

City of



RANCHO PALOS VERDES

Received: Initials \_\_\_\_\_ Date \_\_\_\_\_

### Wireless Telecommunications Facility Permit Application

#### INTRODUCTION

- a. All applicants for a wireless telecommunication facility permit (“WTFP”) or a modified WTFP must complete this application and submit all documentation requested thereunder. WTFPs apply to all facilities for the provision of wireless services including antennas, poles, towers, cables, and wires.
- b. For all WTFP applications, you must submit three (3) copies of this application with exhibits attached, a WTFP fee, and deposit(s) for an independent consultant(s) to review the application. Current Fees - Application Fee: \$14,000 | Trust Deposit: \$5,000
- c. Please call (310) 544-5252 to schedule an appointment to submit all application materials in person at 30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275.

#### INSTRUCTIONS

- a. Complete the following application in its entirety. An incomplete application will result in any of the following: (1) denial of the permit; (2) delay in granting the permit; (3) a request for supplemental information.
- b. All written responses to the questions below must be typed in 12 point font. Several questions require you to attach supplemental documentation and commentary to support your answers below. All your exhibits must be marked as directed in the application. All supporting documentation must be clear and legible. All exhibits must be stapled or bound to the application.

#### PUBLIC NOTICE REQUIREMENTS

- a. The applicant is required to provide address labels for use by the City in noticing all property owners within 500 feet of the proposed installation. The notice will be mailed on or about 5 business days prior to any installation of any mock-up and will include photo simulations depicting before and after images.
- b. If applicable, prepare public hearing information pursuant to the public noticing requirements of the Rancho Palos Verdes Municipal Code (“RPVMC”) Section 17.80.090.
- c. Provide proof that all applicable public notices articulated in the RPVMC and the noticing policies of the City of Rancho Palos Verdes (“City”) have been met. Provide the City twenty (20) days advance notice of an upcoming shot clock expiration date to provide the City with a final opportunity to approve or deny the application before it is deemed approved.

## I. CONTACT INFORMATION

- a. Property address: \_\_\_\_\_
- b. Assessor's Parcel No(s): \_\_\_\_\_
- c. Applicable homeowner's association: \_\_\_\_\_
- d. Contact information for the following:
  - i. Wireless provider or operator:
    - (1) Name: \_\_\_\_\_
    - (2) Street Address: \_\_\_\_\_
    - (3) City, State & Zip: \_\_\_\_\_
    - (4) Phone No.: \_\_\_\_\_
    - (5) Fax No.: \_\_\_\_\_
    - (6) Email: \_\_\_\_\_
  - ii. **Applicant:**
    - (1) Name: \_\_\_\_\_
    - (2) Street Address: \_\_\_\_\_
    - (3) City, State & Zip: \_\_\_\_\_
    - (4) Phone No.: \_\_\_\_\_
    - (5) Fax No.: \_\_\_\_\_
    - (6) Email: \_\_\_\_\_
    - (7) Your property interest:
      - Lease  License  Ownership
      - Other: \_\_\_\_\_
  - iii. **Property owner:**
    - (1) Name: \_\_\_\_\_
    - (2) Street Address: \_\_\_\_\_
    - (3) City, State & Zip: \_\_\_\_\_
    - (4) Phone No.: \_\_\_\_\_
    - (5) Fax No.: \_\_\_\_\_
    - (6) Email: \_\_\_\_\_
  - iv. **Person most knowledgeable about the proposed project:**
    - Same as Applicant listed above.
    - (1) Name: \_\_\_\_\_
    - (2) Street Address: \_\_\_\_\_
    - (3) City, State & Zip: \_\_\_\_\_
    - (4) Phone No.: \_\_\_\_\_
    - (5) Fax No.: \_\_\_\_\_
    - (6) Email: \_\_\_\_\_

## II.

Check the box identifying the permitting the application seeks:

- Major Wireless Telecommunications Facilities Permit
- Administrative Wireless Telecommunications Facilities Permit
- Master Deployment Plan Permit

***For parts (1) – (2), provide a description supporting your selections below. Attach all rules, regulations, agreements, court documents, or other materials on which you base your response. Attach description and supporting documentation marked as Exhibit A.***

1. Check the box(es) below that identify the statute(s) you believe govern(s) the application request:
  - a.  Section 6409(a) of the Middle Class Tax and Job Creation Act of 2012 for collocation or modification to an existing commission-authorized Wireless Telecommunications service
  - b.  Section 332(c)(7) of the Telecommunications Act for the provision of personal wireless telecommunications facilities
  - c.  California Government Code Section 65964.1 (AB-57)
2. Check the box below pertaining to the shot clock you believe applies to your application:
  - a.  150 day shot clock for new facilities
  - b.  90 day shot clock for modifications resulting in a substantial change
  - c.  60 days shot clock for modifications that do not result in a substantial change

## III. Characteristics of the Property

1. Specify the following characteristics about the existing property:
  - a. Zoning designation: \_\_\_\_\_
  - b. General Plan designation: \_\_\_\_\_
  - c. Parcel Size: \_\_\_\_\_
  - d. Parcel Width: \_\_\_\_\_
  - e. Parcel Depth: \_\_\_\_\_
  - f. Average Slope: \_\_\_\_\_
  - g. Describe the current use of the parcel: \_\_\_\_\_
  - h. Legal description of the parcel: \_\_\_\_\_
2. Attach pictures of the site and surrounding area as it currently exists. ***Attach and mark as Exhibit B.***

#### IV. Description of Project Coverage and Purpose

1. Provide a narrative description of the project. Your response shall include, but not be limited to, a description of the proposed facility or modification, the anticipated construction activities involved, the maintenance requirements and schedule for the new or modified facility, and the number of antennas to be installed. Provide any supporting documentation regarding the purpose of the project. ***Attach and mark responses and documentation as Exhibit C1.***

2. Is the purpose of the project, in whole or in part, designed to close what you believe to be a “significant gap” in coverage?

a.  Yes

b.  No

Attach supporting documentation and commentary substantiating your response. If you selected “Yes” above, provide a justification study that provides the following:

a. A detailed explanation of the coverage gap that the proposed use would serve;

b. The rationale for selecting the proposed use;

c. An explanation that identifies whether the proposed project is the least intrusive means of closing the significant gap and on what basis the applicant believes the project to be the least intrusive means. ***Attach and mark as Exhibit C2.***

3. Provide three (3) copies of each of the following geographic and propagation maps illustrating the following (***Attach and mark as Exhibit C3.***):

a. Geographic boundaries of a significant gap in coverage, if applicable.

b. The proposed site that identifies the location of existing wireless telecommunications facilities owned and/or operated by the applicant.

c. Location of the proposed facility in relation to all existing and planned facilities maintained within the City by the applicant, operator, and owner, if different entities.

d. Existing network or radio frequency coverage

e. Proposed radio frequency coverage

4. Provide a description identifying the geographic service area for the subject installation. ***Attach and mark as Exhibit C4.***

5. If the applicant is seeking to install a facility that exceeds the maximum height permitted in the City’s Municipal Code, provide an analysis comparing the operation of the facility at its proposed height with its operation at the maximum height permitted. ***Attach and mark responses and documentation as Exhibit C5.***

6. Check the box below that most accurately identifies the primary purpose of the project:

a.  Increase network capacity without adding new radio frequency coverage

b.  Provide new radio frequency coverage in areas without radio frequency coverage

c.  Increase existing radio frequency coverage in area with coverage

d.  Other: \_\_\_\_\_

## V. Project Location and Authorizations

Facilities will be located:

- a.  On private property
  - b.  In the public right of way (PROW)
1. If the facility will be sited in the PROW, state or provide the following:
    - a. Your authority to locate the facility in the PROW (state law, federal law, or franchise agreement); ***Attach and mark as Exhibit D1a.***
    - b. If applicable, include a copy of the certificate of public convenience and necessity (CPCN). ***Attach and mark as Exhibit D1b.***
    - c. Whether a new pole (that is not replacing an existing pole) in an otherwise permitted location is proposed. If so, provide a new pole justification analysis to demonstrate why existing infrastructure cannot be utilized and how the new pole is the least intrusive means possible; ***Attach and mark as Exhibit D1c.***
    - d. Whether the facility is proposed to be sited in the PROW of non-local roadways (as defined by the City).
  2. If the facility will be co-located on a structure owned by someone other than the applicant or owner of the proposed installation provide:
    - a. Written authorization by any and all property owners authorizing the placement of the facility on or in the property owner's property. ***Attach and mark as Exhibit D2.***
  3. If applicable, provide the following letter(s) of authorization to collocate, modify, or provide services:
    - a. If the applicant is an agent, provide a letter of authorization from the owner of the facility. ***Attach and mark as Exhibit D3a.***
    - b. If the owner will not directly provide wireless telecommunications services, provide a letter of authorization from the person or entity that will provide those services. ***Attach and mark as Exhibit D3b.***

## VI. Radio Frequency ("RF") Emissions and Monitoring Requirements

1. Provide proof or certification of completion of the RF emissions exposure guidelines checklist contained in Appendix A to the Federal Communications Commission's ("FCC") "Local Government Official's Guide to Transmitting Antenna RF Emission Safety". ***Attach and mark as Exhibit E.*** The Guide can be found at:  
[http://wireless.fcc.gov/siting/FCC\\_LSGAC\\_RF\\_Guide.pdf](http://wireless.fcc.gov/siting/FCC_LSGAC_RF_Guide.pdf)
2. Pursuant to the completed checklist referenced above, will the facility be "categorically excluded" under the FCC regulations for RF emissions?
  - a.  Yes
  - b.  No

If you selected “No” above, provide a technically detailed report certified by a qualified radio frequency engineer indicating the following:

- i. The amount of RF emissions expected from the proposed facility;
- ii. The associated accessory equipment required;
- iii. The cumulative impacts of the other existing facilities at the site to the extent permitted by federal law, including co-located facilities;
- iv. That the proposed facility, individually or combined with the cumulative emissions of on-site facilities, will not exceed applicable standards set by the FCC.

## **VII. Engineering Plans for the Facility and Equipment**

***Submit one (1) electronic copy and three (3) hard copies of stamped detailed engineering plans of the proposed facility and related reports prepared and signed by a professional engineer registered in the state of California documenting the following:***

1. Height, diameter, design of the facility, including technical engineering specifications, economic and other pertinent factors governing selection of the proposed design, together with evidence that demonstrates that the proposed facility has been designed to the minimum height and diameter required from a technological standpoint for the proposed site. ***Attach and mark as Exhibit F1.***
2. A cross-section of the tower structure. ***Attach and mark as Exhibit F2.***
3. A photograph and model name and number of each piece of equipment included. ***Attach and mark as Exhibit F3.***
4. Power output and operating frequency for the proposed antenna. ***Attach and mark as Exhibit F4.***
5. Total anticipated capacity of the structure, indicating the number and types of antennas and power and frequency ranges, which can be accommodated. ***Attach and mark as Exhibit F5.***
6. Structural calculation demonstrating the structural integrity of the proposed facility. ***Attach and mark as Exhibit F6.***
7. A wind velocity test including an evaluation of high wind load capacity shall include the impact of a modification to an existing facility. ***Attach and mark as Exhibit F7.***
8. Seismic analysis. ***Attach and mark as Exhibit F8.***

## **VIII. Site Plans**

1. ***Attach the following documentation or information:***
  - a. One (1) electronic copy and three (3) hard copies of the site plans to scale, in compliance with City requirements including, but not limited to, the requirements contained in the RPVMC. ***Attach and mark as Exhibit H1a.***
    - i. The site plans must at minimum include:
      - (1) The location and dimensions of the existing facility and maximum height above ground of the facility;
      - (2) The benchmarks and data used for elevations;

- (3) The location of existing accessways and the location and design for all proposed accessways;
  - (4) The exact proposed location of the pole, antennas, accessory equipment, and landscaped areas;
  - (5) The location of existing utilities and adjacent land uses;
  - (6) The design of the facility, including the specific type of support structure, type, location, size, height, and configuration of applicant's existing and proposed facilities;
  - (7) If applicable, the method by which an antenna will be attached to the mounting structure.
- b. Three (3) copies of the Master Plan of all existing and proposed facilities. The Master Plan shall reflect all locations anticipated for new construction and/or modifications to existing facilities, including collocation, that are anticipated to be installed within the next two years from submittal of this application. ***Attach and mark as Exhibit H1b.***
  - c. If applicable, three (3) copies of the scaled conceptual landscape plan showing existing trees and vegetation and all proposed landscaping, concealment, screening and proposed irrigation. Provide a description of how the chosen material at maturity will screen the site. ***Attach and mark as Exhibit H1c.***
  - d. Three (3) sets of scaled and dimensioned photo simulations of the before and after images of the project and project site from at least three (3) different angles and three (3) sets of an accurate visual impact analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening for the facility. ***Attach and mark as Exhibit H1d.***
2. ***Attach a narrative description and supporting documentation marked as Exhibit H2 that:***
- a. Identifies whether the proposed project is consistent with the General Plan and any specific plans;
  - b. Identifies whether the proposed use is conditionally permitted within the zoned area;
  - c. Identifies applicable zoning and development codes and requirements and demonstrates whether the proposed project complies with all applicable provisions of the City's zoning and development code;
  - d. Identifies applicable building codes and other generally applicable laws or prior conditions for approval that reasonably relate to public health and safety and demonstrates compliance therewith.

***CONTINUED ON FOLLOWING PAGE***

## IX. Alternative Sites

1. List a minimum of three (3) alternative sites for the proposed project, including at least one (1) collocated site.

**a. Alternative 1:**

- i. Address of property: \_\_\_\_\_
- ii. Property owner(s) name(s): \_\_\_\_\_
  - (1) Address: \_\_\_\_\_
  - (2) Telephone number: \_\_\_\_\_
- iii. Zoning designation: \_\_\_\_\_
- iv. General Plan designation: \_\_\_\_\_
- v. Explanation of why Alternative 1 is inferior to proposed project.

***Attach and mark as Exhibit II.***

**b. Alternative 2:**

- i. Address of property: \_\_\_\_\_
- ii. Property owner(s) name(s): \_\_\_\_\_
  - (1) Address: \_\_\_\_\_
  - (2) Telephone number: \_\_\_\_\_
- iii. Zoning designation: \_\_\_\_\_
- iv. General Plan designation: \_\_\_\_\_
- v. Explanation of why Alternative 2 is inferior to proposed project.

***Attach and mark as Exhibit I2.***

**c. Alternative 3: (Must be a collocated site.)**

- i. Address of property: \_\_\_\_\_
- ii. Description of existing installation: \_\_\_\_\_
- iii. Property owner(s) name(s): \_\_\_\_\_
  - (1) Address: \_\_\_\_\_
  - (2) Telephone number: \_\_\_\_\_
- iv. Zoning designation: \_\_\_\_\_
- v. General Plan designation: \_\_\_\_\_
- vi. Explanation of why Alternative 3 is inferior to proposed project.

***Attach and mark as Exhibit I3.***

## **X. Anticipated Impacts and Other Confounding Factors**

1. Provide descriptions, commentary, and supporting documentation relating to the following:
  - a. If applicable, a noise study prepared by a qualified acoustic engineer documenting that the level of noise to be emitted by the proposed facility will comply with the RPVMC. *Attach and mark as Exhibit J1a.*
  - b. A completed environmental assessment application. The application can be found at <http://www.rpvca.gov/documentcenter/view/5995>. *Attach and mark the application as Exhibit J1b.*
  - c. Historic preservation review. *Attach and mark as Exhibit J1c.*
  - d. A traffic control plan if the proposed installation is to be sited on any street in a non-residential zone. *Attach and mark as Exhibit J1d.*

## **XI. Other Requirements**

1. All other documentation certifying that all applicable licenses or other approvals required by the FCC have been obtained to provide the services proposed in connection with the application. *Attach and mark as Exhibit K1.*
2. Any copies of all documents the applicant is required to file pursuant to the Federal Aviation Administration regulations for the facility. *Attach and mark as Exhibit K2.*
3. All other documentation required by the RPVMC. *Attach and mark as Exhibit K3.*

## **XII. Exceptions to the Application Requirements**

1. Do you believe you are entitled to an exception to the requirement(s) of this application, including, but not limited to, exceptions from findings that would otherwise justify denial?
  - a.  Yes
  - b.  No
2. If you selected “Yes” above, provide all information and studies necessary for the City to evaluate a request for an exception to the requirements of this application. The narrative must demonstrate with clear and convincing evidence that denial of the facility would violate state and/or federal law, violate the provisions of this division, as applied to the applicant, or deprive the applicant of its rights under state and/or federal law. *Attach and mark as Exhibit L.*

## **XIII. Supplemental Materials for Projects Subject to 6409**

You must complete this section if you selected the box in Section II titled “Application Type” that indicates your project is subject to 6409. For parts (1) – (6), provide a narrative description and any supporting documentation for the selections you make below. *Attach and mark as Exhibit M.*

1. Is the application for an eligible facilities request?
  - a.  Yes
  - b.  No
  
2. Will the proposed project cause a substantial change in the physical dimension of the structure?
  - a.  Yes
  - b.  No
  
3. Does the structure at issue involve an existing wireless tower or base station?
  - a.  Yes
  - b.  No
  
4. Check the box(es) below that are applicable to your project:
  - a.  Collocation of new transmission equipment
  - b.  Removal of transmission equipment
  - c.  Replacement of transmission equipment
  
5. If your project does not involve excavation, tower installation, or tower modification in the PROW, answer the following questions:
  - a. Does the project propose a height increase of less than 10% or no more than one additional antenna not more than 20 feet in height (whichever is greater)?
  - b. Does the project propose a width increase of less than 20 feet?
  - c. Will the project require excavation near the ground-mounted equipment?
  - d. Will the project preserve all existing concealment elements of the current tower or base station?
  - e. Will the proposed collocation preserve all prior conditions of approval that do not conflict with FCC regulations for a substantial change?
  - f. Does the project propose adding four or fewer additional equipment cabinets?
  
6. If your project involves excavation, tower or base station installation, or tower or base station modification in the PROW, answer the following questions:
  - a. Does the project propose a height increase of less than 10% or 10 feet (whichever is greater)?  
 Yes  
 No
  
  - b. Does the project propose a width increase of less than 6 feet?  
 Yes  
 No
  
  - c. Does the project propose excavation entirely within the anticipated lease area of private property?  
 Yes  
 No

- d. Will the project preserve all existing concealment elements of the current tower or base station?  
 Yes  
 No
  
- e. Will the proposed collocation preserve all prior conditions of approval that do not conflict with FCC regulations for a substantial change?  
 Yes  
 No
  
- f. Does the project propose adding four or fewer additional equipment cabinets?  
 Yes  
 No

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company