



# City of Vacaville Cell Site Lease Change Request

Date of Request: \_\_\_\_\_

Lessee Name: \_\_\_\_\_ Site ID/BUN: \_\_\_\_\_

Current Tower Description: \_\_\_\_\_  
(type of tower, height, # of antenna, # of dishes, etc.)

Location Address: \_\_\_\_\_

Current Executed Amendment #: \_\_\_\_\_ Are additional amendments in progress: \_\_\_ Yes \_\_\_ No

If yes to additional amendments in progress, explain: \_\_\_\_\_  
(#, date of last communication w/City, reason, etc.)

Requestor Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

**Requesting:**  Antennas \_\_\_\_\_ # New  Emergency Back-up Generator  
 Dishes \_\_\_\_\_ # New  Concrete Pad \_\_\_\_\_ Size (L x W)  
 (Check all that apply to this request)  Sublease Antennas/Dish  Lease Extension/Renewal  
 Increase square feet \_\_\_\_\_ Size (L x W) Include detailed description below

Additional details of request if not addressed fully above (include any new sublease name, terms, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction Drawings Included: \_\_\_ Yes \_\_\_ No If no please explain: \_\_\_\_\_

Current Lease Payment (Amount and date due or paid): \_\_\_\_\_

Please note, the City of Vacaville process requires that all Cell Tower leases and amendments be presented to City Council for approval. The process involves:

1. Draft review by City Attorney office and Lessee
2. Once agreement is reached, the City Attorney office signs the approved copy
3. The lessee signs the same copy the CAO signed
4. The item is presented to Council
5. If approved a fully executed copy and the Council resolution will be sent back within 2 weeks of the Council date as well as a copy to Public Works and Community Development for any permitting purposes.

Return completed form to Erin Berndsen at erin.berndsen@cityofvacaville.com.  
This form is required as the first step in all cell tower lease changes.