

**City and County of San Francisco**



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**GENERAL - DIRECTOR'S OFFICE**

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**Public Works Order No: 201970**

**REGULATIONS IMPLEMENTING THE REQUIREMENTS OF SAN FRANCISCO  
PUBLIC WORKS CODE ARTICLE 25 AND REVISING AND SUPERSEDING  
DEPARTMENT OF PUBLIC WORKS ORDER NO. 184,504**

**Section 1. PURPOSE**

- A. Public Works adopted Department of Public Works Order No. 179,406 on June 29, 2011 to implement the requirements of San Francisco Public Works Code Article 25, approved by the Board of Supervisors on January 4, 2011 in Ordinance No. 12-11.
- B. Public Works adopted Department of Public Works Order No. 180,222 on May 1, 2012 to correct, amend, and clarify various aspects of Department of Public Works Order No. 179,406.
- C. On February 3, 2015, the Board of Supervisors adopted Ordinance No. 18-15 amending Article 25. Ordinance No. 18-15 became effective on March 16, 2015.
- D. Public Works adopted Department of Public Works Order No. 183,440 on March 30, 2015 to implement the requirements of Article 25 as amended by Ordinance No. 18-15.
- E. Public Works adopted Department of Public Works Order No. 184,504 on January 29, 2016 to correct, amend, and clarify various aspects of Department of Public Works Order No. 183,440.
- F. On July 30, 2019, the Board of Supervisors adopted Ordinance No. 190-



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19 amending Article 25. Ordinance No. 190-19 became effective on September 9, 2019.

- G. Public Works is adopting this Order for purpose of implementing the requirements of Article 25 as amended by Ordinance No. 190-19. This Order, therefore, supersedes and replaces Order No. 184,504 in its entirety.

## **Section 2. DEFINITIONS**

- A. Use of Defined Terms. Unless the context otherwise specifies or requires, when capitalized the terms defined in this Section shall, for all purposes of this Order, have the meanings specified herein. The defined terms are to be equally applied to both the singular and plural forms of any of the terms defined herein.

- B. Defined Terms.

1. “Adjacent” means:

- (a) On the same side of the street and in front of the building or the next building on either side, when used in connection with a national historic landmark, California landmark, San Francisco Landmark, structure of merit, architecturally significant building, or locally significant building;
- (b) In front of and on the same side of the street, when used in connection with a City park or open space; and
- (c) The Utility Pole on the same side of the street and in front of the address used in the Application, or the next property on either side of the address used in the Application, when used in connection with the street tree requirement contained in Public Works Code § 1506.

2. “Applicable Law” means all applicable federal, state, and City laws, ordinances, codes, rules, regulations, orders, standard plans and specifications, as the same may be amended or adopted from time to time. “Applicable Law” also means the

requirements contained in a Utility Conditions Permit previously issued to an Applicant.

3. "Applicant" means a Person that has applied for a Personal Wireless Service Facility Site Permit or a Modification Permit. Where the Applicant is an agent for a Person that will be a Permittee, the term Applicant shall include Permittee.
4. "Application" means an application for a Personal Wireless Service Facility Site Permit or a Modification Permit.
5. "Base Station" means a Utility Pole or Transmission Equipment enabling the provision of FCC-licensed or authorized wireless communications between user equipment and a communications network that has been installed at a fixed location.
6. "Block Face" means the sidewalk between and including two (2) contiguous curb corners without any intervening street or other roadway, not including alleys.
7. "Business Day" means any Monday through Friday that is not observed as an official holiday by the City.
8. "CEQA" means the California Environmental Quality Act (California Public Resources Code § 21000, et seq.).
9. "City" means the City and County of San Francisco.
10. "Compatibility Standard" means the Planning Protected, Zoning Protected, or Park Protected Compatibility Standard applicable to the proposed location for a Personal Wireless Service Facility as fully described in Public Works Code § 1502.
11. "Complete" when referring to an Application for a Personal Wireless Service Facility Site Permit or a Modification Permit means that the Applicant has provided Public Works with: (a) all of the information required in Section 5 below; and (b) a correct address for each Utility Pole to be used in connection with the proposed Personal Wireless Service Facility.

12. "Conditions" means any additional requirements that a City department reviewing an Application for a Personal Wireless Service Facility Site Permit has determined are necessary for the Application to meet those requirements of Public Works Code Article 25 that are within that department's purview, provided that no such Conditions may include a requirement that an Applicant use a particular technology for a Personal Wireless Service Facility.
13. "Day" means any calendar day. For the purposes hereof, the time in which an act is to be performed shall be computed by excluding the first Day and including the last. For the purposes hereof, if the time in which an act is to be performed falls on Day that is not a Business Day the time for performance shall be extended to the following Business Day.
14. "Director" means the Director of Public Works or his or her designee.
15. "Disfavored Design" means a design for a Personal Wireless Service Facility that is identified in the Objective Standards as disfavored.
16. "Eligible Facilities Request" means a request to modify an Existing Base Station that involves either the: (a) collocation of new Transmission Equipment; (b) removal of Transmission Equipment; or (c) replacement of Transmission Equipment.
17. "Existing Base Station" means a Base Station that contains Transmission Equipment that has been approved by Public Works in a Personal Wireless Service Facility Site Permit. An Existing Base Station shall not include Transmission Equipment consisting of fiber-optic or other communications lines installed on a Utility Pole.
18. "Emergency" means an unforeseen combination of circumstances or the resulting state that calls for immediate action in order to prevent injury to persons or property or to ensure the continuous provision of Personal Wireless Services.

19. "FCC" means the Federal Communications Commission.
20. "Graffiti" means any inscription, word, figure, marking or design that is affixed, marked, scratched, drawn or painted on a Personal Wireless Service Facility, whether permanent or temporary, without the consent of Permittee.
21. "Installation Period" means a time set forth in a Personal Wireless Service Facility Site Permit for Permittee to Substantially Complete Installation of the permitted Personal Wireless Service Facility. Unless a longer period is otherwise stated in the Permit, the Installation Period shall be one (1) year after the issuance of the Permit.
22. "Modification Permit" means a Permit issued by Public Works authorizing the modification of Personal Wireless Service Facility equipment installed on an Existing Base Station or a Utility Pole pursuant to a Personal Wireless Service Facility Site Permit.
23. "Objective Standards" means the standards to determine whether a Proposed Personal Wireless Service Facility meets the applicable Tier A, B, or C Compatibility Standard adopted by the Director of Public Works.
24. "Order" means these Department of Public Works Regulations Implementing the Requirements of San Francisco Public Works Code Article 25 and Revising and Superseding Department of Public Works Order No. 180,222.
25. "Park Protected Location" means a proposed location for a Personal Wireless Service Facility in the Public Rights-of-Way that is Adjacent to a City park or open space.
26. "Permittee" means a Person issued a Personal Wireless Service Facility Site Permit by Public Works under Public Works Code Article 25 and this Order.
27. "Person" means any natural person, corporation, or partnership.
28. "Personal Wireless Service" means commercial mobile services

provided under a license issued by the FCC.

29. "Personal Wireless Service Facility" means antennas and related facilities and equipment used to provide or facilitate the provision of Personal Wireless Service.
30. "Personal Wireless Service Facility Site Permit" or "Permit" means a permit issued under Public Works Code Article 25 and this Order as it has been approved, amended, or renewed by Public Works authorizing the Permittee to install and maintain the equipment included in the Application for a Personal Wireless Service Facility on the Utility Pole(s) identified in the Application.
31. "Planning Protected Location" means any of the proposed locations for a Personal Wireless Service Facility described in Public Works Code § 1502.
32. "Public Health Compliance Standard" means whether: (a) any potential human exposure to radio frequency emissions from a proposed Personal Wireless Service Facility described in an Application is within the FCC guidelines; and (b) noise at any time of the day or night from the proposed Personal Wireless Service Facility described in an Application is not greater than forty-five (45) dBA as measured at a distance three (3) feet from any residential building facade.
33. "Public Rights-of-Way" means the area in, on, upon, above, beneath, within, along, across, under, and over the public streets, sidewalks, roads, lanes, courts, ways, alleys, spaces, and boulevards within the geographic area of the City in which the City now or hereafter holds any property interest, which is dedicated to public use.
34. "Public Works" means City and County of San Francisco Public Works.
35. "Public Works Code" means the S.F. Public Works Code.
36. "Replace" means to remove previously permitted equipment and install new equipment at a permitted Personal Wireless

Service Facility that is identical in size or smaller than the previously permitted equipment.

37. “Start Installation” or “Starting Installation” means the date when Permittee first installs any of the equipment approved in a Permit.
38. “Substantially Change the Physical Dimensions” means to: (a) increase the height of an Existing Base Station by more than ten percent (10%) or more than ten feet (10’), whichever is greater; (b) add an appurtenance to the body of an Existing Base Station that would protrude from the edge of the Existing Base Station by more than six feet (6’); (c) install on an Existing Base Station more than the standard number of new equipment cabinets for the technology involved, or more than four (4) cabinets; (d) install equipment cabinets on the ground if there are no ground cabinets associated with an Existing Base Station; (e) install new ground cabinets that are more than ten percent (10%) larger in height or volume than any ground cabinets associated with an Existing Base Station; (f) excavate or deploy Transmission Equipment outside of the location of an Existing Base Station; or (g) defeat any elements that conceal the Transmission Equipment installed on an Existing Base Station.
39. “Substantially Complete Installation” or “Substantial Completion of Installation” means the earlier of the date when either: (a) Permittee has installed all of the Permittee’s equipment approved in a Permit; or (b) a permitted Personal Wireless Service Facility is being used to provide or facilitate the provision of Personal Wireless Service.
40. “Tier A Compatibility Standard” means that an Applicant for a Personal Wireless Service Facility on a Public Right-of-Way has demonstrated that the proposed Personal Wireless Service Facility would not significantly detract from any of the defining characteristics of the neighborhood.
41. “Tier A Personal Wireless Service Facility” means a Personal Wireless Service Facility where the proposed location for the facility is in an Unprotected Location.
42. “Tier B Compatibility Standard” means that an Applicant for a Personal Wireless Service Facility on a Public Right-of-Way that

is either within or Adjacent to a Planning Protected Location or Zoning Protected Location has demonstrated that the proposed Personal Wireless Service Facility would not significantly detract from any of the defining characteristics of the Planning Protected Location or Zoning Protected Location.

43. "Tier B Personal Wireless Service Facility" means a Personal Wireless Service Facility where the proposed location for the facility is in a Planning Protected Location or Zoning Protected Location.
44. "Tier C Compatibility Standard" means that an Applicant for a Personal Wireless Service Facility on a Public Right-of-Way that is either within or Adjacent to a Park Protected Location has demonstrated that the proposed Personal Wireless Service Facility would not significantly detract from any of the defining characteristics of Park Protected Location.
45. "Tier C Personal Wireless Service Facility" means a Personal Wireless Service Facility where the proposed location for the facility is in a Park Protected Location.
46. "Transmission Equipment" means equipment that facilitates transmission of FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas and other relevant equipment associated with and necessary to their operation, including coaxial or fiber-optic cable, and regular and backup power supply.
47. "UCP" means a Utility Conditions Permit issued by Public Works under S.F. Administrative Code § 11.9(a).
48. "Unprotected Location" means a proposed location for a Personal Wireless Service Facility in the Public Rights-of-Way that is not a Planning Protected Location, a Zoning Protected Location, or a Park Protected Location.
49. "Utility Pole" means a power pole or telephone pole or other similar pole subject to California Public Utilities Code General Order 95, and located within the Public Rights-of-Way.



- 50. “Verified Statement” means a statement that is signed by a Person with knowledge of the contents thereof.
- 51. “Zoning Protected Location” means a proposed location for a Personal Wireless Service Facility in the Public Rights-of-Way that is within a Residential or Neighborhood Commercial zoning district under the San Francisco Planning Code.

### **Section 3. GENERAL REQUIREMENTS FOR PERSONAL WIRELESS SERVICE FACILITY SITE PERMITS**

#### **A. Application Processing.**

- 1. Public Works will process each Application for a Personal Wireless Service Facility Permit separately.
- 2. In accordance with S.F. Campaign and Governmental Conduct Code § 3.400, Public Works shall process all Applications for Personal Wireless Service Facility Site Permits in the order in which they are received.
- 3. There is no limit to the number of Applications for Personal Wireless Service Facility Site Permits that an Applicant may file at any given time. Public Works, however, is not required to begin processing more than ten (10) Applications filed by any single Applicant in any period of five (5) consecutive Business Days. Public Works may include in this limit Applications that have been returned to Public Works following notice that the Application was not Complete.
- 4. Public Works will make a final determination to approve or deny an Application for a Personal Wireless Service Facility Site Permit within 60 (sixty) Days of the Application was submitted; taking into account any applicable tolling periods set forth in Section 6.B below.

#### **B. Completion of CEQA Review Required.**

Public Works shall not issue a Personal Wireless Service Facility Site Permit until the Planning Department has completed its review of the Application under CEQA.

#### **Section 4. COMMUNITY MEETINGS**

Public Works encourages Applicants for Personal Wireless Service Facility Site Permits to meet with local residents, business owners, and neighborhood groups registered with the Planning Department in affected neighborhoods in advance of filing Applications.

## **Section 5. APPLICATION REQUIREMENTS**

An Application for a Personal Wireless Service Facility Site Permit shall not be Complete unless it contains all of the following information.

**A. Application Form.**

Each Applicant for a Personal Wireless Service Facility Site Permit shall submit a completed Application form.

**B. Identification of Equipment.**

1. An Application shall identify all equipment the Applicant intends to install on a Utility Pole.
2. The Application shall not include fiber-optic or coaxial cables attached to Utility Poles other than on the pole the Applicant intends to use for its antenna and equipment cabinets.

**C. Proof of Permission.**

An Application shall contain proof that the Applicant has obtained permission from the Utility Pole owner(s) to install the proposed Personal Wireless Service Facility on any existing Utility Pole, or to replace an existing Utility Pole to accommodate the proposed Personal Wireless Service Facility. Proof that the Applicant is a member in good standing of the Northern California Joint Pole Association will be sufficient for joint Utility Poles.

**D. Proof of Authority to Use the Public Rights-of-Way**

An Application shall contain proof the Applicant has a valid and existing Utility Conditions Permit.

**E. Proof of Compliance with the Public Health Compliance Standard.**

An Application shall contain proof of compliance with the Public Health Compliance Standard as follows:

1. A Verified Statement from a registered engineer to the effect that the Applicant complies with the Public Health Compliance Standard.
2. An Applicant may choose to file only one (1) Verified Statement of compliance with the Public Health Compliance Standard for every type of equipment that the Applicant intends to use with two (2) or more Applications for Personal Wireless Service Facility Site Permits. After Public Works has approved one (1) Application for a Personal Wireless Service Facility Site Permit using a particular type of equipment, when filing any subsequent Applications using the identical equipment the Applicant may file a copy of both the previously filed Verified Statement and the Department of Public Health's approval of that Verified Statement.
3. Notwithstanding the foregoing, if the Department of Public Health has ever imposed any Conditions on the Applicant's use of a particular type of equipment the Applicant shall include such information in the Application.

F. Location Drawing.

An Application shall contain a location drawing of the proposed Personal Wireless Service Facility in a twenty feet (20') to one inch (1") scale (20:1 scale) showing each of the following:

1. Street name;
2. Names of cross streets;
3. Utility Pole to be used;
4. All existing facilities on the Utility Pole; and
5. All proposed facilities on the Utility, Pole;
6. All proposed signage to be placed on the equipment or on the Utility Pole.

G. Photographic Simulations and Photographs.

1. A photographic simulation of the proposed Personal Wireless Service Facility at the proposed location showing views from across and down the street; and
2. A photograph or site drawing in a twenty feet (20') to one inch (1") scale (20:1 scale) showing the location of any existing Personal Wireless Service Facilities in the Public Rights-of-Way that are within a one hundred and fifty foot (150') radius of the proposed Personal Wireless Service Facility.

H. Proof of Meeting Objective Standards

If applicable, an Application shall contain proof that the proposed Personal Wireless Service Facility meets the Objective Standards.

I. Proof of Compliance with Insurance Requirements.

An Application shall contain a certificate of insurance in a form acceptable to the City's Risk Manager showing that the Applicant complies with the requirements of Public Works Code § 1526.

J. Application Fees.

An Application shall include checks for any fees that are payable to each City department that must review the Application. If a City department is entitled to additional fees under Public Work Code § 1527(d), the department shall notify the Applicant at a later date.

K. Historic Preservation Approval.

An Application for a Personal Wireless Service Facility to be installed in any of the following locations: (1) in a S.F. Planning Code Article 10 Landmark District; (2) in front of S.F. Planning Code Article 10 designated landmark; (3) in a S.F. Planning Code Article 11 Conservation District; or (4) in front of a S.F. Planning Code Article 11 designated building, shall include proof that the Applicant obtained design approval from a Historic Preservation Planner at the San Francisco Planning Department.

L. Proper Use of Utility Pole.

An Application shall contain a Verified Statement from a registered engineer stating that the installation of the proposed Personal Wireless Service Facility: (1) would not compromise the structural integrity of the Utility Pole and will be in compliance with any standards imposed by the Northern California Joint Pole Association in its Operations/Routine Handbook, or the pole owner if other than the Northern California Joint Pole Association; and (2) would comply with the California Public Utilities Commission General Order 95 and/or the National Electric Safety Code.

## **Section 6. INITIAL REVIEW OF APPLICATIONS FOR PERSONAL WIRELESS SERVICE FACILITY SITE PERMITS**

### **A. Completeness Review.**

1. Public Works shall first determine whether an Application for a Personal Wireless Service Facility is Complete.
2. Public Works shall endeavor to notify the Applicant within three (3) Business Days of its receipt of an Application whether the Application is Complete, but shall have up to ten (10) Days to issue the notice.
3. If the Application is Complete, Public Works shall process the Application as set forth in this Section.
4. If the Application is not Complete, Public Works shall return the Application along with the statement of what additional information Public Works requires to make the Application Complete. Public Works will not process an Application until the Applicant has returned the Application to Public Works with all of the required information.
5. Public Works may issue additional notices that an Application is not Complete if resubmitted Application does not contain all of the information requested by Public Works. Any additional notices shall be issued within ten (10) Days of receipt of the information required from the Applicant in the prior notice.

### **B. Tolling Period.**

1. Incomplete Application.
  - (a) The timely issuance by Public Works of a notice that an initial Application is not Complete will toll any deadline for issuing a final determination required by federal or State law.
  - (b) The time-period to issue a final determination will restart on the date that Applicant submits all of the missing

information.

- (c) If, after the Applicant has submitted the missing information, Public Works issues any additional notices that the Application is still not Complete, the notice will toll any deadline for issuing a final determination required by federal or State law. Upon receipt of the missing information, the time to issue a final determination will resume from the restart date described in subsection (a) above.

2. Applicant's Agreement. Applicant and Public Works may enter into an agreement to toll any deadline for issuing a final determination that is required by federal or State law.

C. Suspension or Denial of Application for Lack of Compliance.

Public Works may suspend review of or deny a Complete Application for a Personal Wireless Facility Site Permit if Public Works has issued to Applicant a notice of deficiency related to any existing Personal Wireless Service Facility Site Permit, and Applicant has not corrected the deficiency within a reasonable time as required by Public Works under Section 23 below.

D. Department Conditions.

At the same time that Public Works issues a determination that an Application for a Personal Wireless Service Facility Site Permit is Complete, Public Works shall notify Applicant whether it will add any Public Works Conditions to Permit.

E. Referral to Other City Departments.

Immediately following a Public Works determination that the Application is Complete, Public Works shall:

1. Refer the Application to the Department of Public Health for review under the Department of Public Health Compliance Standard.
2. If design of the proposed Personal Wireless Service Facility does not meet the Objective Standards, or is identified as a



Disfavored Design, refer the Application to the Planning and/or Recreation and Park Department for review under the appropriate Compliance Standard.

## **Section 7. PLANNING AND RECREATION AND DEPARTMENT REVIEWS**

### **A. Planning Department.**

1. Public Works shall refer a Complete Application for a Tier A or B Personal Wireless Service Facility Site Permit to the Planning Department for review under the applicable Compatibility Standard only if the proposed Personal Wireless Service Facility Site does not meet the applicable Objective Standards, or is a Disfavored Design.
2. Public Works shall not approve an Application for a Tier A or Tier B Personal Wireless Service Facility Site Permit that has been referred to the Planning Department unless the Planning Department determines that the Application satisfies the applicable Compatibility Standard.

### **B. Recreation and Park Department.**

1. Public Works shall refer a Complete Application for a Tier C Personal Wireless Service Facility Site Permit to the Recreation and Park Department only if the proposed Personal Wireless Service Facility Site does not meet the applicable Objective Standards.
2. Public Works shall not approve an Application for a Tier C Personal Wireless Service Facility Site Permit that has been referred to the Recreation and Park Department unless the Recreation and Park Department determines that the Application satisfies the Tier C Compatibility Standard.

## **Section 9. DEPARTMENT OF PUBLIC HEALTH REVIEW**

### **A. Referral Required.**

After Public Works determines that an Application for a Personal Wireless Service Facility Site Permit is Complete, Public Works shall refer Applicant's Verified Statement concerning compliance with the Public Health Compliance Standard to the

Department of Public Health for review under the Public Health Compliance Standard.

B. Review and Approval Required.

1. The Department of Public Health shall review the Application in the time set forth in Public Works Code § 1507(b).
2. Public Works shall not approve an Application for a Personal Wireless Service Facility unless the Department of Public Health determines that the Application complies with the Public Health Compliance Standard.

C. Conditions.

The Department of Public Health's determination that an Application for a Personal Wireless Service Facility Site Permit complies with the Public Health Compliance Standard may include such Conditions as the Department of Public Health deems appropriate to insure such compliance.

**Section 10. PROCEDURE FOR IMPOSING CONDITIONS OF APPROVAL**

A. Notice of City Department Conditions.

If Public Works or any City department reviewing an Application for a Personal Wireless Service Facility Site Permit imposes any Conditions on its approval of the Application, Public Works shall notify Applicant in writing of the Conditions.

B. Contents of Notice of City Department Conditions.

The notice of City department Conditions shall:

1. State in detail all of the Conditions required for Public Works to approve the Application for a Personal Wireless Service Facility Site Permit;

2. Identify the City department that imposed the Conditions; and
3. State that the Applicant has five (5) Business Days to notify Public Works whether it accepts the Conditions.

C. Acceptance or Rejection of Conditions.

1. If the Applicant timely accepts the Conditions, Public Works may approve the Application.
2. If the Applicant fails to timely object or propose modifications to any City department Conditions, Public Works shall treat the Conditions as rejected and deny the Application.

D. Objections to Conditions.

1. Within five (5) Business Days of receipt of notice that a City department has imposed any Conditions in its approval of an Application for a Personal Wireless Service Facility Site Permit Applicant may send the applicable City department written objections to the Conditions and request that the department modify one or more of those Conditions.
2. At the request of Applicant in writing, Public Works may extend the time for Applicant to determine whether to object to any Conditions and/or propose modifications to its Application.
3. If Public Works accepts the modified Conditions, Public Works will issue a final approval of the Application. Otherwise, Public Works will deny the Application.

## **Section 11. FINAL DETERMINATIONS**

A. Time to Issue.

Public Works will notify Applicant of a final determination to approve or deny the Application within sixty (60) Days of the date that an Application for a Personal Wireless Service Facility Site Permit to Public Works is filed; taking into account any applicable tolling periods set forth in Section 6.B above.

**B. Applicant's Notice that Application Should be Deemed Approved.**

1. If Public Works has not issued a final determination on its Application for a Personal Wireless Service Facility Site Permit within ninety (90) Days (taking into account any applicable tolling periods set forth in Section 6.B above) as required by Government Code § 65964.1, Applicant may notify Public Works in writing that Applicant has determined that the Application should be "deemed approved" as required by State law. In the notice, Applicant shall demonstrate that it has completed all of the tasks required of Applicant up through to the day of the notice.
2. Within five (5) Business Days of receipt of the notice, Public Works will notify Applicant whether or not Public Works agrees that the Application should be deemed approved.
3. Applicant's failure to notify Public Works as set forth above shall mean that its Application will not be "deemed approved" regardless of whether Public Works has issued a final determination within ninety (90) Days after the Application was submitted (taking into account any applicable tolling periods set forth in Section 6.B above) as required by Government Code § 65964.1.
4. Notwithstanding the foregoing, Applicant and Public Works may agree in writing to extend the deadline for issuing a final determination approving or denying an Application for a Personal Wireless Service Facility Site Permit.

**Section 12. PUBLIC NOTICE**

**A. Public Notice of Approval of Permit by Permittee.**

Upon receipt from Public Works of a notice that an Application for a Personal Wireless Service Facility Site Permit has been approved, Permittee shall:

1. Mail notice of the Public Works final determination to approve an Application for a Personal Wireless Service Facility Site Permit and a copy of the Permit to: (a) any Person owning property within three hundred (300) feet of the proposed location of the Personal Wireless Service Facility; (b) any Person who is a tenant in any residential property within three hundred (300) feet of the proposed location of the Personal Wireless Service Facility; and (c) any neighborhood association identified by the Planning

Department for any neighborhood within six hundred (600) feet of the proposed Personal Wireless Service Facility.

2. Post notice of the Public Works final determination to approve an Application for a Personal Wireless Service Facility Site Permit and a copy of the Permit on the Utility Pole to be used for the proposed Personal Wireless Service Facility and on a minimum of four (4) other Utility Poles in conspicuous places within three hundred (300) feet of the approved location for the Personal Wireless Service Facility or, if four (4) Utility Poles are not available within 300 feet, in such other conspicuous places located within 300 feet of the approved Personal Wireless Service Facility.
3. Applicant shall complete such mailing and posting within five (5) Business Days of Applicant's receipt of the Public Works final determination to approve the Application for a Personal Wireless Service Facility Site Permit and issue the Permit.
4. After completing the mailing and posting, Applicant shall provide Public Works with: (a) a list of Persons and groups to whom Applicant mailed a copy of final determination and Permit and the date of the mailing; and (b) all locations where Applicant posted a copy of final determination and Permit and the date of the posting.

B. Contents of Notice.

1. Applicant's notice shall contain all of the information specified in Public Works Code § 1514(a)(2).
2. Applicant's notice shall include a copy of the approved Personal Wireless Service Facility Site Permit.

C. Language Requirement.

1. Applicant shall translate those portions of the notice of final approval required by Public Works into such language(s) that are relevant in the immediate vicinity of Applicant's proposed Personal Wireless Service Facility.
2. A language is relevant if at least twenty (20) percent of the residents in the immediate vicinity of Applicant's Personal Wireless Service Facility speak that language at home. Applicant

can make this determination by reviewing the San Francisco Planning Department's Neighborhoods Socio-Economic Profiles, which can be found at <http://www.sf-planning.org/modules/showdocument.aspx?documentid=8779>

3. If Applicant is unable to make a determination what languages, if any, are applicable, Applicant shall consult with Public Works before issuing the notice of the final determination. Applicant shall translate the notice into any of the languages required by Public Works.

D. Failure to Issue Proper Notice.

Public Works may revoke a Personal Wireless Service Facility Site Permit if Public Works determines that Applicant failed to comply the notice requirements of this Section.

**Section 13. INSTALLATION OF STREET TREES**

A. Installation Procedure.

1. Public Works shall notify the Bureau of Urban Forestry ("Bureau") of the proposed location for the Personal Wireless Service Facility immediately making a determination that the Permit will include a Condition that the Applicant install a street tree.
2. Within five (5) Days after receipt of such notice, the Bureau will work with Permittee and the adjacent property owners to determine whether the proposed location for the Personal Wireless Service Facility is appropriate for a street tree. The Bureau will base its determination on the standards set forth in Department Order No. 178,631, Regulating the Planting, Maintenance, or Removal of Trees and Landscape Material on Public Sidewalk Areas. If so, the Bureau will select the appropriate species and locations for such street trees and landscaping for each of the Preferred Locations.
3. If the Bureau, Permittee, and the adjacent property owners determine that the proposed location for the Personal Wireless Service Facility is appropriate for a street tree, Public Works will include the required tree and location in Personal Wireless

Service Facility Site Permit.

4. Permittee shall complete the installation of any street tree required in a Personal Wireless Service Facility Site Permit within six (6) months of the Applicant's issuance of a notice of Substantial Completion of Installation.
5. Permittee shall notify the Bureau at least seventy-two (72) hours prior to installation of the required street tree and when Permittee has completed the installation of any required street tree.

B. "In-Lieu" Payment into Adopt-A-Tree Fund.

1. If the Bureau, Permittee, and adjacent property owner determine that a street tree is inappropriate at the proposed location for the Applicant's Personal Wireless Service Facility, Public Works shall instead require the Applicant to make an "in-lieu" payment into the "Adopt- A-Tree" fund.
2. An Applicant may elect to forego the collaboration process set forth above and agree to make an "in-lieu" payment into the "Adopt- A-Tree" fund instead.
3. As specified in Public Works Code §§ 802(h) and 807(f), the amount of the "in-lieu" fee shall be \$1,641 per tree, or such adjusted amount authorized under those sections. The "in-lieu" fee shall be payable prior to the issuance of the Personal Wireless Service Facility Site Permit.

C. Bureau of Urban Forestry Fee.

1. In order to process an Application for a Personal Wireless Service Facility Site Permit in those instances where the Planning or Recreation and Park Department has required the installation of a street tree under Public Works Code § 1506, the Bureau must make a number of visits to the proposed location of the Personal Wireless Service Facility to determine: (a) whether the site is appropriate for a street tree; and, (b) if so, to further determine the appropriate species and location for the street tree.

2. Pursuant to Public Works Code § 1527(d), the Director of Public Works has determined it is unusually costly for Public Works to process such Application.
3. For every Application that requires a street tree, the Director of Public Works hereby imposes a processing fee of \$345.
4. Such fee shall be due and payable to the Bureau within 10 (ten) days of Public Works notifying the Applicant that the Planning or Recreation and Park Department has required a street tree.

## **Section 14. INSTALLATION**

### **A. Installation Period and Extension.**

1. Permittee must Start Installation of a Personal Wireless Service Facility authorized by a Personal Wireless Service Facility Site Permit within the Installation Period unless Public Works, on the written request of Permittee, extends the Installation Period.
2. Public Works shall grant a request to extend the Installation Period only if Permittee shows that additional time is needed for reasons directly related to construction requirements. Public Works shall inform Permittee of its decision to grant or deny a request for an extension within five (5) Business Days of the request.
3. Any extension of the Installation Period granted by Public Works may be subject to additional special conditions, including, but not limited to conditions that ensure the timely Start and Substantial Completion of Installation during the extended Installation Period.
4. In no event will Public Works extend the Installation Period for more than one (1) year.

### **B. Starting Installation.**

Permittee shall provide Public Works with a notice of Starting Installation within



five (5) Business Days of Starting Installation of a Personal Wireless Service Facility.

C. Substantial Completion of Installation.

1. Permittee shall Substantially Complete Installation of a Personal Wireless Service Facility within sixty (60) Days of Starting Installation.
2. Permittee shall file with Public Works a notice of Substantial Completion of Installation within five (5) Business Days after Substantial Completion of Installation of a Personal Wireless Service Facility.
3. Permittee shall file with Public Works a Verified Statement from a registered engineer that the permitted and installed Personal Wireless Service Facility complies with the Public Health Compliance Standard within thirty (30) Business Days after Substantial Completion of Installation of a Personal Wireless Service Facility.
4. Prior to the Substantial Completion of Installation of a Personal Wireless Service Facility, Public Works may request that a Permittee provide photographs of the nearly completed Personal Wireless Service Facility in order enable the City to determine in advance of the inspection whether the Permittee has complied with the requirements of the Personal Wireless Service Facility Site Permit.

D. Failure to Timely Start and/or Substantially Complete Installation.

If Permittee fails to timely Start Installation within the Installation Period, or Substantially Complete Installation as required by this Section, Public Works may revoke the previously issued Personal Wireless Service Facility Site Permit.

**Section 15. CONSTRUCTION REQUIREMENTS**

A. Compliance with Permit.

Permittee's construction of a Personal Wireless Service Facility shall fully comply with Permittee's Personal Wireless Service Facility Site Permit, including any Conditions contained therein.

B. Other Permits and Authorizations.

Permittee shall obtain all other permits and authorizations from Public Works or third parties that may be required prior to any construction, maintenance, repair, replacement, or modification of any Personal Wireless Service Facility. This shall include a temporary occupancy permit.

C. Department of Parking and Traffic.

Permittee shall contact the Department of Parking and Traffic for traffic requirements prior to beginning construction/installation.

D. Traffic Regulations.

Permittee shall conduct its construction/installation operations in accordance with the requirements of Article 11 of the S.F. Traffic Code.

E. Damage to Existing Facilities.

Permittee shall be solely responsible for any damage to existing facilities caused by Permittee's construction/installation activities.

F. Damage to the Public Rights-of-Way.

Permittee shall be solely responsible for any damage to the Public Rights-of-Way caused by Permittee's construction/installation activities.

G. City Signage.

Permittee shall be solely responsible for ensuring that any City signage removed from a Utility Pole during installation of a Personal Wireless Service Facility is replaced in the same location, unless Permittee obtains permission in writing from

the City department responsible for installing and maintaining the sign to remove or relocate the sign.

H. Permit Posting.

Permittee shall post a copy of the first page of the issued Personal Wireless Service Facility Site Permit on the pole during construction and inspection. Permittee shall remove the Permit after final inspection has been completed.

**Section 16. INSPECTION**

A. Time for Inspection.

1. Public Works shall inspect a permitted and installed Personal Wireless Service Facility within five (5) Business Days after receipt of notice of Substantial Completion of Installation required under Section 16 above.
2. Along with the notice, Permittee shall include photographs of the installed Personal Wireless Service Facility.

B. Requirements of Inspection.

Public Works shall inspect an installed Personal Wireless Service Facility to determine whether:

1. The installation is in accordance with the requirements of the Personal Wireless Service Facility Site Permit, including any Conditions imposed by any City department and accepted by Permittee.
2. The permitted Personal Wireless Service Facility complies with the Public Health Compliance Standard.
3. The Permittee has replaced any City signage that was removed from a Utility Pole during installation of a Personal Wireless Service Facility.

C. Notice of Deficiency.

Public Works shall issue a notice of deficiency if Public Works determines after an inspection that an installed Personal Wireless Service Facility is not in compliance with a Personal Wireless Service Facility Site Permit, including any Conditions imposed by any City department and accepted by Permittee, the Public Health Compliance Standard, or any of the requirements of this Order.

**Section 17. TERM, EXPIRATION, AND RENEWAL**

A. Applicability of Term Provisions.

The term provisions contained in Public Works Code § 1519 and this Section shall apply to all Personal Wireless Service Facility Site Permits issued by Public Works including those issued under Section 11.9(b) of the Administrative Code (now repealed).

B. Applicability of Renewal Provisions.

The renewal provisions contained in Public Works Code § 1520 and this Section shall apply to all Personal Wireless Service Facility Site Permits issued by Public Works, including those issued under Section 11.9(b) of the Administrative Code (now repealed).

C. Notice of Expiration of Permit.

Public Works may notify a Permittee one (1) year prior to the expiration date that the Permittee's Personal Wireless Service Facility Site Permit will expire. The failure to issue the timely notice shall not affect or extend the expiration date.

**Section 18. RENEWAL PROCEDURE**

A. Renewal.

1. Permittee may renew a Personal Wireless Service Facility Site Permit for a Personal Wireless Service Facility that was not issued a Modification Permit for one (1) additional term of ten (10) years.

2. Permittee seeking to renew a Personal Wireless Service Facility Site Permit shall submit a renewal Application under this section. The Permittee shall submit the renewal Application no later than six (6) months prior to the expiration of the term of the Permit.

B. Renewal Application.

An Application to renew a Personal Wireless Service Facility Site Permit shall contain the following:

1. A completed renewal Application form.
2. A Verified Statement from a registered engineer that the operation of the permitted and installed Personal Wireless Service Facility complies with the Public Health Compliance Standard.
3. A statement that the Permit may be renewed because the Permit had not been previously renewed.

C. Completeness and Eligibility Review.

1. Public Works shall first determine whether a renewal Application is Complete and eligible for renewal.
2. Public Works shall notify the Applicant within three (3) Business Days whether the renewal Application is both Complete and eligible for renewal.
3. If the renewal Application is Complete and eligible for renewal, Public Works shall process the Application as set forth below.
4. If the renewal Application is not Complete, Public Works shall return the Application along with a statement of what additional information Public Works requires to make the Application

Complete.

5. If the renewal Application is not eligible for renewal, Public Works shall deny the Application.

D. Effect of Renewal Application.

A timely filed renewal Application will extend the term of a Permit until Public Works either denies or approves the renewal Application.

E. Approval or Denial of Renewal Application.

Public Works shall refer a renewal Application that is eligible for renewal to the Department of Public Health. Public Works shall issue a final determination approving or denying a renewal Application within three (3) Business Days of receipt of a determination from the Department of Public Health that the installed Personal Wireless Service Facility complies or does not comply with the Public Health Compliance Standard and Applicable Law related to human exposure to radio frequency emissions.

F. Suspension or Denial for Lack of Compliance.

Public Works may suspend review of or deny a renewal Application if Public Works has issued a notice of deficiency to the Applicant related to any existing Personal Wireless Service Facility Site Permit, and the Applicant has not corrected the deficiency within a reasonable time as required by Public Works under Section 26 below.

G. No Public Notice of Approval.

Public notice of a Public Works determination to approve a renewal Application is not required.

H. Effect of Approval.

Public Works' approval of a renewal Application shall extend the term of a Personal Wireless Service Facility for ten (10) years from the date of the expiration of

the original Permit term.

I. Denial or Failure to Renew Application.

1. If Public Works denies a renewal Application, Permittee shall promptly remove the formerly permitted Personal Wireless Service Facility from the Public Rights-of-Way unless the Applicant files an appeal of the denial with the Board of Appeals. In which case, Public Works will stay enforcement of any removal requirement until the Board of Appeals issues a determination on the Applicant's appeal.
2. If Permittee fails to timely file a renewal Application, Public Works will notify Permittee that the Permit has expired and shall require Permittee to remove the formerly permitted Personal Wireless Service Facility from the Public Rights-of-Way within thirty (30) Days from the date of the notice.

J. Permits Not Eligible for Renewal.

1. If a Personal Wireless Service Facility Site Permit is not eligible for renewal, a Permittee must file a new Application for a Personal Wireless Service Facility Site Permit.
2. If the new Application is filed within six (6) months prior to the expiration of the Permit term, the Applicant may continue to maintain the permitted Personal Wireless Service Facility under the existing Permit unless or until there is a final determination denying Permittee's application for a new Personal Wireless Service Facility Site Permit at this location.

**Section 19. REMOVAL OF FACILITIES UPON EXPIRATION OF PERMIT**

A. Removal Required.

Upon the expiration or termination of a Personal Wireless Service Facility Site Permit, Permittee shall at its own expense permanently remove from all permitted Personal Wireless Service Facilities including removing from the Utility Poles all

antennas, cabling, conduits, mounting brackets, wireline or fiber-optic enclosures, informational warning stickers, and decals.

B. Failure to Remove Permitted Equipment.

If Permittee fails to timely remove a Personal Wireless Service Facility after the expiration or termination of a Personal Wireless Service Facility Site Permit Public Works shall take all reasonable, necessary, and appropriate action in accordance with Applicable Law to remedy Permittee's failure to comply and may charge the reasonable costs actually incurred, including but not limited to administrative costs, to Permittee.

**Section 20. REPLACEMENT AND REMOVAL OF EQUIPMENT**

A. When Allowed.

Permittee may Replace or remove equipment used at a permitted Personal Wireless Service Facility without obtaining a Modification Permit.

B. Equipment Replacement and Removal Procedure.

1. A Permittee seeking to Replace or remove equipment installed on a Utility Pole pursuant to a Personal Wireless Service Facility Site Permit where there is no Emergency shall provide Public Works with the information required under this Section at least five (5) Business Days prior to replacing the equipment.
2. A Permittee seeking to Replace or remove equipment installed on a Utility Pole pursuant to a Personal Wireless Service Facility Site Permit on an Emergency basis shall provide Public Works with the information required under this Section within two (2) Business Days of replacing the equipment.

C. Information Required for Replacement Equipment.

When Replacing equipment installed on a permitted Personal Wireless Service Facility a Permittee shall provide Public Works with the following information:



1. The use and size of each piece of equipment the Permittee is seeking to remove from the Utility Pole; and
2. The use and size of each piece of equipment the Permittee is seeking to install on the Utility Pole to Replace existing equipment.

D. Public Works Notification.

1. Public Works shall notify a Permittee within five (5) Business Days of receipt of a request to Replace equipment installed on a Utility Pole whether the request complies with the requirements of Public Works Code § 1521.
2. If Public Works notifies the Permittee that the request does not comply, the Permittee may not Replace the Equipment. In the case of an Emergency replacement, the Permittee must remove the replacement equipment and install new replacement equipment that complies with Public Works Code § 1521.
3. Any Permittee that is denied a request to Replace equipment at a permitted Personal Wireless Service Facility may instead file an Application for a Modification Permit under Public Works Code § 1522.

## **Section 21. MODIFICATION PERMITS**

A. Modification Permit Required.

A Modification Permit is required to replace equipment at a permitted Personal Wireless Service Facility that is not identical in size or smaller than the permitted equipment being removed or to collocate or add new equipment to a permitted Personal Wireless Service Facility.

B. Modification Permit Application.

1. If an Application for a Modification Permit is submitted under Public Works Code § 1522(c)(1), the Applicant shall submit an Eligible Facilities Request.

2. If an Application for a Modification Permit is submitted under Public Works Code §§ 1522(c)(2), 1522(c)(3) or 1522(d) the Applicant shall submit an Application for a Modification Permit.

C. Completeness Review.

1. Public Works shall first determine whether an Application for a Modification Permit is Complete.
2. Public Works shall notify the Applicant within ten (10) Business Days whether the Application for a Modification Permit is Complete.
3. If the Application for a Modification Permit is Complete, Public Works shall process the Application as set forth below.
4. If the Application for a Modification Permit is not Complete, Public Works shall return the Application along with a statement of what additional information Public Works requires to make the Application Complete. Public Works will not process an Application until the Applicant has returned the Application to Public Works with all of the required information.
5. Public Works may issue additional notices that an Application is not Complete if any resubmitted Application does not contain all of the information requested by Public Works. Any additional notices shall be issued within ten (10) Days of receipt of the information required from the Applicant in the prior notice.

D. Tolling.

1. The timely issuance by Public Works of a notice that an Application for a Modification Permit is not Complete shall toll any deadline for issuing a final determination that is required by federal or State law.
2. The time-period shall not restart until after the Applicant has provided Public Works with all of the information required for a Complete Application.

3. This same rule shall apply to an additional notice that an Application for a Modification Permit is not Complete issued by Public Works after an Application has been resubmitted.

E. Referral to Department of Public Health Review.

Public Works may refer an Application for a Modification Permit to the Department of Public Health if Public Works has reason to believe that the proposed modifications to a permitted Personal Wireless Service Facility identified in the Application would result in the modified Personal Wireless Service Facility being out of compliance with the Public Health Compliance Standard.

F. Public Works Approval.

1. Public Works shall approve an Application for a Modification Permit that is an Eligible Facilities Request provided the Applicant has shown that the installation of the modified Transmission Equipment would not Substantially Change the Physical Dimensions of an Existing Base Station.
2. Public Works may approve any of the following types of Applications for Modification Permits if the Permittee complies with the requirements of Public Works Code § 1522(e)(2):
  - (a) The Permittee is seeking to install new Transmission Equipment that would Substantially Change the Physical Dimensions of an Existing Base Station.
  - (b) The Permittee is seeking to modify equipment other than Transmission Equipment.
  - (c) The Permittee is seeking to modify a Personal Wireless Service Facility that is not a Base Station.

G. Time for Public Works Approval.

1. Public Works shall make a final determination whether to approve

or deny an Application for a Modification Permit within ten (10) Business Days of Public Works' determination that the Application is Complete.

2. If the Application for a Modification Permit is an Eligible Facilities Request, and Public Works has not issued a final determination approving or denying an Application for a Modification Permit within sixty (60) Days after the Application was submitted (taking into account any applicable tolling periods set forth in Section 6.B above), Permittee may notify Public Works after the reviewing period has expired that Permittee has deemed the Application granted. Absent such a notice, Permittee may not claim that the Application has been deemed granted.
3. If the Application for a Modification Permit is not an Eligible Facilities Request, Public Works shall issue a final determination approving or denying the Application for a Modification Permit within ninety (90) Days (taking into account any applicable tolling periods set forth in Section 6.B above). If the Applicant determines that Public Works has not issued a final determination within ninety (90) Days after the Modification Permit Application was submitted (taking into account any applicable tolling periods set forth in Section 6.B above), as required by Government Code § 65964.1, Permittee may notify Public Works in writing that the Applicant has determined that the Modification Permit Application should be "deemed approved" as required by State law. Permittee's failure to notify Public Works as set forth above shall mean that its Modification Permit Application will not be "deemed approved" regardless of whether Public Works has issued a final determination within ninety (90) Days after the Modification Permit Application was submitted (taking into account any applicable tolling periods set forth in Section 6.B above) as required by Government Code § 65964.1.
4. Notwithstanding the foregoing, Permittee and Public Works may agree in writing to extend the deadline for issuing a final determination approving or denying a Modification Permit Application.

H. Suspension or Denial for Lack of Compliance.

Public Works may suspend review of or deny an Application for a Modification Permit if Public Works has issued a notice of deficiency to Permittee related to any

existing Personal Wireless Service Facility Site Permit, and Permittee has not corrected the deficiency within a reasonable time as required by Public Works under Section 26 below.

I. Effect of Modification Permit on Permit Term.

1. The issuance of a Modification Permit will not start a new term. The Modification Permit will expire on the same date the Personal Wireless Service Facility Site Permit previously issued to the Permittee for that location expires.
2. Notwithstanding the foregoing, Permittee may submit a renewal Application at the same time as an Application for a Modification Permit.

J. Appeal of Public Works Determination.

A Public Works determination to deny an Application for a Modification Permit may be appealed to the Board of Appeals.

**Section 22. INACTIVE OR ABANDONED PERSONAL WIRELESS SERVICE FACILITIES**

A. Removal of Inactive Facilities

Permittee shall remove from the Public Rights-of-Way any Personal Wireless Services Facilities that have not been used to provide Personal Wireless Service for six (6) continuous months, unless Permittee demonstrates to Public Works that: (i) Permittee's non-use of the permitted Personal Wireless Service Facilities for six (6) months was reasonable under the circumstances; and (ii) Permittee intends to re-activate the permitted Personal Wireless Service Facilities within the next six (6) months.

B. Notice of Abandonment.

1. Public Works shall notify Permittee whenever Public Works has reason to believe that a Personal Wireless Service Facility has been abandoned because it has not been properly maintained or because it has not been used to provide Personal Wireless

Service for six (6) continuous months. A Personal Wireless Service Facility that has been marked with Graffiti has not been properly maintained.

2. The notice shall state that Permittee has sixty (60) Days to remove either the entire abandoned Personal Wireless Service Facility from the Public Rights-of-Way.

C. Response to a Notice of Abandonment.

1. If Permittee disagrees with the notice of abandonment, within sixty (60) Days of receipt of the notice Permittee shall notify Public Works in writing that:
  - (a) The Personal Wireless Service Facility is in good working order;
  - (b) Permittee intends to repair or replace any equipment used for a Personal Wireless Service Facility that has not been properly maintained within thirty (30) Days; or
  - (c) Permittee will remove any Graffiti from the Personal Wireless Service Facility within thirty (30) Days.
2. At the request of Permittee in writing, Public Works may grant Permittee an extension of time to repair or replace the abandoned Personal Wireless Service Facility.

D. Failure to Remove Abandoned Facility.

1. If Permittee fails to remove the abandoned Personal Wireless Service Facility, as required by Public Works, Public Works may remove the facility.
2. Public Works will endeavor to remove the Personal Wireless Service Facility and to return the equipment to Permittee in the same condition as it was at the time of removal. Public Works, however, does not assume any responsibility for any damage to the equipment resulting from Public Works' removal and storage of any abandoned equipment.

3. Public Works may deduct the cost of removing the abandoned Personal Wireless Service Facility from Permittee's deposit required under Public Works Code § 1523 and Section 24 below.

E. Removal of a Personal Wireless Service Facility

In removing an inactive or abandoned Personal Wireless Service Facility from the Public Rights-of-Way, Permittee shall remove from the Utility Pole all antennas, cabling, conduits, mounting brackets, wireline or fiber-optic enclosures, informational warning stickers, decals, and any other related equipment.

**Section 23. NOTICE OF DEFICIENCY**

A. Contents of Notice.

A notice of deficiency issued pursuant to Public Works Code § 1517(b) shall:

1. State the basis for Public Works' determination that a permitted Personal Wireless Service Facility is not in compliance with a Personal Wireless Service Facility Site Permit, Public Works Code Article 25, or this Order;
2. Give Permittee reasonable time to correct the deficiency. If the notice of deficiency concerns a violation of the Public Health Compliance Standard, Public Works may require immediate compliance;
3. State Public Works' remedies if Permittee fails to take corrective action, which may include revocation of the Permit; and
4. Notify Permittee whether Public Works intends to suspend review of or deny other pending Applications for a Personal Wireless Service Facility Site Permits should Permittee fail to timely correct the deficiency.

B. Compliance with Notice of Deficiency.

1. Permittee shall timely comply with a notice of deficiency.
2. If Permittee should fail to timely comply with a notice of deficiency Public Works:
  - (a) Shall take the corrective action set forth in the notice; and
  - (b) May suspend review of or deny Permittee's pending Applications for Personal Wireless Service Facility Site Permits.

#### **Section 24. DEPOSIT**

Permittee's deposit required under Public Works Code § 1523 shall be available to Public Works to secure the faithful performance of the obligations of Permittee under any Personal Wireless Service Facility Site Permit. If Permittee has not made such a deposit, Permittee shall submit and maintain with Public Works a bond, cash deposit, or other security acceptable to Public Works securing the faithful performance of the obligations of Contractor and its agent under any Permit issued under this Order. The deposit shall be in the sum of \$25,000 in favor of the "Public Works, City and County of San Francisco." If the Director has deducted any amounts from such a deposit pursuant to this Order, Permittee must restore the full amount of the deposit prior to Public Works' issuance of a subsequent Permit. Public Works shall return the deposit to Permittee should Permittee cease to operate any Personal Wireless Service Facilities in the Public Rights-of-Way.

#### **Section 25. ADDITIONAL FEES**

- A. Director May Require Additional Permit Fees.
  1. Pursuant to Public Works Code § 1527(d), the Director may require an Applicant for a Personal Wireless Service Facility Site Permit to pay a sum in excess of the normal Permit fees.
  2. Public Works shall not approve an Application for a Personal Wireless Service Facility Site Permit unless Applicant agrees to pay these additional Permit fees when required.



B. Imposition of Additional Permit Fees for Individual Applications.

1. Any City department reviewing an Application for a Personal Wireless Service Facility Site Permit shall determine whether its review of an individual Application will be unusually costly. A City department other than Public Works shall provide Public Works with an estimate of its additional costs along with an explanation of the reasons these additional costs must be incurred.
2. Prior to requiring additional Permit fees, the Director shall notify an Applicant that it will be unusually costly for either Public Works or another City department to review an Application for a Personal Wireless Service Facility Site Permit. The notice shall include an estimate of its additional costs along with an explanation of the reasons these additional costs must be incurred, and shall offer the Applicant the opportunity to withdraw or modify the Application in order to avoid any additional Permit fees.
3. With the consent of the Applicant, the applicable City department may incur these costs and recover them as additional Permit fees.

C. Imposition of Additional Permit Fees for a Class of Permit Applications.

1. The Director may impose additional fees for a class of Applications for Personal Wireless Service Facility Site Permits where the Director has determined that processing such Applications will be unusually costly to process.
2. To impose such additional fees, the Director must issue a Director's order stating the reasons such fees are required and necessary.
3. Once the Director establishes such fees, Public Works shall not approve an Application for a Personal Wireless Service Facility Site Permit unless and until the fee is paid, if applicable.

**Section 26. COSTS FOR TECHNICAL EXPERTS**

A. Pursuant to Public Works Code § 1527(f), any City department may retain the services of an expert in order to evaluate an Application for a Personal Wireless Service Facility Site Permit, and seek reimbursement for the cost of those services from an Applicant.

B. Prior to incurring any reimbursable costs, a City department shall notify Applicant that it requires the services of a technical expert. The notice shall explain in detail the expert services required and offer the Applicant the opportunity to withdraw or modify the Application in order to avoid those costs.

C. If Applicant intends to pursue the Application, the applicable City department shall then work with Applicant to identify Persons with the necessary expertise to provide the required services and to establish a budget for the expert's services.

D. With the consent of Applicant, the applicable City department shall retain the expert to perform the required services.

## **Section 27. PENDING APPLICATIONS FOR PERSONAL WIRELESS SERVICE FACILITY SITE PERMITS**

A. Applications for Permits on Utility Poles.

1. Any Application for a Personal Wireless Service Facility Site Permit to install a Personal Wireless Service Facility on a Utility Pole that was submitted before the effective date of Ordinance No. 190-19 (September 9, 2019), shall be processed pursuant to the procedures approved in Ordinance No. 190-19.
2. Public Works shall issue a Personal Wireless Service Facility Site Permit for any Application for a Personal Wireless Service Facility Site Permit to install a Personal Wireless Service Facility on a Utility Pole for which Public Works has issued a Tentative Approval. Public Works will notify the Applicant and any Person that submitted a protest that the Tentative Approval has been vacated and the Permit will be issued.
3. Any Public Works order scheduling a protest hearing for a Personal Wireless Service Facility Site Permit to install a Personal Wireless Service Facility on a Utility Pole for any date after September 9, 2019 shall be vacated and the item shall be taken off the calendar.

Public Works will notify the Applicant and all protesters that the hearing has been cancelled and the Permit will be issued.

4. Any Permittee that has been issued a Personal Wireless Service Facility Site Permit to install a Personal Wireless Service Facility on a Utility Pole for any Application that was submitted before September 9, 2019 shall follow the final determination noticing procedures set forth in Ordinance No. 190-19 and this Order.

B. Applications for Permits on Streetlight and Transit Poles.

1. Ordinance No. 190-19 repealed the requirement that a telecommunications provider obtain a Personal Wireless Service Facility Site Permit to install a Personal Wireless Service Facility on a Streetlight or Transit Pole.
2. Any Application for a Personal Wireless Service Facility Site Permit to install a Personal Wireless Service Facility on a Streetlight or Transit Pole that was submitted before the effective date of Ordinance No. 190-19 (September 9, 2019), shall not be processed. Public Works will return the Application to the Applicant.
3. Any Tentative Approval of a Personal Wireless Service Facility Site Permit to install a Personal Wireless Service Facility on a Streetlight or Transit Pole that is pending as of September 9, 2019 shall be vacated. Public Works will notify the Applicant and any Person that submitted a protest that the Tentative Approval has been vacated because a Permit is no longer required to install a Personal Wireless Service Facility on a Streetlight or Transit Pole.
4. Any Public Works order scheduling a protest hearing for a Personal Wireless Service Facility Site Permit to install a Personal Wireless Service Facility on a Streetlight or Transit Pole for any date after September 9, 2019 shall be vacated and the item shall be taken off the calendar. Public Works will notify the Applicant and all protesters that the hearing has been cancelled because a Permit is no longer required to install a Personal Wireless Service Facility on a Streetlight or Transit Pole.

## **SECTION 28. PUBLIC WORKS FORMS**

A. Authorized Forms.

Public Works, Applicants for Personal Wireless Service Facility Site Permits or

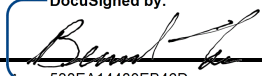
Modification Permits, and Permittees shall use the following forms authorized by this Order and attached hereto as Exhibits:

1. Application for a Personal Wireless Service Facility Site Permit
2. Notice of Completeness/Deficiency of Application
3. Notice of City Department Conditions
4. Notice of Final Determination to Deny Application
5. Notice of Final Determination to Approve Application
6. Notice of Starting Installation
7. Notice of Substantial Completion of Installation
8. Notice of Removal or Replacement of Equipment
9. Renewal Application
10. Eligible Facilities Request
11. Application for a Modification Permit
12. Notice of Completeness/Deficiency Eligible Facilities Request
13. Notice of Completeness/Deficiency of Modification Application
14. Notice of Final Determination to Approve or Deny Renewal Application
15. Notice of Final Determination to Approve or Deny Modification Application (Eligible Facilities Request)
16. Notice of Final Determination to Approve or Deny Modification Application
17. Notice of Suspension of Review of Application
18. Notice of Expiration
19. Agreement to Extend Deadline for Final Determination
20. Public Notice of Final Determination to Approve a Personal Wireless Service Facility Site Permit

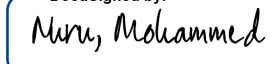
B. Amendments to or New Authorized Forms.

Public Works may amend the authorized forms or prepare and issue new authorized forms as Public Works in its discretion deems necessary.

Approved

X DocuSigned by:  
  
Tse, Bernie 538EA14480EB46D...  
Acting Bureau Manager

X DocuSigned by:  
  
Thomas, John B3944D53BAFD487...  
Deputy Director and City Engineer

X DocuSigned by:  
  
Nuru, Mohammed 81145AB17F474FA...  
Nuru, Mohammed  
Director

## EXHIBIT 1

### APPLICATION FOR A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

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

Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**1. Pole Location (Street Segment/Pole Number [if applicable])**

\_\_\_\_\_

**2. Utility Conditions Permit (check one)**

- ☐ Applicant has a valid Utility Conditions Permit
- ☐ Applicant does not have a valid Utility Conditions Permit

**3. Tier (check one)**

- ☐ Tier A
- ☐ Tier B
- ☐ Tier C

**4. Antenna(s)**

Number of antenna(s) \_\_\_\_\_

Dimensions of antenna(s) \_\_\_\_\_

Make, model and technical specifications: \_\_\_\_\_

## 5. Equipment

### A. Primary Equipment Enclosure Location and Dimensions (if applicable):

---

Make, model and technical specifications for each piece of equipment:

1: \_\_\_\_\_

2: \_\_\_\_\_

### B. Secondary Equipment Enclosure Location and Dimensions (if applicable):

---

Make, model and technical specifications for each piece of equipment:

1: \_\_\_\_\_

2: \_\_\_\_\_

### C. Other Equipment Location and Dimensions (if applicable):

---

Make, model and technical specifications for each piece of equipment:

1: \_\_\_\_\_

2: \_\_\_\_\_

## 6. Compliance with Objective Standards

☐ The proposed Personal Wireless Service Facility meets the Objective Standards.

☐ The proposed Personal Wireless Service Facility does not meet the Objective for the reasons set forth below and should be referred to the Planning Department and or Recreation and Park Department.

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**7. Use of Utility Pole (check one)**

☐ The Applicant is using a utility pole that is a joint pole and is a member in good standing of the Northern California Joint Pole Association.

☐ The pole is solely owned by PG&E and PG&E has approved use of the pole. Proof of P&E' permission is attached.

**8. Public Health Compliance Standard (check one)**

☐ Applicant is using equipment for the first time. Attached is an original verified statement from a registered engineer that: (i) potential human exposure to radio frequency emissions from the proposed Personal Wireless Service Facility is within the FCC guidelines; and (ii) noise at any time of the day or night from the proposed Personal Wireless Service Facility is not greater than forty-five (45) dBA as measured at a distance three (3) feet from any residential building facade.

☐ Applicant is using previously approved equipment. Attached is a copy of both a verified statement from a registered engineer and the Department of Public Health's review of that verified statement that: (i) potential human exposure to radio frequency emissions from the proposed Personal Wireless Service Facility is within the FCC guidelines; and (ii) noise at any time of the day or night from the proposed Personal Wireless Service Facility is not greater than forty-five (45) dBA as measured at a distance three (3) feet from any residential building facade.

**9. Security Deposit (check one)**

☐ Applicant has made the deposit required under Public Works Code § 2.4.40 and DPW Order No.\_\_\_\_\_.

☐ Applicant has not made the deposit required under Public Works Code § 2.4.40 and DPW Order No.\_\_\_\_\_.

**10. Required Documents (check as appropriate)**

☐ Attached is a location drawing of the proposed Personal Wireless Service Facility in twenty feet (20') to one inch (1") scale (20:1 scale) showing each of the following:

- (a) Street name;
- (b) Names of cross streets;
- (c) The utility, transit, or street light pole to be used;
- (d) All existing facilities on the utility, transit, or street light pole (if applicable); and
- (e) All proposed facilities on the utility or street light pole.

☐ Attached are the following documents (check (1) and either (2) or (3)):



☐ (1) A photographic simulation of the proposed Personal Wireless Service Facility at the proposed location; and

☐ (2) A photograph of any existing Personal Wireless Service Facilities located in the public rights-of-way that are within a one hundred and fifty foot (150') radius of the proposed Personal Wireless Service Facility; or

☐ (3) A site drawing in a twenty feet (20') to one inch (1") scale (20:1 scale) showing the location of any existing Personal Wireless Service Facilities located in the public rights-of-way that are within a one hundred and fifty foot (150') radius of the proposed Personal Wireless Service Facility.

☐ Attached is a certificate of insurance in a form acceptable to the City's Risk Manager showing that the Applicant complies with the requirements of Public Works Code § 1526.

☐ Attached is a verified statement from a registered engineer stating that the installation of the proposed Personal Wireless Service Facility: (1) would not compromise the structural integrity of the utility pole and will be in compliance with any standards imposed by the Northern California Joint Pole Association in its Operations/Routine Handbook, or the pole owner if other than the Northern California Joint Pole Association; and (2) would comply with the California Public Utilities Commission General Order 95 and/or the National Electric Safety Code.

#### **11. Certificate of Appropriateness (check one)**

☐ A Certificate of Appropriateness is not required because the proposed Personal Wireless Service Facility is not located in a historic district designated by the Board of Supervisors under Article 10 of the Planning Code.

☐ A Certificate of Appropriateness is required because the proposed Personal Wireless Service Facility is located in a historic district designated by the Board of Supervisors under Article 10 of the Planning Code and has been obtained. A copy of the Certificate of Appropriateness is attached.

☐ A Certificate of Appropriateness is required because the proposed Personal Wireless Service Facility is located in a historic district designated by the Board of Supervisors under Article 10 of the Planning Code Facility and is expected to be obtained by \_\_\_\_\_ (date). A copy of the Certificate of Appropriateness will be provided at that time.

#### **12. Application Fees (check required fees and include appropriate checks)**

- ☐ Department of Public Works application fee (\$450)
- ☐ Department of Public Health application fee (\$181)
- ☐ Planning Department application fee (\$190)
- ☐ Recreation and Park Department application fee (\$125)

**13. In-lieu Tree Payment (optional)**

☐ Applicant will elect to make an “in-lieu” payment into the Adopt-A-Tree fund if there’s no objection from the Departments.

I certify that the information contained in the application is correct.

\_\_\_\_\_  
**(Type Name of Applicant’s Authorized Agent)**

\_\_\_\_\_  
**Date (MM/DD/YY)**

## EXHIBIT 2

# NOTICE OF COMPLETENESS/DEFICIENCY OF APPLICATION FOR PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

[MM/DD/YYYY]

To: [Applicant Name]  
[Applicant Company]  
[Number and Street Address]  
[City, State, Zip Code]

Application No: [XXWR-XXXXX]  
Location: [Number and Street Address]

Public Works has reviewed the above-referenced Application for a Personal Wireless Service Facility Site Permit submitted by [Applicant Name] and has made the following determination:

- ☐ The Application is **Complete**. Public Works will continue to process the Application.
- ☐ The Application is **Incomplete**. Applicant must resubmit the Application to Public Works containing the missing information or documentation identified below:
- ☐ 1. Utility Conditions Permit is missing
  - ☐ 2. Applicant is incorrect that application meets Objective Standards.
  - ☐ 3. The description of antenna(s) and/or equipment is missing or incomplete
  - ☐ 4. Permission to use utility pole is missing
  - ☐ 5. Compliance with Public Health Compliance Standard is missing or incomplete
  - ☐ 6. Location drawings are missing or incomplete
  - ☐ 7. Photo simulations are missing or incomplete
  - ☐ 8. Photographs or site drawings are missing or incomplete
  - ☐ 9. Security deposit is missing
  - ☐ 10. Certificate of insurance is missing or incomplete
  - ☐ 11. Certificate of Appropriateness is missing or incomplete.
  - ☐ 12. Application fees are missing.

Include below a description of any of the missing or incomplete materials:

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Application reviewed by: \_\_\_\_\_  
**(NAME/TITLE)**

## EXHIBIT 3

### NOTICE OF CITY DEPARTMENT CONDITIONS FOR GRANTING APPLICATION FOR A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

[MM/DD/YYYY]

To: **[Applicant Name]**  
**[Applicant Company]**  
**[Number and Street Address]**  
**[City, State, Zip Code]**

Application No: **[XXWR-XXXXX]**  
Applicant: **[Name of Company]**  
Location: **[Number and Street Address]**

The above-referenced Application for a Personal Wireless Service Facility Site Permit is subject to the conditions of approval set forth below ("Conditions"). Applicant has five (5) business days from the date of this notice to accept the Conditions, object to the Conditions, and/or propose modifications to the Application. Public Works will deny the Application if Applicant does not timely accept or object to the Conditions, or propose modifications to the Application.

☐ Public Works Conditions: \_\_\_\_\_

\_\_\_\_\_

☐ Department of Public Health Conditions: \_\_\_\_\_

\_\_\_\_\_

☐ Planning Department Conditions: \_\_\_\_\_

\_\_\_\_\_

☐ Recreation and Park Department Conditions: \_\_\_\_\_

\_\_\_\_\_

Document reviewed by: \_\_\_\_\_

(NAME/TITLE)

## EXHIBIT 4

### NOTICE OF FINAL DETERMINATION TO DENY APPLICATION FOR A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

[MM/DD/YYYY]

To: [Applicant Name]  
[Applicant Company]  
[Number and Street Address]  
[City, State, Zip Code]

Application No: [XXWR-XXXXX]  
Location: [Number and Street Address]

Public Works **DENIES** the above-referenced Application for a Personal Wireless Service Facility Site Permit for the following reason(s):

- ☐ The Application incorrectly states that it meets the Objective Standards.
- ☐ The proposed location is a Disfavored Location and the Planning Department has recommended denial.
- ☐ The Application does not meet the Objective Standards Planning Department has recommended denial.
- ☐ The Application does not meet the Objective Standards Recreation and Park Department has recommended denial.
- ☐ Other reasons:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- ☐ The Applicant refused to accept the following City department conditions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

☐ Public Works has issued to the Applicant certain notices of deficiency related to the following Personal Wireless Service Facility Site Permits, and the Applicant has not corrected the deficiencies in a reasonable time after receiving notice:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Application reviewed by: \_\_\_\_\_  
**(NAME/TITLE)**

## EXHIBIT 5

### NOTICE OF FINAL DETERMINATION TO APPROVE A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

[MM/DD/YYYY]

To: [Applicant Name]  
[Applicant Company]  
[Number and Street Address]  
[City, State, Zip Code]

Permit No.: [XXWR-XXXXX]

Location: [Number and Street Address]

Public Works **Approves** the above-referenced application for a Personal Wireless Services Facility Site Permit.

The permit contains the following conditions (**check if applicable**):

☐ Public Works Conditions: \_\_\_\_\_

\_\_\_\_\_

☐ Department of Public Health Conditions: \_\_\_\_\_

\_\_\_\_\_

☐ Planning Department Conditions: \_\_\_\_\_

\_\_\_\_\_

☐ Recreation and Park Department Conditions: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
(NAME/TITLE)



## EXHIBIT 6

### PERMITTEE LETTERHEAD

#### NOTICE OF STARTING INSTALLATION OF PERSONAL WIRELESS SERVICE FACILITY

[MM/DD/YYYY]

**To: [Contact Person]**

Bureau of Street Use and Mapping  
San Francisco Public Works  
1155 Market Street, 3rd Floor  
San Francisco, CA 94103

**Permit No: [XXWR-XXXXX]**

**Permittee: [Name of Company]**

**Location: [Number and Street Address]**

**[Permittee Name]** certifies that on **[MM/DD/YYYY]** it started installation of the above-referenced Personal Wireless Service Facility.

**[Permittee Name]** expects to complete installation of the Personal Wireless Service Facility Site on **[MM/DD/YYYY]**.

Submitted by: \_\_\_\_\_  
(NAME/TITLE)

## EXHIBIT 7

### PERMITTEE LETTERHEAD

#### NOTICE OF SUBSTANTIAL COMPLETION OF INSTALLATION OF PERSONAL WIRELESS SERVICE FACILITY

[MM/DD/YYYY]

To: **[Contact Person]**

Bureau of Street-Use and Mapping  
San Francisco Public Works  
1155 Market Street, 3rd Floor  
San Francisco, CA 94103

Permit No: **[XXWR-XXXXX]**

Permittee Name: **[Name of Company]**

Location: **[Number and Street Address]**

**[Permittee Name]** certifies that on **[MM/DD/YYYY]** Permittee has substantially completed installation of the above-referenced Personal Wireless Service Facility because (check all that apply):

- ☐ Permittee has installed all of the Permittee's equipment approved in the Permit.
- ☐ The permitted Personal Wireless Service Facility is being used to provide or facilitate the provision of Personal Wireless Service.
- ☐ All City department conditions for obtaining the applicable Personal Wireless Service Facility Site Permit have been satisfied.
- ☐ Attached are as-built drawings and photographs of the substantially completed Personal Wireless Service Facility.

Submitted by: \_\_\_\_\_  
**(NAME/TITLE)**

## EXHIBIT 8

### PERMITTEE LETTERHEAD

#### REQUEST TO REPLACE ANTENNA/EQUIPMENT INSTALLED AT A PERSONAL WIRELESS SERVICE FACILITY

[MM/DD/YYYY]

To: **[Contact Person]**

Bureau of Street Use and Mapping  
San Francisco Public Works  
1155 Market Street, 3rd Floor  
San Francisco, CA 94103

**Permit No:** [XXWR-XXXXX]

**Permittee:** [Name of Company]

**Location:** [Number and Street Address]

[Permittee Name] requests permission to replace the antenna and/or equipment described below that Permittee has installed pursuant to the above-referenced Personal Wireless Service Facility Site Permit.

☐ ANTENNA

DESCRIBE ANTENNA(S) TO BE REPLACED: \_\_\_\_\_

\_\_\_\_\_

DESCRIBE REPLACEMENT ANTENNA(S): \_\_\_\_\_

\_\_\_\_\_

☐ EQUIPMENT

DESCRIBE EQUIPMENT TO BE REPLACED: \_\_\_\_\_

\_\_\_\_\_

DESCRIBE REPLACEMENT EQUIPMENT: \_\_\_\_\_

\_\_\_\_\_

Permittee verifies that the replacement equipment is of substantially the same size, appearance, and power as the permitted equipment being replaced.

Attached hereto is a verified statement from a certified engineer that the replacement equipment complies with the Public Health Compliance Standard.

Submitted by: \_\_\_\_\_  
(NAME/TITLE)

## **PUBLIC WORKS RESPONSE**

☐ The request is approved. Public Works has determined that Permittee's request of to replace the antenna(s) and/or equipment described above and installed under the above-referenced Personal Wireless Service Facility Site Permit complies with Public Works Code § 1521.

☐ The request is denied. Public Works has determined that Permittee's request to replace the antenna(s) and/or equipment described above and installed under the above-referenced Personal Wireless Service Facility Site Permit does not comply with Public Works Code § 1521 for the reason(s) set forth below:

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By: \_\_\_\_\_  
(NAME/TITLE)

## EXHIBIT 9

### APPLICATION TO RENEW A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

Applicant/Permittee: \_\_\_\_\_

Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Permit No.: [XXWR-XXXXX]

Location: [Number and Street Address]

Expiration Date: [MM/DD/YYYY]

#### 1. Pole Location (Street Segment /Pole Number [if applicable])

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#### 2. Eligibility for Renewal (check all that apply)

- ☐ Applicant has not obtained a permit to modify the permitted Personal Wireless Service Facility
- ☐ Applicant has not previously renewed the Personal Wireless Service Facility Site Permit
- ☐ Applicant is submitting this application at least six months before the Personal Wireless Service Facility Site Permit will expire

#### 3. Required Documents

☐ Attached is a verified statement from a registered engineer that: (i) potential human exposure to radio frequency emissions from the permitted Personal Wireless Service Facility is within the FCC guidelines; and (ii) noise at any time of the day or night from the permitted Personal Wireless Service Facility is not greater than forty-five (45) dBA as measured at a distance three (3) feet from any residential building façade.

#### 4. Application Fees (check required fees and include appropriate checks)

- ☐ Department of Public Works renewal application fee (\$225)
- ☐ Department of Public Health renewal application fee (\$181)

I certify that the information contained in the application is correct.

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**Signature of Applicant's Authorized Agent**

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**Date**

## EXHIBIT 10

### ELIGIBLE FACILITIES REQUEST

[MM/DD/YYYY]

Permit No: [XXWR-XXXXX]

Permittee: [Name of Company]

Location: [Number and Street Address]

**1. Base Station: (Check One)**

- ☐ Public Works has already determined that Permittee's Personal Wireless Service Facility is a Base Station.
- ☐ Permittee's Personal Wireless Service Facility is a Base Station because Permittee was a plaintiff in the matter entitled *T-Mobile West LLC v. City and County of San Francisco* and (circle one): (a) the Personal Wireless Service Facility was permitted before November 27, 2014; or (b) the equipment used for the Personal Wireless Service Facility contains equipment that is identical to the equipment used by the Permittee on its Personal Wireless Service Facilities that were permitted on or before November 27, 2014.
- ☐ Permittee's Personal Wireless Service Facility is a Base Station for the following reason(s):

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**2. Transmission Equipment**

- ☐ The equipment to be modified on Permittee's Personal Wireless Service Facility consists of Transmission Equipment.

**3. No Substantial Change to the Physical Dimensions**

- ☐ The proposed modification of Permittee's Personal Wireless Service Facility will not result in a Substantial Change of the Physical Dimensions of the utility pole where the Personal Wireless Service Facility for the following reason(s).

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**4. Equipment to be Removed and/or Replaced (Check All that Apply)**

- ☐ ANTENNA(S)

DESCRIBE THE ANTENNA(S) TO BE REMOVED:

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DESCRIBE THE REPLACEMENT ANTENNA(S):

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☐ **OTHER EQUIPMENT**

DESCRIBE THE SIZE AND USE OF ANY OTHER EQUIPMENT TO BE REMOVED:

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DESCRIBE THE SIZE AND USE OF THE REPLACEMENT EQUIPMENT:

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DESCRIBE THE SIZE AND USE OF ANY NEW EQUIPMENT TO BE ADDED:

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☐ **MODIFICATIONS TO UTILITY POLE**

DESCRIBE ANY REQUIRED MODIFICATIONS TO THE UTILITY POLE:

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**5. Required Documents (Check and Provide Documents)**

☐ Attached is a photograph of the existing Personal Wireless Service Facility

☐ Attached is a location drawing of the proposed modified Personal Wireless Service Facility in twenty feet (20') to one inch (1") scale (20:1 scale) showing each of the following:

- (a) Street name;
- (b) Names of cross streets;
- (c) The utility pole to be used;
- (d) All existing facilities on the utility pole (if applicable); and
- (e) All proposed facilities on the utility pole.

☐ Attached is photographic simulation of the proposed modified Personal Wireless Service Facility at the proposed location.

☐ Attached is a verified statement from a registered engineer that: (i) potential human exposure to radio frequency emissions from the permitted Personal Wireless Service Facility is within the FCC guidelines; and (ii) noise at any time of the day or night from the permitted Personal Wireless Service Facility is not greater than forty-five (45) dBA as measured at a distance three (3) feet from any residential building façade.



☐ Attached is a verified statement from a registered engineer stating that the proposed modification of the existing Personal Wireless Service Facility: (1) would not compromise the structural integrity of the utility pole and will be in compliance with any standards imposed by the Northern California Joint Pole Association in its Operations/Routine Handbook, or the pole owner if other than the Northern California Joint Pole Association; and (2) would comply with the California Public Utilities Commission General Order 95 and/or the National Electric Safety Code.

**6. Application Fees (Check Required Fees and Include Appropriate Checks)**

- ☐ Public Works application fee (\$338)  
☐ Department of Public Health application fee (\$181) (if required)

I certify that the information contained in the application is correct.

\_\_\_\_\_  
**Signature of Permittee's Authorized Agent**

\_\_\_\_\_  
**Date**

## EXHIBIT 11

### APPLICATION FOR A PERMIT TO MODIFY A PERMITTED PERSONAL WIRELESS SERVICE FACILITY

[MM/DD/YYYY]

To: **[Contact Person]**

Bureau of Street Use and Mapping  
San Francisco Public Works  
1155 Market Street, 3rd Floor  
San Francisco, CA 94103

Permit No: [XXWR-XXXXX]

Permittee: [Name of Company]

Location: [Number and Street Address]

**1. Equipment to be Removed and/or Replaced (Check All that Apply)**

☐ **ANTENNA(S)**

DESCRIBE THE ANTENNA(S) TO BE REMOVED:

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DESCRIBE THE REPLACEMENT ANTENNA(S):

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☐ **OTHER EQUIPMENT**

DESCRIBE THE SIZE AND USE OF ANY OTHER EQUIPMENT TO BE REMOVED:

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DESCRIBE THE SIZE AND USE OF THE REPLACEMENT EQUIPMENT:

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DESCRIBE THE SIZE AND USE OF ANY NEW EQUIPMENT TO BE ADDED:

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☐ **MODIFICATIONS TO UTILITY POLE**

DESCRIBE ANY REQUIRED MODIFICATIONS TO THE UTILITY POLE:

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**2. Required Documents (Check and Provide Required Documents)**

- ☐ Attached is a photograph of the existing Personal Wireless Service Facility
- ☐ Attached is a location drawing of the proposed modified Personal Wireless Service Facility in twenty feet (20') to one inch (1") scale (20:1 scale) showing each of the following:
- (a) Street name;
  - (b) Names of cross streets;
  - (c) The utility pole to be used;
  - (d) All existing facilities on the utility light pole (if applicable); and
  - (e) All proposed facilities on the utility light pole.
- ☐ Attached is photographic simulation of the proposed modified Personal Wireless Service Facility at the proposed location.
- ☐ Attached is a verified statement from a registered engineer that: (i) potential human exposure to radio frequency emissions from the modified Personal Wireless Service Facility is within the FCC guidelines; and (ii) noise at any time of the day or night from the permitted Personal Wireless Service Facility is not greater than forty-five (45) dBA as measured at a distance three (3) feet from any residential building façade.
- ☐ Attached is a verified statement from a registered engineer stating that the installation of the proposed Personal Wireless Service Facility: (1) would not compromise the structural integrity of the utility pole and will be in compliance with any standards imposed by the Northern California Joint Pole Association in its Operations/Routine Handbook, or the pole owner if other than the Northern California Joint Pole Association; and (2) would comply with the California Public Utilities Commission General Order 95 and/or the National Electric Safety Code.

**3. Objective Standards (Check One)**

- ☐ The modified Personal Wireless Service Facility meets the Objective Standards.
- ☐ The modified Personal Wireless Service Facility does not meet the Objective Standards.

**4. Application Fees (Check Required Fees and Include Appropriate Checks)**

- ☐ Department of Public Works application fee (\$338)
- ☐ Department of Public Health application fee (\$181) (if required)

I certify that the information contained in the application is correct.

\_\_\_\_\_  
**Signature of Permittee's Authorized Agent**

\_\_\_\_\_  
**Date**

## EXHIBIT 12

### NOTICE OF COMPLETENESS/DEFICIENCY FOR AN ELIGIBLE FACILITIES REQUEST

[MM/DD/YYYY]

To: [Applicant/Permittee Name]  
[Applicant/Permittee Company]  
[Number and Street Address]  
[City, State, Zip Code]

Permit No: [XXWR-XXXXX]

Location: [Number and Street Address]

Public Works has reviewed the Eligible Facilities Request for the above-referenced Personal Wireless Service Facility Site Permit and has made the following determination:

- ☐ The Eligible Facilities Request is **Complete**. Public Works will continue to process the request.
- ☐ The Eligible Facilities Request is **Incomplete** for the following reasons.
- ☐ Proof that the permitted Personal Wireless Service Facility is a Base Station is missing or incomplete (circle one).
  - ☐ Proof that the equipment to be replaced is Transmission Equipment is missing or incomplete (circle one).
  - ☐ Proof that the proposed modifications would not result in a Substantial Change of the Physical Dimensions of the utility pole where the Personal Wireless Service Facility is missing or incomplete (circle one).
  - ☐ Proof that the proposed modified Personal Wireless Service Facility would comply with the Public Health Compliance Standard is missing or incomplete (circle one).
  - ☐ Description of replacement or new antenna(s) and/or equipment is missing or incomplete (circle one).
  - ☐ Description of modification to utility, transit, or street light pole is missing or incomplete (circle one).
  - ☐ Location drawings are missing or incomplete (circle one).
  - ☐ Photo simulations are missing or incomplete (circle one).
  - ☐ The following Application fees are missing: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_

(NAME/TITLE)

## EXHIBIT 13

### NOTICE OF COMPLETENESS/DEFICIENCY FOR AN APPLICATION TO MODIFY A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

[MM/DD/YYYY]

To: [Applicant/Permittee Name]  
[Applicant/Permittee Company]  
[Number and Street Address]  
[City, State, Zip Code]

Permit No: [XXWR-XXXXX]

Location: [Number and Street Address]

Public Works has reviewed the Application for a Permit to Modify the above-referenced Personal Wireless Service Facility Site Permit and has made the following determination:

- ☐ The Application is **Complete**. Public Works will continue to process the Application.
- ☐ The Application is **Incomplete** for the following reasons.
- ☐ Proof that the proposed modified Personal Wireless Service Facility would comply with the Public Health Compliance Standard is missing or incomplete (circle one).
  - ☐ Description of replacement or new antenna(s) and/or equipment is missing or incomplete (circle one).
  - ☐ Description of modification to utility pole is missing or incomplete (circle one).
  - ☐ Location drawings are missing or incomplete (circle one).
  - ☐ Photo simulations are missing or incomplete (circle one).
  - ☐ The following Application fees are missing:\_\_\_\_\_

Application reviewed by:\_\_\_\_\_

**(NAME/TITLE)**

EXHIBIT 14

**NOTICE OF FINAL DETERMINATION TO APPROVE OR DENY  
APPLICATION TO RENEW A PERSONAL WIRELESS SERVICE  
FACILITY SITE PERMIT**

[MM/DD/YYYY]

To: [Permittee/Applicant Name]  
[Permittee/Applicant Company]  
[Number and Street Address]  
[City, State, Zip Code]

Permit No: [XXWR-XXXXX]

Location: [Number and Street Address]

Public Works has reviewed the above-referenced Application to Renew a Personal Wireless Service Facility Site Permit and has made the following determination:

☐ The Application is **APPROVED**.

☐ The Application is **DENIED** for the following reason(s) (**check applicable boxes**):

☐ Public Works has determined that the applicable Personal Wireless Service Facility Site Permit is not eligible for renewal because (circle applicable reason): (a) the permitted Personal Wireless Service Facility was previously modified pursuant to a Modification Permit; and/or (b) the Personal Wireless Service Facility Site Permit was previously renewed.

☐ The Department of Public Health has determined that the proposed Personal Wireless Service Facility does not comply with the Public Health Compliance Standard for the following reason(s): \_\_\_\_\_

☐ Public Works has issued to the Permittee the following notices of deficiency related to the following Personal Wireless Service Facility Site Permits, and the Permittee has not corrected the deficiencies within a reasonable time after receiving notice:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

By: \_\_\_\_\_

(NAME/TITLE)

## EXHIBIT 15

### NOTICE OF FINAL DETERMINATION TO APPROVE OR DENY APPLICATION AN ELIGIBLE FACILITIES REQUEST

[MM/DD/YYYY]

To: [Permittee/Applicant Name]  
[Permittee/Applicant Company]  
[Number and Street Address]  
[City, State, Zip Code]

Permit No: [XXWR-XXXXX]  
Location: [Number and Street Address]

Public Works has reviewed the Eligible Facilities Request submitted for the above-referenced Personal Wireless Service Facility Site Permit has made the following determination:

- ☐ Public Works **APPROVES** the Eligible Facilities Request.
- ☐ Public Works **DENIES** the Eligible Facilities Request for the following reason(s) (check all applicable boxes):
- ☐ The permitted Personal Wireless Service Facility is not a Base Station for the following reason(s):
- \_\_\_\_\_
- \_\_\_\_\_
- ☐ The equipment to be replaced is not Transmission Equipment for the following reason(s):
- \_\_\_\_\_
- \_\_\_\_\_
- ☐ The proposed modification would result in a Substantial Change to the Physical Dimensions of the Utility, Transit, or Street Light Pole where the Personal Wireless Service Facility has been installed for the following reason(s):
- \_\_\_\_\_
- \_\_\_\_\_

- ☐ The proposed modified Personal Wireless Service Facility would not comply with the Public Health Compliance Standard for the following reason(s):

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Application reviewed by: \_\_\_\_\_  
(NAME/TITLE)



EXHIBIT 16

**NOTICE OF FINAL DETERMINATION TO APPROVE OR  
DENY APPLICATION TO MODIFY A PERSONAL WIRELESS  
SERVICE FACILITY**

[MM/DD/YYYY]

To: [Permittee/Applicant Name]  
[Permittee/Applicant Company]  
[Number and Street Address]  
[City, State, Zip Code]

Permit No: [XXWR-XXXXX]  
Location: [Number and Street Address]

Public Works has reviewed the Application to Modify the above-referenced Personal Wireless Service Facility Site and makes the following determination:

☐ Public Works **DENIES** the Application for the following reasons:

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☐ Public Works **APPROVES** the Application without conditions.

☐ Public Works **APPROVES** the Application subject to the conditions of approval set forth below (check all that apply). Permittee/Applicant has five (5) business days from the date of this notice to accept the conditions or Public Works will deny the Application.

☐ Public Works: \_\_\_\_\_

☐ Department of Public Health: \_\_\_\_\_

☐ Planning Department: \_\_\_\_\_

☐ Recreation and Park Department: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_  
(NAME/TITLE)

EXHIBIT 17

**NOTICE OF SUSPENSION OF DEPARTMENT REVIEW OF APPLICATION  
FOR A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT OR  
APPLICATION TO RENEW OR MODIFY A PERSONAL WIRELESS SERVICE  
FACILITY SITE PERMIT**

[MM/DD/YYYY]

To: [Applicant Name]  
[Applicant Company]  
[Number and Street Address]  
[City, State, Zip Code]

Location: [Number and Street Address]  
Permit No: [XXWR-XXXXX] (Renewal/Modification Application Only)

Public Works is suspending its review of the above-referenced **[circle one]**: (1) Application for a Personal Wireless Service Facility Site Permit; or (2) Application to Renew a Personal Wireless Service Facility Site Permit; or (3) Application to Modify a Personal Wireless Service Facility for the following reasons:

☐ Public Works has issued to the Applicant notices of deficiency related to the following Personal Wireless Service Facility Site Permits, and the Applicant has not corrected the deficiencies within a reasonable time after receiving notice:

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By: \_\_\_\_\_  
(NAME/TITLE)

## EXHIBIT 18

### NOTICE EXPIRATION OF PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

[MM/DD/YYYY]

To: [Permittee Name]  
[Permittee Company]  
[Number and Street Address]  
[City, State, Zip Code]

Permit No: [XXWR-XXXXX]

Location: [Number and Street Address]

The above-referenced Application for a Personal Wireless Service Facility Site Permit will expire on [MM/DD/YYYY]. Public Works has determined the Permittee may renew the Personal Wireless Service Facility Site Permit. A renewal application must be submitted no later than six (6) months prior to the expiration date. If Permittee timely submits an application for a new Personal Wireless Service Facility Site Permit Permittee may maintain the permitted Personal Wireless Service Facility unless or until there is a final determination denying Permittee's application for a new Personal Wireless Service Facility Site Permit at this location.

Application reviewed by: \_\_\_\_\_  
(NAME/TITLE)

## EXHIBIT 19

### AGREEMENT TO EXTEND DEADLINE FOR CITY AND COUNTY OF SAN FRANCISCO PUBLIC WORKS TO ACT ON AN APPLICATION FOR A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT

**[Applicant Name]** ("Applicant") has filed with the City and County of San Francisco ("City") Public Works ("Public Works") Application # \_\_\_\_\_ for a Personal Wireless Service Facility Site Permit ("Application").

Provided that: (i) Public Works issues a final determination to grant or deny the Application within 60 days from **[today's date]**; and (ii) the Board of Appeals rules on any timely appeal filed of the Application within 60 days from the Public Works determination, then Applicant and City mutually agree that City will have acted within a "reasonable period of time" under 47 U.S.C. § 332(c)(7)(b)(ii), as that term has been construed by the Federal Communications Commission.

City and County of San Francisco  
Public Works

**[Applicant Name]**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## EXHIBIT 20

# **PUBLIC NOTICE OF FINAL DETERMINATION TO APPROVE A PERSONAL WIRELESS SERVICE FACILITY SITE PERMIT**

Date:

Application No.:

Applicant Name:

Location:

San Francisco Public Works has finally approved the above-referenced Application for a Personal Wireless Service Facility Site Permit in the vicinity of \_\_\_\_\_ submitted by \_\_\_\_\_.

The antenna and other equipment to be installed at this location include: \_\_\_\_\_. A photo-simulation of the approved Personal Wireless Service Facility is attached hereto. A copy of the approved Permit is attached.

Public Works has made a determination that the Application satisfied the applicable requirements of the Public Works Code. The final approval includes the following condition(s):

- 1.
- 2.
- 3.

Within fifteen (15) calendar days of the issuance of this notice, any person may appeal the issuance of this permit to the Board of Appeals. Appeals must be filed in person by either the appellant or the appellant's agent. Generally, the Board of Appeals requires that an appointment be made to file an appeal. For further information regarding the appeal process, or to schedule an appointment, please contact the Board of Appeals in person at 1650 Mission Street, Suite 304 or call 415-575-6880.

An appeal must be based on one or more of the following grounds:

1. The Department of Public Health incorrectly determined that the Application complies with the Public Health Compliance Standard (Public Works Code § 1507(b)).
2. The Application does not meet the applicable Compatibility Standard for the following reason(s) (delete those that do not apply):
  - a. Public Works improperly determined that the Application meet the Objective Standards adopted by Public Works in Public Works Order No. \_\_\_\_\_.
  - b. The Planning Department incorrectly determined that the Application meets the applicable Tier A and/or B Compatibility Standard (Public Works Code § 1509(b)).
  - c. The Department of Recreation & Parks incorrectly determined that the Application meets the Tier C Compatibility Standard (Public Works Code § 1510(b)).

3. The Application does not comply with any other requirement for obtaining a Personal Wireless Service Facility Site Permit.

To obtain additional information concerning the Application and final approval you may contact \_\_\_\_\_. You may also contact San Francisco Public Works at \_\_\_\_\_.

Public Works Wireless Program

## Certificate Of Completion

Envelope Id: 25CE587F1F2A43D386C024743AB193C6

Status: Completed

Subject: Order 201970 - Order No. 201,970: Revised and Superseding Public Works Order 184,504

Source Envelope:

Document Pages: 78

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

DPW DocuSign

AutoNav: Enabled

30 Van Ness Ave. Suite 4400

Enveloped Stamping: Enabled

San Francisco, CA 94102

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

dpw-docusign.service@sfdpw.org

IP Address: 208.121.64.4

## Record Tracking

Status: Original

Holder: DPW DocuSign

Location: DocuSign

10/1/2019 11:40:37 AM

dpw-docusign.service@sfdpw.org

## Signer Events

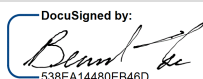
Bernard Tse

Bernie.Tse@sfdpw.org

Public Works

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:  
  
538EA14480EB46D...

Signature Adoption: Drawn on Device  
Using IP Address: 208.121.64.7

## Timestamp

Sent: 10/1/2019 11:40:41 AM

Viewed: 10/3/2019 8:13:23 AM

Signed: 10/8/2019 10:05:00 AM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

John Thomas

John.Thomas@sfdpw.org

Deputy Director

Public Works

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
  
B3944D53BAFD487...

Signature Adoption: Pre-selected Style  
Using IP Address: 208.121.64.7

Sent: 10/8/2019 10:05:03 AM

Viewed: 10/8/2019 10:12:38 AM

Signed: 10/9/2019 4:10:59 PM

## Electronic Record and Signature Disclosure:

Accepted: 9/25/2017 8:51:22 AM

ID: 4e0d5871-b73d-4fc1-9628-bc63968c2df6

Nuru, Mohammed

Mohammed.Nuru@sfdpw.org

Director

Public Works

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
  
81145AB17F474FA...

Signature Adoption: Pre-selected Style  
Using IP Address: 208.121.64.7

Sent: 10/9/2019 4:11:02 PM

Viewed: 10/10/2019 1:01:56 PM

Signed: 10/10/2019 1:02:13 PM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

Carbon Copy Events	Status	Timestamp
Palacios, Leoncio Leoncio.Palacios@sfdpw.org Public Works Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 10/1/2019 11:40:41 AM Viewed: 10/1/2019 11:41:05 AM
Brien, Luwalhati Luwalhati.Brien@sfdpw.org Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 10/8/2019 10:05:04 AM
Slocum, Gregory Gregory.Slocum@sfdpw.org City and County of San Francisco Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 10/9/2019 4:11:02 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/9/2019 4:11:02 PM
Certified Delivered	Security Checked	10/10/2019 1:01:57 PM
Signing Complete	Security Checked	10/10/2019 1:02:13 PM
Completed	Security Checked	10/10/2019 1:02:13 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Public Works (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Public Works:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dannie.tse@sfdpw.org

**To advise Public Works of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at dannie.tse@sfdpw.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Public Works**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to dannie.tse@sfdpw.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Public Works**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to dannie.tse@sfdpw.org and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>•Allow per session cookies</li><li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li></ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Public Works as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Public Works during the course of my relationship with you.