



TELECOMMUNICATIONS PERMIT APPLICATION

I. INTRODUCTION

Telecommunications Permits (TP) are required for all **Personal Wireless Services Facilities (PWSF)** sites prior to a PWSF being built, modified or additions made thereto in the applicable zones. A TP may be granted after being reviewed by the appropriate reviewing authority. Through this process the reviewing authority may place conditions on the operation or development of the use or structures.

This guide and the attached forms identify the information which you must provide to the City for a complete application and before a decision can be made on your TP request. You are also encouraged to contact the Community Development Department at 790-8881, if you have any questions about your project or the application process.

II. APPLICABILITY

Excepting only City-owned or -leased lots or parcels, and the public right-of-way, the procedures and rules set forth in Chapter 11.26 of the Municipal Code are applicable to all PWSF sites built, modified or additions made thereto after November 15, 2001. This Chapter does not apply to the use or location of private, residential citizen band radio towers, amateur radio towers, television antennas, Fixed Wireless facilities as defined Chapter 11.26, or private residential dish antennas less than one meter in diameter, used for receiving radio frequency or television signals as defined in section 303(v) of Title 47 of the United States Code, or public safety communications facilities owned or operated by the city of La Cañada Flintridge.

Applications for PWSF or Major Facilities Additions in the Community Planned Development (CPD), Residential Multi-family (R-3), Residential Planned Development (RPD), Public/Semi-Public (PS), Institutional (I), Mixed Use 1 (MU1), Mixed Use 2 (MU2), or Park Zones: Applicants requesting approval for a new PWSF, a new co-location to an existing PWSF, or a major facility addition in the above zones shall be required to apply for a Telecommunications Permit (TP) using this application, and to the Design Commission using the City's standard Design Review application. Submittal requirements shall be as contained in this application as required in Chapter 11.26. The Planning Commission shall hear all TP applications, subject to appeal pursuant to Chapter 11.49 of the Municipal Code. The applicant may apply for a preliminary review by the Design Commission prior to or concurrently with application to the Planning Commission.

Applications for Microcells or Minor Facilities Additions in Residential Single-family (R-1) or Open Space (OS) Zones: All applications for microcells or minor facilities additions to PWSF located in Open Space (OS), Residential Single-Family (R-1), or within 100 feet of a Residential Single-Family zone, shall be required to apply for a Telecommunications Permit (TP) using the City's standard TP application, and to the Design Commission using the City's standard Design Review application. Submittal requirements shall be as contained in this application as required in Chapter 11.26. The Planning Commission shall hear all TP applications, subject to appeal pursuant to Chapter 11.49 of the Municipal Code. The applicant may apply for a preliminary review by the Design Commission prior to or concurrently with application to the Planning Commission.



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Applications for Microcells or Minor Facilities Additions Not in Residential Single-family (R-1) or Open Space (OS) Zones: All applications for microcells or minor facilities additions to PWSF located in zones other than OS, R-1, and greater than 100 feet from a R-1 zone, shall be subject to review by the Director of Community Development through the Administrative Modification process, and to the Design Commission using the City's standard application. Submittal requirements shall be as contained in those separate applications.

III. APPLICATION REQUIREMENTS

The following items are required to be submitted to the Community Development Department when applying for a Telecommunications Permit:

A. Attached Forms

B. Public Notice Materials: *(The city will provide the Property Owners Map and List materials accept for the special noticing materials below.)*

Special Notice Requirement – If the site upon which this TP application is requested has “site-users” as defined in Chapter 11.26, the applicant shall be required to submit certification that notice will be given by mail to all users of the proposed site and that the site will be conspicuously posted (signed) for notice.

- Sign notice of the hearing shall be posted along each three hundred feet or fraction thereof of street frontage of the site of the contemplated work (all sites shall have a minimum of one sign posting). Sign posting shall be composed of two-foot-high by four-foot-wide signs containing the city's case number, description of the request, applicant's name and contact phone number, the Community Development Department phone number, and the time, place, and date of the public hearing (when known). The site shall be posted at least twenty days before the public hearing.
- For site users notice by mail, where names and addresses of the site users are only ascertainable from private records, the applicant shall provide a signed affidavit as part of the application package pledging that the holder of such private records shall give notice to all site users at least ten days prior to the public hearing for the TP. The applicant shall certify in writing to the Community Development Department that he/she has complied with this section.

C. Drawing Sets:

1. **Site Plan** – ten (10) copies* – at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
 - Location of lot lines, streets (with street names), easements, and all structures existing and proposed;
 - Identification of street names;



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- Slopes, contours, trees and other pertinent physical features existing and proposed;
 - Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces existing and proposed;
 - All exterior lighting, existing and proposed; and
 - Location, use and approximate distance from property line of the nearest structures on all properties abutting the project site.
2. **Building (structure) elevations** – ten (10) copies* – at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
- All exterior sides of all existing and proposed buildings;
 - All exterior building dimensions, including heights; and
 - Description of all exterior building materials and colors.
3. **Floor/Pad Plans (as applicable)** – ten (10) copies* – at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
- Description of the proposed use of all interior floor area;
 - All dimensions of interior rooms or other enclosed areas; and
 - Location of all plumbing equipment, existing or proposed.

NOTE: Please collate and fold all plans and maps to approximately 8½" x 11". **Plans shall not exceed 24" x 36" in size.**

**The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of ten (10) sets are required.*

D. Visual Impact Analysis: The analysis may include photomontages, field mock-ups, or other techniques, which demonstrate the potential visual impacts of the proposed facility. Consideration shall be given to views from public areas as well as from private residences. The analysis shall assess the cumulative impacts of the proposed facility and other existing and foreseeable telecommunication facilities in the area, and shall identify and include all feasible mitigation measures consistent with the technological requirements of the proposed telecommunication service.

E. Justification Statements:

1. **R-1 or OS Zone** - If the PWSF is to be located in an R-1 or OS Zone location, the applicant shall provide the following two justifications:
 - Why location in the R-1 or OS zone is necessary, and also
 - Why a PWSF location in CPD, PS, R-3, RPD, MU-1, MU-2 or Park zones is not feasible.
2. **Height** - The applicant shall provide justification as to why the proposed height is necessary.



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F. Co-Location Feasibility Statements (not applicable to microcells):

1. **Good Faith Effort** - All applicants for a TP shall demonstrate a good-faith effort to co-locate with other carriers. The City may deny a TP application to an applicant who has not demonstrated a good-faith effort to co-locate on an existing facility. The applicant shall demonstrate good faith by:
 - Providing a list of contacts for all the other licensed carriers for PWSF operating in the city of La Cañada Flintridge in the proposed area of coverage; and,
 - Identifying the non-proprietary technical information that was shared to determine if co-location is feasible under the design configuration most accommodating to co-location. (*This does not require disclosure of proprietary information.*)
2. **Infeasibility** - In the event co-location is found to be infeasible, provide a written statement of the reasons for the infeasibility.

G. FCC Standards Report: The report certified by the Radio Frequency Engineer stating that emissions from the facility will not exceed standards set by the Federal Communication Commission (FCC).

H. Cell Site Maps: Use maps and narrative descriptions to show all existing cell site(s) used by the applicant which are located within the City, and any adjoining cell sites located outside the city that provides coverage area within any portion of the city.

I. Coverage Assessment: The report shall set forth how and why the proposed site will improve the quality of coverage and indicate the areas where coverage will be improved. The report may include a capacity analysis, a propagation analysis and/or a decibel level report as appropriate to indicate the improved quality of service.

J. FCC Licenses: Provide documentation certifying the applicant has obtained all applicable licenses or other approvals required by the Federal Communications Commission to provide the services proposed in connection with this application.

K. Waiver (Optional): – Any application for a proposed PWSF, which has been identified as not meeting the general requirements or restrictions of Chapter 11.26, may request a waiver. If you request a waiver, you must provide by clear and convincing evidence that such restriction or requirement:

1. Prohibits or has the effect of prohibiting the provision of personal wireless services; or
2. Unreasonably discriminates against the applicant when compared to others who are providing functionally equivalent services.

Note: The City shall have the right to have an independent consultant, at the applicant's expense, evaluate the issues raised by the waiver request



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L. Other Materials:

1. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½” x 11” reduced print of each drawing sheet may be submitted.
2. **Preliminary Title Report or Final Title Report** may be required to establish the legal boundaries of the subject property.
3. **Application Fee:** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Cañada Flintridge.

IV. PROCESSING YOUR APPLICATION

- A. **Pre-Application Review** – A preliminary meeting with the Community Development Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. **Application Submittal** – After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Community Development Department. You will receive a case number for your project and a receipt for your fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness** – After your application has been submitted, a member of the Community Development Staff will be assigned to your case. The planner will review your submitted materials and let you know if there is anything missing from your application packet or if your application is complete.
- D. **Staff Review for Environmental Determination** – Your project will also be reviewed for any possible environmental impacts. If additional environmental studies or information is required, we will notify you.
- E. **Design Review Board Review** – Your project may also require review by the Design Review Board for design, landscaping, stealthing, etc. This will require an additional application. Contact the Community Development Department for additional information.
- F. **Staff Analysis of the Telecommunications Permit Request** – Staff will examine the application materials, including your plans, justification statements and other information. We will make one or more site visits, and may contact surrounding property owners. Staff analysis will result in a written Staff Report which will be the basis for transmitting the staff recommendation to the Planning Commission, the applicant and the public at large. Once the Staff Report is complete, a date will be set for a public hearing before the Planning Commission. Required noticing will occur at this point. At this time, ten (10) additional sets of plans will be required.
- G. **Decision on Request** – A decision on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, continuation for redesign, or denial. **THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**



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H. **Appeal** – If you or someone interested in the project disagrees with the decision, an appeal may be filed with the City. Information regarding the appeals process is available at the Community Development Department.

V. **FEES:** The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the “City of La Cañada Flintridge” at the time of application. The County Posting Fee and any Department of Fish & Wildlife fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Wildlife directly.

Application Fee	\$2,905.00
Environmental Review	\$1,000.00
<u>Hearing Notice Fee</u>	<u>\$150.00</u>
TOTAL FEE	\$4,055.00

Separate check may be required:

County Posting Fee:	\$75.00 (payable to L.A. County Clerk)
Environmental Impact Report:	\$3,078.25 (payable to L.A. County Clerk)
Negative Declaration:	\$2,216.25 (payable to L.A. County Clerk)
Mitigated Negative Declaration:	\$2,216.25 (payable to L.A. County Clerk)



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VI. APPLICATION:

1. **LOCATION OF PROPERTY** (Street Address): _____

Assessor's Parcel Number

Nearest Cross Street

2. **PROPERTY OWNER:** _____

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

3. **APPLICANT:** _____

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

4. **OTHER (optional):** _____

Name

Telephone No.

Fax No.

Street Address

City, State

Zip Code

5. **AREA OF SITE:** _____ sq. ft. or _____ acres

6. **PROJECT DESCRIPTION:** (Examples: construct new 5,100 sf residence on hillside lot; or add 350 sf addition to residence; or construct fence in front setback):

7. PROPERTY OWNER'S AFFIDAVIT

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

Property Owner's Signature(s)

Date