

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**
12700 NORWALK BOULEVARD
NORWALK, CA 90651-1030
(562) 929-5744 Voice (562) 929-5584 Fax

WIRELESS TELECOMMUNICATIONS PERMIT SUBMITTAL REQUIREMENTS

1) INTRODUCTION

In order to provide the Community Development Department and the Planning Commission with an accurate and detailed description of your proposed project, the information listed below will be required upon submittal of your Wireless Telecommunications Permit (WTP) application. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity and surrounding environment. If you have questions regarding the applicability of any of these submittal requirements or if additional information will be required for your particular project, contact the Planning Division at (562) 929-5744 for clarification.

2) REQUIRED SUBMITTAL INFORMATION

- A.** The *Wireless Telecommunications Permit Application Fee* of \$2,795.15.
- B.** The *Environmental Evaluation Fee* of \$397. Additional *Environmental Evaluation Fees* may be required upon completeness review by staff.
- C.** A *Third Party Peer Review Deposit* may be required in the event that the Director of Community Development in his or her discretion determines the need to hire an independent technical expert to peer review any application for a wireless telecommunications permit pursuant to Section 17.02.295(D). The applicant shall submit the required deposit along with the payment of any other fees as determined by consultant fees.
- D.** A completed and signed *General Planning Application*.
- E.** A completed and signed *Discretionary Planning Project Categorization Checklist*.
- F.** A completed and signed *Party Disclosure Form*.
- G.** A completed and signed *Environmental Information Form*.
- H.** A completed *Wireless Telecommunications Permit Findings of Fact* (see attached form).
- I.** A completed and signed *Wireless Telecommunications Permit Peer Review Expense Consent Form* (see attached form).

- J. Public Hearing Information** may be requested if the application requires a public hearing, which will be determined upon completeness review by staff. The following items may be requested as part of the **Public Hearing Information**:
- 1) A property ownership list (as taken from the latest Los Angeles County Equalized Tax Roll List) of all the legal property owners within three hundred feet (300') of the exterior boundaries (property lines) of the subject property/properties involved in this Wireless Telecommunications Permit Application (see format in attached example).
 - 2) A minimum of two (2) sets of typed, gummed, mailing labels, on 8-1/2" x 11" sheets, must be provided. On each gummed mailing label, type the assessor's parcel number, legal property owner's name, address, city, state and zip code (in that order). The latest Los Angeles County Equalized Tax Roll List can be found at *1401 Willow Street, Signal Hill, CA (Telephone No. (562) 256-1702)*. A title company can also prepare this information if you are unfamiliar with preparing public hearing noticing information.
 - 3) Provide a copy of each page of the latest Los Angeles County Equalized Tax Roll List from which the legal property owner's names and addresses were derived. In addition, highlight each property owner that will be noticed from each page.
 - 4) Provide a scaled radius map drawn on each assessor's parcel map book page that delineates all of the properties that have been identified within three hundred feet (300') of the subject property/properties that are a part of this Precise Development Plan application (see attached example).
- K.** Provide two (2) copies of the **Title Report** for the subject property/properties that are a part of this Precise Development Plan application.
- L.** A detailed **Site Plan** of the project location that illustrates the following information:
- 1) The property owner's/project sponsor's name address and phone number on each plan sheet.
 - 2) The project address on each plan street.
 - 3) The scale that your plans were drawn. Please note, no plans may be drawn in a scale less than 1/8"=1'-0."
 - 4) Provide a north arrow on your plans.
 - 5) All property lines and lot dimensions.
 - 6) All new and existing on-site buildings and structures. If the proposed development is located within a multi-tenant development (i.e., a shopping center, office or industrial park) specify the location and type of tenant within each business suite.
 - 7) Identify all existing/proposed accessory structures and mechanical equipment (i.e., trash enclosures, transformers, ground-mounted air conditioners, etc.).
 - 8) Specify the distance between all existing and/or new on-site buildings.
 - 9) For new construction, specify the total existing and new on-site building square footage.
 - 10) Provide a footprint of the adjacent buildings, structures, parking lots, etc. that are immediately contiguous to the proposed development. In addition, include those properties located immediately across the street.
 - 11) All landscape planters, including their respective widths and depths.
 - 12) All new and existing building setbacks from the front, side, and rear property lines.

- 13) Illustrate the location, width and type of all existing and proposed easements on the property.
- 14) All proposed street dedications and improvements (if any).
- 15) All new and/or existing vehicular curb cuts (driveway aprons) to the property from the adjacent public right-of-way(s) and the adjacent properties (if applicable). Also, illustrate any/all vehicular driveway aprons that will be removed and/or relocated (if applicable).
- 16) All new and existing off-street parking and loading areas on the property. Be sure to include any compact parking spaces. In addition, specify the typical lengths and widths of all on-site parking stalls.
- 17) Specify the total number of on-site parking spaces provided versus the number of on-site parking spaces required by the Norwalk Municipal Code.
- 18) Consecutively number each on-site parking space.
- 19) Illustrate and dimension all on-site vehicular drive aisles and show the internal circulation pattern for both pedestrians and vehicles.
- 20) Illustrate all vehicular and truck turning radii for new/modified parking lots and drive aisles.
- 21) Illustrate and fully dimension all outdoor storage areas (if applicable).
- 22) Illustrate all existing street striping, street medians and driveway approaches located within one hundred and fifty feet (150') of the subject property, including across the street. This requirement shall apply to all new on-site construction and parking lot alterations.
- 23) Illustrate Title 24 (Handicap Accessibility) compliance for the site.
- 24) If the proposed development involves more than one acre, illustrate/identify how compliance with the National Pollution Discharge Elimination System (NPDES) requirements will be accomplished.
- 25) The location, height, length, type (i.e., slump stone/split face/precision block, brick, stucco, etc.) and color of all new and existing perimeter walls/fences. In addition, illustrate the location, height, length and type of all proposed retaining walls.
- 26) Any/all proposed changes or modifications to the existing perimeter walls. Please note all perimeter fencing must be consistent in height, material and color.
- 27) The location, size and height of all existing freestanding signage (if any). In addition, identify which sign(s) will be retained and/or removed.

M. A fully dimensioned **Floor Plan** of the equipment enclosure/room that specifies the following information:

- 1) The type of equipment located within the enclosure/room.
- 2) The length, width and total gross square footage of the enclosure/room.
- 3) The location of all interior and exterior walls and doors.
- 4) The total gross square footage of the new enclosure/room.

N. Detailed **Elevations** of the cellular antenna and equipment enclosure/room that illustrates the following information:

- 1) The maximum height of the cellular antenna and equipment enclosure/room from finished grade to the highest point, including any equipment that will exceed the height of the enclosure.
- 2) All exterior wall and trim colors. Include the specific color number and the company that manufactures the proposed color(s).
- 3) All exterior wall cladding (i.e., stucco, brick, wood siding, etc.) and roofing material (if any).

- 4) Provide a material color board that gives a physical sample of all proposed exterior wall cladding and colors proposed for the project.
- 5) A cross section to illustrate how all existing and new roof mounted mechanical equipment will be completely screened from the adjacent streets and surrounding properties.
- 6) Provide a roof plan to illustrate the specific location(s) of all existing/new roof mounted mechanical equipment.
- 7) Provide a computer photo simulation of the proposed cellular antenna and equipment enclosure/room as they will be seen from all adjacent public right-of-ways. All landscaping included within the computer simulation should not exceed a growth period beyond three (3) years.

O. For all new on-site construction, provide a conceptual ***Landscape Plan*** of the areas surrounding the new wireless telecommunications facility that provides the following information:

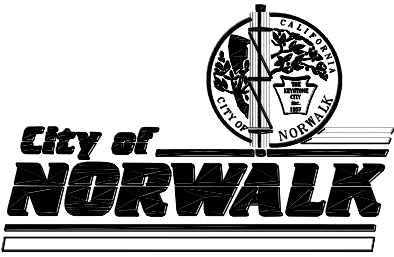
- 1) Specify the size and location of all new/existing on-site landscape planters in relationship to all new/existing on-site buildings and improvements.
- 2) The location of all new trees, plants and ground cover.
- 3) Provide a landscape planting legend that identifies the symbols used to represent all on-site trees, plants and ground cover. In addition, specify the number and size of all new on-site plants and trees.
- 4) For all existing on-site trees that will be removed as part of the proposed development, specify the size (trunk diameter), species and condition of each tree.
- 5) Specify the total, gross, square footage of all on-site landscaping. In addition, specify the percentage of on-site landscaping located solely within the parking lot (i.e., the area located behind all minimum required front, side and rear yard building setbacks).
- 6) The slope ratio for all proposed landscape berms. Please note, no landscape berm may exceed a 2:1 slope.
- 7) All landscape trellis elements.
- 8) All decorative hardscape elements such as special paving materials or rockscape.
- 9) The location and type of irrigation equipment proposed for all landscape planters.
- 10) For multi-family residential developments, specify the location and type of on-site community amenities being provided (i.e., common open space, tot lots, barbecue areas, pools/spas, recreation buildings, sports courts, etc.).

P. ***Supplemental Application Requirements***, as required by Norwalk Municipal Code Section 17.02.295(B) including:

- 1) An accurate map that contains the proposed wireless telecommunications facility and details existing wireless telecommunications facility locations owned and/or operated by application within City as of date of application submittal.
- 2) An engineering certification demonstrating planned compliance with all existing federal radio frequency emissions standards and providing technical data sufficient to justify the proposed height of the proposed wireless telecommunications facility.
- 3) An alternative configuration analysis, assessing the feasibility of alternative wireless telecommunications facility construction configurations — both at the proposed site and in the surrounding vicinity — which would result in a more visually compatible antenna(s). This analysis shall include an explanation of why other wireless telecommunications facility construction configurations were not selected.
- 4) A projection of the applicant's anticipated future wireless telecommunications facility siting needs within the City.

- 5) An identification of the geographic service area for the subject installation, including a map showing all of the applicant's existing sites in the local service network associated with the coverage gap the wireless telecommunications facility is meant to close, and describing how the coverage gap will be filled by the proposed installation.
- 6) An accurate visual impact analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening for the wireless telecommunications facility. The analysis shall include photo simulations and other information as necessary to determine the visual impact of the wireless telecommunications facility. A map depicting where the photos were taken shall be included. The analysis shall include a written description of efforts to blend the wireless telecommunications facility with the surrounding area.
- 7) The height and diameter of the facility, together with evidence that demonstrates that the proposed wireless telecommunications facility has been designed to the minimum height and diameter required from a technological standpoint for the proposed site. If the facility will exceed the maximum permitted height limit, a discussion of the physical constraints (topographical features, etc.) making the additional height necessary shall be provided.
- 8) A description of the maintenance and monitoring program for the wireless telecommunications facility.
- 9) A written statement of the applicant's willingness to allow other carriers to co-locate on the proposed wireless telecommunications facility wherever technically and economically feasible and aesthetically desirable.
- 10) A written description of any good faith efforts to co-locate the proposed wireless telecommunications facility on another site or building, including a map of the sites and engineering information or letters from the owners of the site describing why co-location would not be feasible.
- 11) A written description of all accessory wireless equipment for the wireless telecommunications facility. Describe the function of this ancillary equipment and the need to locate same on or near the wireless telecommunications facility.
- 12) An alternative site analysis, assessing the feasibility of alternative sites, including the potential for co-location, in the vicinity of the proposed site. If the proposed site is in a residential zone or in the public right of way, the alternative site analysis shall specifically include an evaluation of the availability and feasibility of and feasibility of potential alternative sites located outside those areas. The alternative site shall include a map that shows other potential stand along locations for the proposed wireless telecommunications facility that have been explored, and shall describe why the proposed location is superior to other potential stand alone locations.
- 13) Noise/acoustical information derived from the manufacturers specifications for all equipment such as air conditioning units and back-up generators and a depiction of the equipment location in relation to adjoining properties.
- 14) A conceptual landscape plan showing existing trees and all proposed landscaping, concealment, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.
- 15) If the application is for a wireless telecommunications facility in the public right-of-way, provide the certificate of public convenience and necessity issued by the California Public Utilities Commission.

Q. Provide **Six (6) Sets of Plans folded to an 8½ x 11 size** that incorporate all of the applicable information stated above.



**WIRELESS TELECOMMUNICATIONS PERMIT
FINDINGS OF FACT**

A wireless telecommunications facility may be granted only if all the following findings exist as determined by the Reviewing Authority. Provide the information for each finding.

1. The proposed wireless telecommunications facility has been designed to achieve compatibility with the community to the maximum extent reasonably feasible;

2. An alternative configuration will not increase community compatibility or are not reasonably feasible;

3. Alternative locations on the site will not increase community computability or are not reasonably feasible;

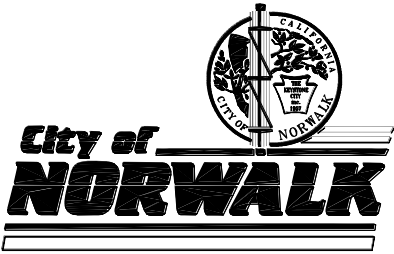
4. The location of the wireless telecommunications facility on alternative sites will not increase community computability or is not reasonably feasible;

5. The proposed facility is necessary to close a significant gap in coverage and is the least intrusive means of doing so;

6. The applicant has submitted a statement of its willingness to allow other carriers to collocate on the proposed wireless telecommunications facilities wherever technically and economically feasible and where co-location would not harm community and computability;

7. Noise generated by equipment will not be excessive, annoying nor be detrimental to the public health, safety and welfare;

8. In the case of a wireless telecommunications facility in the public right of way, the applicant is a telephone corporation and has been issued a certificate of public convenience and necessity issued by the California Public Utilities Community, which expressly states the applicant's authority to provide the telecommunications service which the applicant proposes to provide through the wireless telecommunications facility, which is the subject of the application;



**WIRELESS TELECOMMUNICATIONS PERMIT
PEER REVIEW EXPENSE CONSENT FORM**

The Applicant and Property Owner acknowledges that he/she has reviewed Section 17.02.295 and Article IV of Chapter 17.04 (starting with Section 17.04.240) of Norwalk Municipal Code, and is knowledgeable of the provisions therein. Applicant/Property Owner acknowledges that Section 17.02.295(D) authorizes the Director of Community Development to retain an independent evaluation of the proposed wireless telecommunications facilities permit. By signing this application, the Applicant/ Property Owner provides the requisite written authorization to the City to hire the consultant. Prior to hiring the independent, qualified consultant, City will request the consultant to provide an estimate for the total cost to complete such a review. Applicant/Property Owner agree to deposit with City the total estimated cost for the expert review. Applicant/Property Owner acknowledges that the actual cost of the review may exceed the estimate provided by the consultant, in which case, Applicant/Property Owner agrees to pay any additional fees associated with completing the peer review. Applicant/Property Owner acknowledges that the application may be deemed incomplete until all such fees have been paid. In the event that the cost for the expert review exceeds the estimated cost on deposit with the City, then the City will refund the difference.

Property Owner

1. _____
Property Owner's Name – Please Print

2. _____
Property Owner's Name – Please Print

Property Owner's Signature/s

Property Owner's Signature/s

Property Owner's Street Address

Property Owner's Street Address

City State Zip Code

City State Zip Code

Phone No.

Phone No.

Date

Date

Applicant (if other than property owner):

1. _____
Applicant's Name – Please Print

Applicant's Signature

Phone No.

Date

2. _____
Applicant's Name – Please Print

Applicant's Signature

Phone No.

Date