

Director's Initials: _____
Date: 10/11/04 _____



CITY OF PALOS VERDES ESTATES WIRELESS TELECOMMUNICATION FACILITY PERMIT APPLICATION – *PRIVATE PROPERTY*

Application Process – Private Property

Wireless Telecommunication facilities located on private property shall be subject to a *Conditional Use Permit*, in addition to the materials specified in this package. All materials specified in this application shall be submitted before the application is deemed complete.

The following items shall be submitted for all *Wireless Telecommunication Facility Permit Applications*:

1. Request for preparation of mailing matrix and applicable fee.
2. Plans consisting of the following:
 - a) A plot plan of the lot, premises or parcel of land showing the following:
 - ✓ The exact location of the proposed Personal Wireless Service Facility (including all related equipment and cables);
 - ✓ The exact location and dimensions of all buildings, parking lots, walkways, trash enclosures, and property lines;
 - ✓ Addresses of all adjacent properties.
 - ✓ All existing and proposed improvements shall be shown to scale.
 - ✓ Legal description of the property where the Personal Wireless Service Facility is to be installed.
 - ✓ Additional items may be necessary to be shown, per staff's direction.
 - ✓ Proposed landscaping and/or nonvegetative screening (including required safety fencing) for all aspects of the Personal Wireless Service Facility shall be included on the plans.

- b) Elevation/ roof plans showing:
 - ✓ All building and equipment elevations.
 - ✓ For freestanding Facilities, surrounding grades, structures, and landscaping from all sides shall be shown.
 - c) Manufacturer's specifications, including installation specifications, exact location of cables, wiring, materials, color, and any support devices that may be required.
 - d) Identification of materials contained within the Facility, which are potentially harmful to persons, animals, or vegetation, and a description of the methods of protection from harm.
3. Certified documentation by a licensed engineer demonstrating that any proposed Personal Wireless Service Facility will comply with the most current allowable radiation standards as allowed by the Federal Communications Commission for non-ionizing electromagnetic radiation (NIER) and electromagnetic fields (EMF). Certification form is included in this application.
 4. Responses to "Wireless Telecommunication Facility Application Questionnaire" contained within this application package.
 5. Status of review/ approval by the Palos Verdes Homes Association.
 6. Construction of a mock-up according to the following guidelines:
 - Once all application materials have been accepted by staff, a building permit shall be issued for the construction of a mock-up. **No mock-up construction may occur without an appropriate permit!**
 - The mock-up installation shall be completed within 2 weeks of issuance of the building permit.
 - The mock-up shall accurately represent all structures proposed in the project.
 - Once staff has issued authorization to remove the mock-up, all components of the mock-up shall be entirely removed, and all conditions restored, within 14 days.

Wireless Telecommunication Facility Application Questionnaire

A. The following guidelines shall be considered for all proposed wireless telecommunication facilities, as mandated by City Ordinance. Please read each guideline carefully and explain how each has been met.

DESIGN GUIDELINE #1

If feasible, Personal Wireless Service Facilities should be located at the same site as existing personal wireless service facilities unless the new Facility would interfere with the operation of such existing facilities, is aesthetically incompatible with them, or would be otherwise detrimental to the community.

How have you met this guideline?

DESIGN GUIDELINE #2

All Personal Wireless Service Facilities (including all related accessory cabinet(s)) shall meet the setback requirements of the underlying zone. In no case shall any portion of a Facility be located in a defined front yard or side yard. The Planning Commission may require additional setbacks and/or restricted location areas than that specified for the underlying zone based on the existing development of the site and/or surrounding land uses.

How have you met this guideline?

DESIGN GUIDELINE #3

Any freestanding ground-mounted Personal Wireless Service Facility, including any related accessory cabinet(s) shall apply towards the allowable lot coverage for structures/buildings of the underlying zone. In no case shall any part of a Facility alter vehicular circulation within a site or impede access to and from a site. In no case shall a Facility alter off-street parking spaces (such that the required number of parking spaces for a use are decreased) or interfere with the normal operation of the existing use of the site.

How have you met this guideline?

DESIGN GUIDELINE #4

Facilities shall be designed to be as visually unobtrusive as possible. Colors and designs must be integrated and compatible with existing on-site and surrounding buildings and/or uses in the area. Facilities shall be sited to avoid or minimize obstruction of views from adjacent properties.

How have you met this guideline?

DESIGN GUIDELINE #5

Facilities shall not be of a bright, shiny or glare reflective finish. The Facility shall be finished in a color to neutralize it and blend it with, rather than contrast it from, the sky and site improvements immediately surrounding, provided that, wherever feasible, a light color shall be used to meet this requirement.

How have you met this guideline?

DESIGN GUIDELINE #6

If feasible, the base station and all wires and cables necessary for the operation of a Personal Wireless Service Facility shall be placed underground so that the antenna is the only portion of the Facility that is above-ground. If the base station is located within, or on the roof of a building, it may be placed in any location not visible from surrounding areas outside the building, with any wires and cables attached to the base station screened from public view. The applicant shall demonstrate to the satisfaction of the Planning Commission or Public Works Director that it is not feasible, either technically or because of cost, to locate the base station below ground.

How have you met this guideline?

DESIGN GUIDELINE #7

Innovative design to minimize visual impact must be used whenever the screening potential of the site is low. For example, the visual impact of a site may be mitigated by using existing light standards and telephone poles as mounting structures, or by constructing screening structures which are compatible with surrounding architecture.

How have you met this guideline?

DESIGN GUIDELINE #8

Screening of the Facility should take into account the existing improvements on or adjacent to the site, including landscaping, walls, fences, berms or other specially designed devices which preclude or minimize the visibility of the Facility and the grade of the site as related to surrounding, nearby grades of properties and public street rights-of-way.

How have you met this guideline?

DESIGN GUIDELINE #9

Landscaping, whether natural or artificial, shall be placed so that the antenna and any other above-ground structure is screened from view to the extent possible.

How have you met this guideline?

DESIGN GUIDELINE #10

The maximum antenna height of any Personal Wireless Service Facility shall not exceed the maximum height limit of the underlying zone or the maximum height of an existing building (including any rooftop parapet walls, mechanical rooms, etc.). The applicant may apply for a height increase of up to twenty feet beyond the maximum height of the underlying zone or the maximum height of a building if both of the following conditions are met:

- a) There are no feasible alternate locations or designs that would allow a Facility to meet the underlying zone's maximum height limit.*
- b) There are exceptional circumstances such as topography, existing vegetation or structures that require a Facility to exceed the underlying zone's maximum height limit in order to function effectively.*

How have you met this guideline?

B. Have you achieved your 5 and 10 year FCC mandated build-out requirements? If not, please address the status.

C. Please attach the original “search ring” generated by your RF engineer. What other locations within this area did you explore? Why was this site chosen?

D. Please attach existing and proposed coverage maps for this site. How will this site change the coverage and capacity currently available on your system?

E. Describe your plans for future development of additional facilities within the City of Palos Verdes Estates.

ENGINEER'S CERTIFICATION

As a registered Professional Engineer, I hereby certify that the wireless telecommunication facility proposed by:

(applicant)

at the following location:

(address and legal description of subject property)

will comply with the most current allowable radiation standards as allowed by the Federal Communications Commission for non-ionizing electromagnetic radiation (NIER) and electromagnetic fields (EMF).

Signed:

Signature *Date*

Print Name/ Company

Address

Phone

License No. *Expiration Date* *State*



City of Palos Verdes Estates

Request for Preparation of Mailing Matrix for Planning Application

Fee Paid: _____ MR #: _____ Date: _____

Applicant: _____

Application No.: _____

Project Address: _____

APN (required for vacant lots): _____

Once you have submitted this request for preparation of a mailing matrix, City staff will prepare the pertinent documents, according to City standards and provide a copy for you.

How do you wish to be notified when the mailing matrix is ready?

Call me and I will pick it up. Phone: _____

Contact name: _____

Mail it to me. Phone: _____

Name and Address: _____

Fax it to me. I will be responsible for printing it on labels.

Fax: _____ Phone: _____

Contact name: _____

For Staff Use Only

Mailing matrix prepared

Date: _____ Staff initials: _____

Applicant contacted/ package mailed

Date: _____ Staff initials: _____