

WIRELESS COMMUNICATIONS FACILITY PERMIT

INFORMATION SHEET

A Wireless Communications Facility Permit (WCFP) is required for all proposed facilities that serve as "cell sites" for the purpose of providing wireless communications, excepting such facilities that require a conditional use permit. Per the matrix in Section 2-37.5-3 of the Zoning Code (see Pages 3 and 4), some such wireless installations may require a conditional use permit. Any such installation not requiring a conditional use permit per Section 2-37.5-3 shall require a WCFP.

The requirements of a Wireless Communications Facility Permit pertain to all forms of antenna facilities designed and constructed to receive or transmit radio frequency signals carrying wireless communications including primarily, but not limited to, cell phone service and communications to other wireless devices such as PDA's.

SECTION A - Submittal Requirements

1. City of Irvine Development Case Application form

A completed development case application form shall be submitted.

2. Site Plan

Ten (10) sets of plans including a site plan and elevations shall be submitted. The plans shall accurately depict the proposed wireless facility including any and all proposed structures or existing structures that the facility may be mounted to or on. The plans shall detail the proposed height and setbacks of all structures and equipment proposed as part of the facility including the location and size of all appurtenant equipment cabinetry and underground vaults for associated mechanical devices (i.e. switching or relay equipment, air conditioning units, back up power generators, etc.), if any.

3. WCFP Application Information

- a. Per Section 2-37.5-4 of the Zoning Code, the information listed below is required at the time a Wireless Communication Facility Permit application is submitted to the Community Development Department.
 - 1. A complete development case application.
 - 2. A letter of justification describing the proposed wireless communication facility and explaining how it will satisfy the findings in Section 2-37.5-5.
 - 3. Noticing materials for public meetings and hearings as required to provide public notification pursuant to Section 2-37.5-7.
 - 4. Proof that carrier has not entered into any agreement prohibiting co-location at the proposed site, where co-location is otherwise technically feasible.
 - 5. An accurate map indicating the proposed site and detailing existing wireless communications facility locations owned and operated by the applicant. Applicant shall disclose plans for all planned facility locations for the next 12 months from the date of application submittal.

- 6. If applicable, a description of the communications services, equipment, or facilities that the applicant will offer or make available to the City or other public, educational and governmental institutions.
- 7. Engineering certification demonstrating compliance with all existing RF emissions standards. The technical information submitted must also include technical support/analysis to justify the proposed height of the antenna mount.
- 8. Alternative site analysis, assessing the feasibility of alternative sites, including the potential for colocation, in the vicinity of the proposed site, as deemed necessary by the City. The analysis should include an explanation of why other sites considered were not selected. In the case of proposed sites that are inside or within 150 feet of any Residential District, the alternative site analysis shall specifically include an evaluation of the availability and feasibility of potential alternative sites located on Open Space District lands within the vicinity of the proposed site.
- 9. Alternative configuration analysis, assessing the feasibility of alternative antenna construction configurations both at the proposed site and in the surrounding vicinity which would result in a lower Antenna Class installation (i.e. a more visually acceptable antenna), as deemed necessary by the City. This analysis should include an explanation of why other antenna construction configurations were not selected. (See Section C of this handout for required information/format for this analysis).
- 10. A projection of the wireless carrier's anticipated future Wireless Communications Facility siting needs within the City, which information may be used by the City as part of a master planning effort designed to ensure a more planned, integrated and organized approach to Wireless Communications Facility siting as the remaining areas of the City are built out.
- 11. Other information as may be required by the Director of Community Development.

4. Property Owner Authorization Letter

The property owner must give written authorization for the WCFP application to be filed

5. Permit Submittal fees & Developer Deposit Case Set-up Form

Submittal Deposit

Wireless Communications Facility Permit (WCFP): \$1,500.00

SECTION B – Development Standards

Development standards for all Wireless Communication Facilities, including the applicable general standards, visual impact and screening standards, location and siting standards, and the safety and monitoring standards, are set forth in Chapter 3-8 of the Zoning Code. Land use standards, including zoning designations where wireless communications facilities are permitted, conditional, or prohibited uses are specified in the matrix contained in Section 2-37.5-3 of the Zoning Code, including its associated footnotes.

Review Procedure Matrix (Per Section 2-37.5-3)

	Location of Proposed Cell Site			
	Inside or Within 150 feet of any Residential District h	Inside or Within 150 feet of any Open Space District or Public Park ^c	Non- Residential District Located Within 150 feet to 400 feet of a Residential or Open Space District or Public Park	Non- Residential District Located Beyond 400 feet from Residential or Open Space District or Public Park
Class 1 Antenna d				
Building Mount, Screened	PC	ZA ^b	ZA ^b	WCFP ^a
Class 2 Antenna ^d		h		
Monorock/Monoshrub	PC	ZA ^b	WCFP ^a	WCFP ^a
Class 3 Antenna ^d Pole Mount, Visible (Streetlights/ Traffic Signals/Utility Poles)	PC ^g	ZA ^b	WCFP ^a	WCFP ^a
Class 4 Antenna ^d Co-location	PC ^e	ZA ^b /PC ^e	WCFP ^a /ZA ^b /PC ^e	WCFP ^a /ZA ^b /PC ^e
Class 5 Antenna ^d Cell on Wheels (COW)	Х	ZA ^b	ZA ^b	WCFP ^a
Class 6 Antenna d Pole Mount (Visible Field Lights/Utility Towers)	PC	PC	ZA ^b	WCFP ^a
Class 7 Antenna ^d Flagpole Mount	PC	PC ^f	PC	ZA ^b
Class 8 Antenna d	X	PC	PC	ZA ^b
Building Mount, Visible Class 9 Antenna d	^	r C	r C	<u> </u>
Monopole, Interior Mount (Enclosed Camouflaged Tower)	PC	PC	ZA ^b	ZA ^b
Class 10 Antenna Monopole, Exterior Mount (Monopalms/Monopines)	PC	PC	PC	PC
Class 11 Antenna Non-Camouflaged Monopole	Х	Х	Х	PC

WCFP - Wireless Communication Facility Permit (administrative, staff-level review)

ZA - Minor Conditional Use Permit reviewed by the Zoning Administrator

PC - Major Conditional Use Permit reviewed by the Planning Commission

X – Not Permitted

a. At the discretion of the Director of Community Development, any WCFP application may be forwarded to the Zoning Administrator for review and action.

- b. At the discretion of the Zoning Administrator, any minor conditional use permit for a Wireless Communication Facility may be forwarded to the Planning Commission for review and action.
- c. For any application located within a public park or public trail easement, the Community Services Commission shall review the application in accordance with the Community Services Wireless Communications Policy and make a recommendation on the application prior to any action by the Director of Community Development on a Wireless Communications Facility Permit and prior to any action by the Zoning Administrator or the Planning Commission on a required conditional use permit.
- d. Any application for a Wireless Communications Facility that proposes to exceed the height limit of the applicable zoning district by greater than ten (10) feet shall be elevated to the next level of review. Pursuant to this provision, an application that is otherwise subject to Wireless Communications Facility Permit review standards would become subject to a minor conditional use permit level of review and approval by the Zoning Administrator and an application that is otherwise subject to minor conditional use permit review standards subject to Zoning Administrator approval would become subject to a major conditional use permit level of review and approval by the Planning Commission. Co-located installations may exceed the height limit by up to fifteen (15) feet without requiring elevation to the next level of review, provided that appropriate technical justification to support the added height is submitted as part of the application.
- e. The review procedure for co-located facilities shall be consistent with the applicable review procedure as identified elsewhere in this table depending on the type of installation and classification of antenna being used for the co-location.
- f. Class 7 antennae shall not be permitted on properties either used or zoned residentially.
- g. Except for such installations located on a streetlight, traffic signal, or utility pole located within the right-of-way of any arterial roadway with a designation of primary highway or greater as designated in Figure B-1 of the Circulation Element of the Irvine General Plan. Class 3 antennas proposed in such locations and within 150 feet of a residential district may be processed through the minor conditional use permit process subject to approval by the Zoning Administrator.
- h. The City has a preference for locating Wireless Telecommunications Facilities on feasible open space sites, as opposed to sites within residential areas. For purposes of this section, feasible open space sites are sites located in open space zones that 1) are not encumbered by deed restrictions or other legal impediments that prohibit the installation of Wireless Communications Facilities; 2) are not restricted by operation of a Natural Communities Conservation Plan and/or Habitat Conservation Plan in a manner that prohibits Wireless Communications Facilities; 3) are owned or controlled by an individual or entity that is willing to allow use of the proposed site for a Wireless Communications Facility installation; 4) include existing structures (such as power line towers or reservoirs) upon which Wireless Communications Facilities can be mounted; 5) require no new disruptions (i.e. access roads, retaining walls, etc) that do not primarily serve an open space purpose, and 6) where the proposed Wireless Communications Facilities, including any accessory cabinetry, can be designed, treated, or screened in an aesthetic manner that is in keeping with the surrounding open space.

SECTION C – Requirements for Wireless Communications Facilities Alternatives Analysis

- I. Relevant Background
 - a. Identify/discuss existing network coverage in Irvine
 - b. Identify/discuss existing network deficiencies for the subject site.
 - c. Network goals and objectives for the subject site.
 - d. Identify/discuss factors influencing project design
- II. Explanation of Wireless Technologies
 - a. Types of Antennas
 - i. Antenna overview
 - 1. Antenna type A and mechanical equipment (provide photographs)
 - a. General description of typical deployment
 - b. Advantages of each
 - c. Disadvantages of each
 - 2. Antenna type B and mechanical equipment
 - a. General description of typical deployment
 - b. Advantages of each
 - c. Disadvantages of each
 - 3. Antenna type C and mechanical equipment (provide photographs)
 - a. General description of typical deployment
 - b. Advantages of each
 - c. Disadvantages of each
 - b. How Specific Technology Works
 - i. Signal transmission
 - ii. Handoffs
 - iii. Interference
 - iv. Number of Carriers Accommodated
 - c. Effect of Topography/Improvements on Signal Propagation and Blockage
 - i. Best environment for signal propagation
 - ii. Worst environment for signal propagation
 - iii. Categorize the project area within this range
- III. Site Opportunities and Constraints
 - a. Governmental regulations
 - b. Existing features/conditions
 - c. Discuss options for overcoming these obstacles
- IV. Description of Proposed Project
 - a. Describe proposed network including any camouflaging techniques-
 - b. Explain how/why it is the best solution to the challenges presented
 - i. Advantages of this approach

- ii. Disadvantages of this approach
- V. Alternative Locations to Proposed Project
 - a. How similar signal propagation could be provided using:
 - i. Fewer antennas
 - 1. Advantages of this approach
 - 2. Disadvantages of this approach
 - ii. More antennas
 - 1. Advantages of this approach
 - 2. Disadvantages of this approach

NOTE: The focus here must be on providing approximately equivalent coverage based on signal propagation maps

- VI. Alternative Configurations to Proposed Project
 - a. Class 2 Antenna
 - i. Describe how proposed network/facility could be designed as an antenna of this class given coverage needs
 - b. Class 1 Antenna
 - i. Describe how proposed network/facility could be designed as an antenna of this class given coverage needs
- VII. RF Meets FCC Requirements for Public Safety
 - a. Discussion of FCC's role in setting national RF standards
 - b. City role to review compliance with federal rules
 - c. Demonstration of planned compliance with federal rules
 - d. Emissions from each antenna station or location to be x.xx% of maximum permitted by FCC
- VIII. Conclusion
 - a. Summarize findings
 - b. Identify the preferred alternative based on the preceding analysis



Supplemental Application Form for Wireless Sites

This supplemental application form is designed to elicit required technical information in support of a planned Conditional Use Permit ("CUP") application for a new or modified wireless telecommunications service facility (for convenience only, referred to as "wireless site") within the City of Irvine.

This supplemental application is a mandatory supplemental form for a wireless site Conditional Use Permit (CUP). No application for a new wireless site CUP or for a modification of an existing wireless site shall be considered for determination of completeness until this supplemental application form and required attachments are tendered to the City of Irvine. Once the CUP application accompanied by this required supplemental application form and required attachments are submitted by the applicant, the City's regular process for determining completeness of an application shall apply.

Every page of this form, including this page, must be tendered to the City of Irvine, and each page must be signed or initialed where indicated.

Questions about this form or the required information to be provided should be directed to:

Development Assistance Center at (949) 724-6308

1.00:	Applicant Information
1.01:	Project Address:
1.02:	Project Assessors Parcel Number:
1.03:	Name of Applicant:
1.04:	Applicant is: Owner Owner's representative
1.05:	Applicant's Address Line 1:
1.06:	Applicant's Address Line 2:
1.07:	Applicant's Address Line 3:
1.08:	Applicants Address Line 4:
1.09:	Applicant's Phone number:
1.10:	Applicant's Fax number:
1.11:	Applicant's Email address:
1.12:	Applicant's signature:
	licant is the Owner and the name and contract information above is the same, initial here and proceed to 3.01.
	2.00: Project Owner Information
2.08:	Attach Owner's letter of agency appointing the Applicant as Owner's representative in connection with this application. Designate the letter of agency as "Attachment 2.01".
	Initial here to indicate that Attachment 2.01 is attached hereto, and continue to 3.00.3.00: FCC Licensee Information
3.01:	For each person/legal entity that will be using the wireless site provide the information in Sections 3 and 4. Use extra pages if necessary.
3.02:	Attach a complete copy each FCC license or FCC Construction Permit for the Project site. Designate the license(s)/Construction Permit(s) as "Attachment 3.02". Where radio facilities do not require an FCC license so indicate on Attachment 3.02.
	Initial here to indicate that Attachment 3.02 is attached hereto

3.03:	Name of Licensee:	
3.04:	Licensee's Address Line 1:	
3.05:	Licensee's Address Line 2:	
3.06:	Licensee's Phone number:	
3.07:	Licensee's Fax number:	
3.08:	Licensee's Email address:	
3.09:	Use of facility:	(Check all that apply) Amateur Radio Broadcast Radio Broadcast TV Cellular telephone Enhanced Specialized Mobile Radio Microwave PCS telephone Paging Specialized Mobile Radio Other:
3.10:	Project latitude:	
3.11:	Project longitude:	
3.12:	Specify DATUM used above:	WGS84NAD23NAD83
3.13:		Other:
3.14:	Project maximum height (ft):	
3.15:	Bottom height of lowest antenna (ft):	
3.16:	Government Official's Guide to T Procedures, and Practical Guida or at www.ci.irvine.ca.us/xxxxx	attach the two page "Appendix A" form from "A Local Fransmitting Antenna RF Emission Safety: Rules, nce" (available from websites: www.FCC.gov/oet/rfsafetyx/). Designate the completed two page form as dditional RF safety information may be required by the bliance with FCC OET 65.
	Initial here to indicate th	nat Attachment 3 16 is attached hereto

4.00:	Project Purpose
4.01:	Indicate whether the <u>dominant</u> purpose of the Project is to add additional network capacity, or to provide new radio frequency coverage (select only one).
	Provide new radio frequency coverage Add network capacity
	Other (expansively explain):
5.00:	Build-Out Requirements
5.01:	Do any of radio services identified in 3.10 above require the licensee to provide specific radio frequency/population coverage pursuant to the underlying FCC license? Yes No
5.02:	If the answer to 5.01 is NO proceed to 6.00.
5.03:	If the answer to 5.01 is YES, have all of the FCC build-out requirements as required by al licenses covering the Project been met? Yes No
5.04:	If the answer to 5.03 is NO, state all remaining build out requirements which have yet to be met, and the known or estimated date when the remaining build out requirements will be met. Designate this attachment "Attachment 5.04".
	Initial here to indicate that Attachment 5.04 is attached hereto.
6.00:	Radio Frequency Coverage Maps

6.01: Where a licensee intends to provide radio frequency geographic coverage to a defined area from the Project (including applicants in the cellular, PCS, broadcast, ESMR/SMR categories, and others as requested by the City of Irvine), the coverage maps and information requested in Section 6 are required attachments.

All others proceed to 7.00.

For the coverage maps required here, the following standards apply:

- 1. The size of each submitted map must be no smaller than 11" by 8.5".
- 2. If the FCC rules for the Applicant's radio service define a minimum radio frequency signal level (dB, dBm, dB•V, etc.), that level must be shown on the map in a color easily distinguishable from the base paper or transparency layer, and adequately identified by RF level and map color or gradient in the map legend. You may show other RF signal levels on the map so long as they are adequately identified by RF level and map color or gradient in the map legend.
- 3. Where the City of Irvine determines that one or more submitted maps are inadequate, it may request that one or more supplemental maps with greater or different detail be submitted.

	"Attachment 6.02".
	Initial here to indicate that Attachment 6.02 is attached hereto.
6.03:	RF coverage to be provided by the Project. This map should not depict any RF coverage provided any other existing or proposed wireless sites. Designate this attachment "Attachment 6.03".
	Initial here to indicate that Attachment 6.03 is attached hereto.
6.04:	RF coverage to be provided by the Project and by other wireless sites once the Project site is activated. Designate this attachment "Attachment 6.03".
	Initial here to indicate that Attachment 6.04 is attached hereto.
7.00:	Project Photographs and Photo Simulations
oth	O1: Where an Applicant proposes to construct or modify a wireless site, and the wireless site is visible from ner residential properties, the Applicant shall submit photo simulations consistent with the following andards:
	 Minimum size of each photo simulation must be 11 inches by 8.5 inches (portrait or landscape orientation);
	2. All elements of the project as proposed by the Applicant must be shown in one or more close-in photo simulations.
	3. The overall project as proposed by the Applicant must be shown in five or more area photo simulations. Photo simulation views must, at a minimum, be taken from widely scattered positions separated by an angle of no greater than 72 degrees from any other photo location.

6.02: Existing RF coverage within the City of Irvine, if any (if none, so state). This map should

- 8.00: Candidate Sites
- 8.01: For applicants in the cellular, PCS, broadcast, ESMR/SMR categories, and others as requested by the City of Irvine, the information requested in Section 8 is required. All others proceed to 9.00.

7.02: The number of site photos, and photo simulations, and the actual or simulated camera

The Applicant should submit photos and photo simulations consistent with these

location of these photos and photo simulations is subject to City of Irvine determination.

instructions, and be prepared to provide additional photos and photo simulations should

8.02: If the Applicant/Owner has secured any leases or lease-options or similar agreements in connection with this project for any sites other than the candidate site identified at 1.01/1.02 above, provide the physical address of each such location, and an expansive explanation as to why each such other site was disfavored over the this project site. Designate this attachment "Attachment 8.02".

they be requested by the City of Irvine.

	Initial here to indicate that Attachment 8.02 is attached hereto.	
8.03	Considering this proposed site, is it the one and only one location within or without the City of Irvine that can possibly meet the stated objectives of the project. Yes No	ıe
8.04:	If the answer to 8.02 is NO, proceed to 9.00.	
8.05:	If the answer to 8.03 is YES, provide a technically expansive and detailed explanation supported as required by comprehensive radio frequency data fully describing why the proposed site is the one is it the one and only one location within or without the City of Irvine that can possibly meet the radio frequency objectives of the project. Designate this attachment "Attachment 8.04".	
	Initial here to indicate that Attachment 8.04 is attached hereto.	
9.00:	Identification of Key Persons	
9.01:	Identify by name, title, company affiliation, work address, telephone number and extension, and email address the person or persons responsible for	
	(1) the site selection for the proposed project;(2) the radio frequency engineering of the proposed project;(3) rejection of other candidate sites evaluated, if any;(4) approval of the selection of the proposed site identified in this project.	
10.00	Supplemental Application Form Certification	
10.01	The undersigned certifies on behalf of itself and the Applicant that the answers provided here are true and complete to the best of the undersigned's knowledge at th time of submission.	
	Signature Title	
	Print Name	
	Print Company Name	
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