

## **Antenna Installations**

### **I. Policy**

- A. Prior approval is required for all exterior installations on campus property or facilities of any antenna or other device that emits or receives energy in a spectrum regulated by the Federal Communications Commission or Federal Aviation Administration.
- B. Communications Services will facilitate the review of proposed installations with Budget and Planning, Environmental Health and Safety, Facilities Management, and, as appropriate, the Design Review Committee (DRC) and, or a subcommittee designated by the Campus Planning Committee.
  - 1) The review shall consist of determining whether the installation would:
    - a) Comply with Federal Communications Commission and Federal Aviation Administration regulations and codes,
    - b) Be physically compatible with campus facilities,
    - c) Unnecessarily duplicate other antennas, and or
    - d) Create interference with other systems.
  - 2) When the administrative reviewing offices identify special concerns or visual or aesthetic issues, Communications Services will present the proposal and concerns to the Co-Chairs of DRC. The Co-Chairs, generally following these guidelines, shall determine whether the proposal will be an information or action item for the committee's review.
    - a) Typically Whip or Monopole antennas not requiring visible support structures have minimal impacts, and would not be reviewed by DRC.
    - b) Loop, Long Wire, and Ground Plane antennas which are visible from the ground or adjacent buildings may be reviewed by DRC as determined by the Co-Chairs.
    - c) Mast, Tower, and all types of Dish antennas (including Satellite receiving antennas) will be reviewed by DRC, and, as appropriate, a subcommittee designated by the Campus Planning Committee.
- C. Prior to the installation of an approved antenna, Communications Services will facilitate the acquisition of necessary licenses, waivers, or approvals from regulatory agencies. Thereafter, Communications Services will ensure compliance with the licenses and legal requirements.
- D. Revenue derived from an antenna shall be used to fund the costs affiliated with it, such as the acquisition, installation, maintenance, and removal (see section II.A.4.). Revenue

Antenna Installations, Policy 5601

Issued March 31, 2000

Page 2 of 3

earned in excess of these expenses shall be credited to a general campus provision account until allocated for a specific purpose.

- E. The installation of television antennas (VHF/UHF) on campus will not be approved; cable television services on campus render them unnecessary.
- F. Antennas which do not conform to this policy, or which are not in service will be removed when appropriate funding is identified for the removal.

**II. Procedure**

- A. Proposing department or organization
  - 1) Obtains an Antenna Installation Request Form from Communication Services or downloads the Request appended to this policy,
  - 2) Completes and sends the Request Form to Communications Services,
  - 3) Responds to requests for clarification or additional information, and
  - 4) Assumes financial responsibility for all costs associated with the antenna's licenses, installation, maintenance, removal, and repair/patching of the infrastructure to which the antenna was attached.
  - 5) Unaffiliated or commercial entities will also be responsible for obtaining a lease or binding agreement through Business Services for the space supporting the antenna.
- B. Communications Services
  - 1) Receives and reviews the Antenna Installation Request Form,
  - 2) Seeks additional information if needed; provides the requestor with an estimated time-line for the review and keeps the proposing unit informed of the status of the review.
  - 3) Coordinates the request's review with Budget and Planning, Environmental Health and Safety, Facilities Management, and, as appropriate, the Co-Chairs of the Design Review Committee (DRC),
  - 4) As needed, provides staff support to the proposing unit for the committee review process.
  - 5) Notifies the proposing unit that the request has been approved, whether modifications are required, or that the request has been denied.
- C. Co-Chairs, Design Review Committee (DRC)

UC Santa Barbara

Home: Administrative Services/Information Systems and Computing

Antenna Installations, Policy 5601

Issued March 31, 2000

Page 3 of 3

- 1) Place on DRC's agenda, as appropriate, antenna requests with visual or aesthetic impacts,
- 2) Determine whether the request is an information or action item,
- 3) Invite the proposing department to present the antenna request to DRC if the item requires committee action,
- 4) Coordinate the request's review, as appropriate, with the designated subcommittee, and
- 5) Notify Communications Services of the conclusions of the committee(s).