

City of Malibu Planning Department

Submittal Checklist Wireless Telecommunications Facility (WTF)

Site Address/Location: _____ Project # _____

Note: Some items on this list may not be required at time of submittal. Applicants are advised to discuss their projects with a planner or permit services staff to determine what documentation will be required at time of submittal. A conformance review will begin after the time of submittal, and additional documentation may be requested.

DO NOT WRITE IN THE SHADED BOXES (staff use only)

Project Description: _____

Submittal Requirements

1. Uniform Application _____
(With property owner(s) and applicant signatures)
2. Submittal Checklist _____
(This form, with applicant or owner signature)
3. Application Fee(s) _____
4. Proof of Ownership _____
(Grant Deed for projects on private properties and Title Report if parcel is vacant)
5. Letter of Authorization _____
(An applicant action on behalf of the owner(s) shall present a notarized, written authorization signed by the property owner(s); a buyer in escrow shall present a notarized written authorization signed by the owner/seller; a lessee shall provide the property owner(s) written approval; authorizations shall give the applicant the authority to submit and process the application)
6. Declaration Regarding Issued Coastal Development Permits and Copies of Previously Issued Coastal _____
Development Permits, if any.
(Both California Coastal Commission and City of Malibu issued)
7. Complete set of plans _____
(1 full size original **24 x 36** (wet-stamped), plus **2** full size copies (**3** copies if the property is beachfront); **1** compact disc (include all plans, studies and exhibits), plus **1 8½ x 11 reduced set**. Plans are to be collated, stapled and folded to 8½ x 11. Plans must be dimensioned to ¼" = 1' or ⅛" = 1' scale. Note that the maximum plan size is 24 x 36 unless absolutely necessary. Sets to include all of the following that are applicable to your project:
 - A. Cover Sheet (see description on page four) _____
 - B. Site Survey (see description on page four) _____
 - C. Site Plan (see description on page four) _____
 - D. Architectural Plans _____
(Floor Plan(s), Dimensioned Elevations and Sections – the existing **and** finished grade lines shall be shown; Roof Plan – with roof slope indicated; scale: ¼" = 1')
 - E. Grading, Drainage, Erosion and Storm Water Management Plans – or a letter stating none is _____
proposed (original must be prepared and wet-stamped with wet-signature by a registered Civil Engineer)
8. WTF Minimum application requirements (M.M.C. 17.46.100) _____
 - A. Visual Impact Demonstration _____
Showing the maximum silhouette and proposed or required screening. Must include photo simulations, scaled models or architectural renderings, and include map depicting when taken.
 - B. Coverage Maps _____
Provide coverage maps depicting existing and proposed coverage for the network requesting the cell site. Prepare the maps to a scale appropriate to clearly depict the areas which would benefit from the proposed coverage. Provide geographic references (i.e., streets, city boundaries, ocean, etc.), scale of the map, legend, and north arrow. If the maps are plotted on streets larger than 8 ½ " x 11" provide **2** color copies at this reduced size.
 - C. Narrative – Address each of the following – organized according to subject headings listed below. _____

1. **Antennas/Equipment** _____

List the number of proposed antennas and base transceiver stations and/or equipment cabinets and any existing facilities on the site.

2. **Location.** _____

Describe the location and type of antenna installations (stand-alone rooftop, rooftop attached to a mechanical penthouse, building façade, or existing utility towers and poles) and location of the base transceiver station(s), equipment cabinets and/or buildings.

3. **Height** _____

List the height of the antenna installation. Carriers must provide documentation that establishes that the proposed facilities have been designed to the minimum height required from a technological standpoint for the proposed site.

4. **Radio Frequency.** _____

List the radio frequency range in megahertz and the wattage output of the equipment

5. **Radio Frequency Emissions.** _____

Provide a report listing the effective radiated power generated by the proposed facility. The report shall identify exposure levels for both controlled and uncontrolled areas where the levels are projected to be highest.

6. **FCC Compliance.** _____

Provide documentation certifying (by a licensed Engineer) all applicable licenses or other approvals required by the Federal Communications Commission to provide the services proposed have been obtained.

7. **Maintenance.** _____

Describe the anticipated maintenance and monitoring program for the facility.

8. **Noise/Acoustical Information.** _____

Provide noise and acoustical information for equipment, such as air conditioning units and back-up generators.

9. **Site Selection Process.** _____

Provide a map and narrative description explaining the site selection process including information about other sites considered and reason for their rejection. This information is necessary to determine whether there will be a significant gap in coverage if the project is not approved or whether alternatives exist for providing coverage.

10. **Geographic Service Area.** _____

Identify the geographic service area for the subject installation, including a map showing the site and the associated "next" cell sites within the network. Describe the distance between cell sites. Describe how this service area fits into and is necessary for the company's service network. Illustrate the geographic area in which the facility could be located showing all other sites that could be used for antenna location. This information is necessary to determine whether there will be a significant gap in coverage if the project is not approved or whether alternatives exist for providing coverage.

11. **Preferred Location Sites.** _____

Each application shall identify the location preference, listed in Section 17.46.120 that the proposed facility is meeting. If the proposed location is not a preferred location, the applicant shall provide a list (by address and Assessor's Parcel Number) and a map at 1:200 scale of all preferred location sites within the service area; what good faith efforts and measures were taken to secure each other of these preferred location sites; describe why such site was not technologically, legally or economically feasible and why such efforts were unsuccessful; how and why the proposed site is essential to meet service demands for the geographic service area and the citywide network. This information is necessary to determine whether there will be significant gap in coverage if the project is not approved or whether alternatives exist for providing coverage.

12. **Preferred Mounting Technique.** _____

Each applicant shall identify the antenna mounting preference, listed in Section 17.46.110 the proposed facility is meeting. If the proposed mounting technique is not a preferred technique, the applicant shall provide a list (by address and Assessor's Parcel Number) and a map at 1:200 scale of all such building/sites within the service area; what good faith efforts and measures were taken to secure each of these preferred mounting location/sites; describe why each such site was not technologically or legally feasible and why such efforts were unsuccessful; and how and why the proposed site is essential to meet service demands for the geographic service area and the citywide network.

13. **Cumulative Effects.** Identify the location of proposed and existing antennas and backup facilities and on and near the property; include the following: _____

- a. **Height.** The height of all existing and proposed wireless telecommunications facilities on the property, shown in relation to the height limit for the zoning district; _____

- b. **Antennas.** The dimension of each existing and proposed antenna, base transceiver station, Equipment cabinet and associated building and backup equipment on the property; _____
- c. **Power Rating.** The power rating for all existing and proposed backup equipment; _____
- d. **Total Watts.** The total number of watts per installation and the total number of watt for all Installations on the building (roof or side); _____
- e. **Facilities within Five Hundred (500) feet.** The number and types of wireless telecommunication facilities within 500' of the proposed site. Also provide estimates of the cumulative electromagnetic radiation emissions at the proposed sites. _____

D. Co-location Agreement. _____

All wireless telecommunications carriers shall provide a letter stating their willingness to allow other carriers to co-locate on their facilities wherever technically feasible. When determined to be technically feasible and appropriate, the Planning Director may require unutilized space to be made available for co-location of other wireless telecommunications facilities, including space for entities providing similar, competing services. Co-location is not required in cases where the addition of the new service or facilities would cause quality of service impairment to the existing facility or if it becomes necessary for the host to go off-line for a significant period of time. As used herein, "Co-location" means an arrangement whereby multiple wireless communication devices share the same structure of site.

E. Planned Facilities. _____

A Five Year Master Plan of all facilities and planned future facilities with in the City. (See page four for information)

9. **Certified Public Notice Property Owner and Occupant Mailing Addresses & Radius Map;** _____
 (Property owner & occupant addresses on mailing labels will not be accepted. See description of the requirements on page five).

Department Referrals – please complete this section PRIOR to submittal

10. **City Planning Department Review** _____

- Wireless Telecomm. with SPR \$3,020.00 Wireless Telecomm. with CUP \$3,171.00
 Variance \$2,718 x ____ Other \$ _____

Comments:

11. **Biology Review** (see separate handout for description) _____

- No review required** **Review required / No fee** **Review required / Fee required**
 Level: ____ \$ _____ Hourly fee ____ hours x \$163 = \$ _____

Comments:

12. **Public Works Review** (see separate handout for description) _____

- No review required** **Review required / No fee** **Review required / Fee required**
 Hourly fee ____ hours x \$198.00 = \$ _____

Comments:

13. Geology Review (see separate handout for description)

- No review required Review required / No fee Review required / Fee required
- Level: _____ \$ _____ Document Retention \$22 Time & Materials + 30% = \$ _____
- No report required

Comments:

Submittal Requirements for Beachfront Properties

14. Coastal Engineering Review (Beach Front Lots Only) (2 copies, prepared and wet-stamped with wet-signature by a Registered Coastal/Civil Engineer) _____

- No review required Review required / No fee Review required / Fee required
- Reports required (2 copies, wet-stamped with wet-signature by a registered coastal / civil engineer, and CD)
- Complex \$2967 Standard \$1684 Minor \$688 Hourly fee ___ hours x \$212 =\$ _____ Doc \$22

Comments:

15. Public Beach Access Locations/Information (Beach Front Lots Only) (On a separate page, provide the location of the nearest public beach access point, what type of access exists and whether or not the access is open to public) _____

Submittal Requirements for Code Enforcement Cases

16. Code Enforcement Review

- No review required Review required / No fee Review required / Fee required
- Minor \$773 Major \$1,546 Hourly fee ___ hours x \$155 =\$ _____

Code Enforcement Officer Signature: _____ Date _____

Additional Submittal Requirements for Minor Modification, Site Plan Review, Stringline Modification Review, Variance and Neighborhood Standards Requests

17. Written Statement(s) Justifying EACH Additional Request _____

I hereby certify that the attached application contains all of the above items. I understand that if any of the items are missing or subsequently deficient, the application is not complete, may be rejected or may constitute grounds for revocation of any permit issued.

OWNER/APPLICANT SIGNATURE

DATE

The following items may be required depending on the location and type of development that is being sought. Any changes to applicable zoning regulations, policies and/or interpretations may result in additional items needed for review.

- A. Archeological Study
- B. Independent Consultant Review – Pursuant to M.M.C. Section 17.46.100(E) and LIP 3.14.9(E)
- C. Story Poles (Per Plan Approved by Staff, Certified by a Licensed Architect or Surveyor)
- D. Slope Stability Analysis
- E. Other materials and/or reports deemed necessary by the Planning Director

Submittal Item Details

7.A. Cover Sheet

Must include:

- Detailed Project Description (include any green or sustainable features);
- Setback Calculations (for existing setbacks, proposed setbacks and those required by code); and
- List of Discretionary requests.

7.B. Site Survey

Must include:

- Property boundaries with bearings, distance, and monuments, iron rods, or other markers clearly shown; show existing and proposed lot lines when subdivisions or lot line adjustments are included;
- North arrow, date, scale, dimensions and recorded boundaries of total ownership;
- Indicate topography by showing approximate contours;
- All easements, offers to dedicate, deed restrictions and description of adjacent uses;
- Location of trees that are at least 4 inches in diameter at a point 4½ feet above the ground;
- ESHAs and ESHA buffers and location of onsite wastewater treatment system;
- Location of any buildings or structures of adjacent owners that are within 15 feet of the property or that may be affected by proposed grading;
- Beachfront lots include elevation at street centerline and note the mean high tide line;
- Beachfront lots include building and deck stringlines
- Show entire access way from the nearest public street to the property
- Shall be prepared and wet-stamped with wet-signature by a Registered Civil Engineer or licensed surveyor.

7.C. Site Plan

Must include:

- All proposed structures, including fences and walls; show existing structures if addition;
- ESHA and ESHA buffer boundaries (as applicable);
- Location of onsite wastewater treatment systems;
- Include the following information on the plans: Project address, Assessor's Parcel Number, Land Use Zone, General Plan Land Use Designation, Property Owner name, North Arrow, Scale of Drawing (e.g. 1/4" = 1');
- Fire Dept access ways, including driveway, turnaround and a five foot clearance around the structure(s);
- Show sustainable building elements (e.g., solar panels, wind turbines, rain capturing devices, etc);
- Easements, offers to dedicate, required setbacks and lot dimensions;
- Bluff-top lots include required bluff setbacks;
- Beachfront lots include elevation at street centerline and note the mean high tide line; and
- Beachfront lots include deck and building stringlines.

7.E. Grading, Drainage, Erosion and Storm Water Management Plan

Must include:

- Proposed grades for the pad area around the proposed structure(s) to establish drainage and building height information;
- The Grading Verification Certificate signed by the Civil Engineer; copy directly onto the Grading Plan;
- Proposed cut and fill slope locations showing proposed setbacks from property lines when applicable;
- Show the proposed drainage system including the proposed point of discharge;
- List all Site Design BMP's contained in LIP Appendix A incorporated into the project for water quality purposes;
- List all Source Control BMP's contained in LIP Appendix A incorporated into the project for water quality purposes;
- If no Site Design or Source Control BMP's have been incorporated into the project, the plan shall explain the site conditions that prohibit their implementation; and
- When an application is for an Agricultural or confined Animal Facility, the plan shall reflect the requirements of LIP Sections 17.3.5.

8.E. Planned Facilities

The Master Plan shall consist of the following components:

- A written description of the type of technology each company/carrier will provide to its customers over the Next five years (i.e. Cellular, PCS, etc.) and a description of consumer services to be offered (i.e. voice, video and data transmission)
- A description of the radio frequencies to be used for each technology.
- A map of the City showing the five year plan cell sites and planned coverage.
- A written list of existing, proposed and anticipated cell sites of the service provider over a five year period.
- A description of the location of the cells and the types of installations, including antennas and equipment.

9. Certified Public Notice Property Owner and Occupant Addresses and Radius Map

- The addresses of the property owners and occupants within the mailing radius shall be provided on a compact disc in a Microsoft Excel spreadsheet. The spreadsheet shall have the following column headers in row one: 1) name, 2) address, 3) city, state & zip code, and 4) parcel (for APN). The owners should be listed first followed by the occupants. The project applicant's mailing address should be added at the end of the list.

- An additional column for “arbitrary number” may be included if the supplied radius map utilizes such numbers for the purpose of correlating the addressee to their map location.
- Printouts of the excel spreadsheet and radius map, certified by the preparer as being accurate, must be provided.
- The radius map (8½” x 11”) shall show a 500 foot radius* from the subject property and must show a minimum of 10 developed properties. A digital copy of the map shall be submitted on the same cd as the mailing addresses.

*Properties zoned RR-10, RR-20, or RR-40 require a 1,000-foot radius notification.

**Note that updated mailing labels may be requested by the project planner prior to deeming the application complete.