City of Malibu

Wireless Permit (WP) and Wireless ROW Permit (WRP) Submittal Checklist / Packet

NOTE Pre-Design/Submittal meetings are highly recommended for wireless communications facility applications. To schedule a pre-design/submittal appointment, please call 310-456-2489, ext. 485, or email mplanning@malibucity.org.

At this time, the Planning Department will only be accepting digital submittals of all submittal documents instead of any otherwise required hardcopy items described in the list below. Applications may be submitted by making an appointment with the public counter by contacting mplanning@malibucity.org. Applications will only be processed on Mondays and Tuesdays of every week. Prior to your application submittal, you are required to submit a request for an address using the same email address, if one has not been previously issued by the City. A site plan, aerial photograph and coordinates would facilitate identifying the site location for proper addressing. Please also include a detailed written project description with the submittal.

Staff Only – General Project Information

Date: _____

Address / Location: _____

Project Description:_____

_____

Requires the following discretionary requests:_____

_____

□ Level 1 – Waiver from Wireless Design Standards $1,034.00
□ Level 2 – Upgrade Existing Facilities Collocation $3,896.00
□ Level 3 – Type 1 Wireless Permit (WP) of WP Right-of-Way Permit (WRP) $15,688.00
□ Level 4 – WP Type 2 $15,688.00
□ Level 5 WP or WRP with CDP $10,046.00
□ Consultant Conformance Review / Compliance Actual cost +30%_____
*Credit Card: 3.9% Transaction Fee will apply
2.9% +$0.30 (for online transactions)

Type of Application (Select all that apply) _____

a. Eligible Facilities Request
b. Small Cell – Collocation
c. Small Cell – New Structure
d. Collocation (Non-Small Cell)
e. All Other Wireless Communications Facilities
f. Permit Renewal
g. Waiver

A **complete submittal** shall consist of the following City / County Department reviews, submittal documents, and fees:

Departments	Planning Review		Building Plan Check		Date	Submitted
	Req'd	Not Req'd	Req'd	Not Req'd		
Planning	✓	-	✓	-		☐
Archaeological Survey If needed, submit as separate application. Guide	☐	☐	☐	NA		☐

City Biologist	☐	☐	☐	☐		☐
City Environmental Health	☐	☐	☐	☐		☐
City Public Works Department	☐	☐	☐	☐		☐
City Geotechnical Staff Review	☐	☐	☐	☐		☐
City Coastal Engineer Review	☐	☐	☐	☐		☐
Code Enforcement Review	☐	☐	☐	☐		☐
Los Angeles County Fire Department	✓	-	✓	-		☐
Los Angeles County Waterworks District 29	☐	☐	☐	☐		☐

Standard Requirements

Item #	Description	Required	Submitted
0.5	City Designated Address	✓	☐
1	Submittal Checklist	✓	☐
2	Uniform Application (Attached)	✓	☐
3	Proof of Ownership	✓	☐
4	Letter of Authorization (Attached)	✓	☐
5	Declaration Regarding Previously Issued Coastal Development Permits & Deed Restrictions (Attached)	✓	☐
6	Grading Yardage Verification Certificate OR Letter stating none proposed (Attached)	✓	☐
7	Application Fees	✓	☐
8	Digital Set of Plans See Project Plan Requirements	✓	☐

Notes
Digital Submittal

8. All documents should be saved as an Adobe PDF.
   - Each document shall be saved as a separate PDF. All documents should be numbered in the corresponding order of the submittal checklist, preferably titled with the same subject matter. For example:
   3. Proof of Ownership
   4. Letter of Authorization
   5. Declaration Regarding previously issued CDPS & Deed Restrictions
   5a. Coastal Commission Permit_1992
   5b. Coastal Commission Permit_1996
   6. Grading Yardage Verification, if applicable

-Plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

WP/WRP Application Requirements

Provide a packet with the following information. The following items are required upon submittal of the application unless an item is not applicable.

*For FCC Section 6409 exemptions, coverage maps and displaying a clear need for the facility are not required.

10. Contact information: _____
    a. Applicant and their representatives
    b. Owner of proposed wireless communications facility
    c. If different from facility owner, the identity of the person or entity responsible for operating the proposed wireless communications facility
    d. The property owner or owner of the structure on which the proposed wireless facility would be installed
    e. Names, addresses, telephone numbers, and email addresses of anyone acting on behalf of the applicant with regard to the application;
    f. The name, address and phone number of all persons that prepared or assisted in preparing the application and any required reports;
    g. The postal address, parcel number, or utility pole identifier of the property;
    h. The location of the schools, playgrounds and parks within 500 feet of the project site;
    i. Local contact person for emergencies
    j. Assessor's Parcel Number

11. Purpose of new wireless communications facility or amendment _____

12. Letter of authorization _____
    Signed by the property owner authorizing the applicant to submit and process the application, including executed copies of any leases, letters of agency, or proof of ownership, of private property involved in the project.

13. Authorizations, and licenses _____
    Any additional authorizations per the carrier, FCC, CPUC, ROW agency, etc.

14. Provide previous approvals, if applicable, and Certificate of Completion _____
    Site inspection fees may apply if a final inspection was never requested.

15. Identify and provide other required permits and approvals for the subject facility _____

16. Electrical and Structural Safety Information _____
    The following engineering documents prepared under the responsible charge of and sealed by a California licensed Professional Engineer must be included in the application:
    a. A short circuit and coordination study ("SCCS") calculated pursuant to the IEEE 551-2006: Recommended Practice for Calculating AC Short-Circuit Currents in Industrial and Commercial Power Systems or the latest version of that standard. The study must demonstrate the protection devices will ensure the equipment enclosure will not be breached. The SCCS must include analysis of Voltage Transient Surges due to contact of conductors of different voltages;
    b. A one-line diagram of the electrical system;
    c. Voltage Drop & Load Flow Study;
    d. Load Calculation;
    e. Panel Directories;
    f. A plot plan showing the location of the mounting structure including address, or structure designation, or GPS location on the front sheet;
    g. A plot plan showing the location of the service disconnecting means; and
    h. An elevation drawing of the equipment and the service disconnecting means

17. Structural Safety Information _____
    The structural/civil engineering documents prepared under the responsible charge of and sealed by a California licensed professional civil engineer.
    a. Photo simulations, from at least three different angles, showing the pole and streetscape before and after installation. In some cases, more than three different angles may be required;
    b. The azimuth, size and center-line height location of all proposed and existing antenna(s) on the supporting structure;
    c. The number, type and model of the antenna(s) that will be used with a copy of the specification sheet;
    d. The make, model, type and manufacturer of any tower involved and a design plan stating the tower's capacity to accommodate multiple users.

18. Site and Construction Plans _____

Complete and accurate plans, drawn to scale, signed, and sealed by a California-licensed engineer, land surveyor, and/or architect, which include the following items.

(1) A site plan and elevation drawings for the facility as existing and as proposed with all height and width measurements explicitly stated.
(2) A site plan describing the proposed tower and antenna(s) and all related fixtures, structures, appurtenances and apparatus, including height above pre-existing grade, materials, color and lighting;
(3) A depiction, with height and width measurements explicitly stated, of all existing and proposed transmission equipment.
(4) A depiction of all existing and proposed utility runs and points of contact.
(5) A depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities labeled in plan view.

19. Detailed map _____

With locations of the poles or other property on which equipment is to be located, including specific pole identification number, if applicable, and the areas it will service.

20. Description as to why the desired location is superior to other similar locations, from a community perspective, including, but not limited to: _____

(1) Proximity to residential buildings and descriptions of efforts to prevent any blocking of views of impressive scenes; and
(2) Written documentation demonstrating a good faith effort to locate the proposed facility in the least intrusive location in accordance with the location requirements of this Resolution.

21. A description in writing and a visual rendering demonstrating effective screening of all ground-mounted or roof-mounted equipment of the facility from view. _____

22. Radio frequency emissions report _____

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.

23. Color-coded carrier-generated RF Coverage (propagation) maps _____

At a scale no smaller than 1 inch (1") to a quarter (1/4) mile with all appropriate legends, showing the coverage for the highest and lowest frequencies to be used by the facility. Frequencies are to be stated numerically, not qualitatively. Provide a represented value in dB of each colors it specifically represents.

24. If the project involves, modifies or will use an existing facility or structure _____

A description of the type of structure (e.g., guyed, self-supporting lattice or monopole), and a report on the physical condition of the facility certified by a professional engineer licensed in the state of California.

25. If the application is for a new tower _____

Clear and convincing technical evidence by a carrier or wireless service provider justifying the total height of the proposed facility and the need for such to the exclusion of all reasonable alternatives. Evidence in the form of propagation studies must include all modeling data and assumptions used to produce the studies at the requested height and should take into consideration the ability to collocate other carriers in the future.

26. A siting analysis _____

Identify other feasible locations within or outside the City which could serve the area intended to be served by the facility, unless the applicant provides compelling technical reasons for providing fewer than the minimum.

27. FCC compliance affirmation _____

Statement under penalty of perjury, that the proposed installation will be FCC compliant in that it will not cause members of the general public to be exposed to RF levels that exceed the emissions levels deemed safe by the FCC. A copy of the fully completed FCC form "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance: Appendix A" titled "Optional Checklist for Determination of Whether a Facility is Categorically Excluded" for each frequency band of RF emissions to be transmitted from the proposed facility upon the approval of the application. All planned radio frequency emissions on all frequency bands must be shown on the Appendix A form(s) attached to the application. All planned radio frequency emissions are to be entered on each Appendix A form only in wattage units of "effective radiated power."

28. A statement detailing the frequency, modulation and class of service of radio or other transmitting equipment _____

29. A copy of the FCC license applicable for the intended use of the proposed facilities _____

30. A HazMat Business Plan for all new generators, and any storage and/or use of hazardous materials during the project, to include: _____
    i. A list of toxic substances that may develop during arcing or fire that may impede fire suppression efforts;
    ii. A list of hazards that may develop during arcing or fire that may impede fire suppression efforts.

31. A demolition plan, if applicable _____

32. Collocation agreement _____
    A written statement of the applicant's willingness to allow other carriers to co-locate on the proposed personal wireless service facility where technically and economically feasible and aesthetically desirable, subject to the qualification that colocation should not occur when public exposures from the resulting higher cumulative sources would exceed FCC limits.

33. A statement signed by a person with legal authority _____
    To bind the applicant attesting under penalty of perjury to the accuracy of the information provided in the application. If attester not an authorized employee of the applicant, then the attester must demonstrate that it is an authorized agent of the applicant, with lawful Power of Attorney from the applicant.

Other Requirements

Item #	Description	Required Upon Submittal	Required Prior to Deeming Complete	Submitted
32.	Concurrent Submittal Form (Attached)	✓	-	☐
33.	Building Plan Check The applicant is required to submit plans and engineering documents to the City of Malibu Building Safety Division for plan check review concurrently with Planning review.	-	✓	☐
34.	Fire Department Approval	-	✓	☐
35.	Property Owner / Occupant Mailing Data & Radius Map (1,000 foot radius)	-	✓	☐

Additional Documents

Item #	Description	Required	Submitted
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

City Department Requirements

If a department is marked as “Required” on page 1 of this form, please obtain fees and comments from each Department in the designated boxes below.

City Biologist Review

□ **Review required / No fee** □ **Review required / Fee required**

□ Level:____ $_____ □Hourly fee ___ hours x $215 = $_____

Comments:

Required Documents:

Biological Report Submittal Guide & Other Landscaping Requirements

City Public Works Department Review

□ **Review required / No fee** □ **Review required / Fee required**

□Public Works Review ___ hours x $357.00 = $_____

□Traffic Review ___ hours x $357.00 = $_____

□ Land Division ___ hours x $357.00 = $_____

Comments:

Required Documents:

Public Works Project Plans and Report Requirement

City Geologist Review

□ **No review required** □ **Review required / No fee** □**Review required / Fee required**

□ Level:____ $_____ Time & Materials + 30% = $_____
□ No report required

Comments:

Code Enforcement Review

□ **Review required / No fee** □ **Review required / Fee required**

□Hourly fee ___ hours x $175 =$_____

Code Enforcement Officer Signature:_____ Date _____

Comments:

Note: A conformance review will begin after the time of submittal, and additional documentation may be requested.