAL INFORMATION

The applicant is encouraged but not required to provide any additional information that it believes will assist the County in processing this application. If no additional information is provided, respond by indicating that no additional information is provided by the applicant.

Label this as “**Attachment 16-Additional Information**”.

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17. CERTIFICATION OF ACCURACY AND RELIABILITY

The undersigned certifies on behalf of itself, the applicant, the Carrier (if not the applicant) and the owner of the property (if the property owner is not the County of Sandoval) that the information provided in response to this application form is true and complete to the best of the undersigned's knowledge, and the information provided here should be relied upon by the County as being accurate and complete when the County evaluates this application.

Signature

Title

Individual Name

Company Name

Date Signed