



Wireless Communication Facility Permit Applicant's Guide and Application

A Wireless Communication Facility (“WCF”) Permit is required for all facilities for the provision of wireless communication services. Applicants for all wireless communication facility types (both inside and outside the public right-of-way) must complete and submit this application with attached exhibits, in addition to any entitlement application required pursuant to Lake Forest Municipal Code (LFMC) Chapter 9.162, and all documentation requested thereunder.

APPLICATION FILING:

Submit all application materials at the following location:

City of Lake Forest
Community Development Department
100 Civic Center Drive
Lake Forest, CA 92630

Applications may be submitted to the Community Development Department Monday, Tuesday and Thursday 8:00 a.m. to 6:00 p.m., Wednesday 8:00 a.m. to 11:45 a.m., and Friday 8:00 a.m. to 5:00 p.m. The Community Development counter is closed for lunch between 11:45 a.m. and 1:00 p.m. Appointments are available during business hours (<http://www.lakeforestca.gov/454/City-Hours>). Please call (949) 461-3535 to set up an appointment.

Complete the following application in its entirety. All written responses to the questions below must be clear and legible. Several questions require you to attach supplemental documentation and commentary to support your answers. All exhibits must be marked as directed in the application. All supporting documentation must be clear and legible. All exhibits must be stapled or bound to the application or properly ordered if the application is submitted electronically.



Wireless Communication Facility (WCF) Permit Application

City Staff Received: Initials _____ Date _____

I. Property Information

1. **Property Address** (or, if multiple locations are involved, attach list of each location)
If the proposed site is in the public right-of-way provide geographic coordinates and nearest cross streets and skip to Section II:

2. **Assessor's Parcel No(s):**

II. Contact Information

1. **Property Owner:**

Name: _____

Contact Person: _____

Street Address: _____

City, State & Zip: _____

Telephone No.: _____

Email: _____

2. **WCF Service Provider / Facility Operator:**

Company Name: _____

Contact Person: _____

Street Address: _____

City, State & Zip: _____

Telephone No.: _____

Email: _____

3. Applicant/Primary Contact:

Name: _____
Street Address: _____
City, State & Zip: _____
Telephone No.: _____
Email: _____

4. WCF Owner's Interest in the Project Site (if in public right-of-way, check "N/A"):

Lease License Ownership N/A Other: _____

III. Project Information

1. Purpose of Proposed WCF

a. Is the proposed WCF to be used for the provision of "personal wireless services" as defined by 47 U.S.C. § 332(c)(7)(C)(i) on a sole or comingled basis?

No. Specify the type(s) of wireless communication services to be provided using the proposed WCF:

Yes. Specify the type(s) of personal wireless services:

b. Type of Facility Proposed

Check <input checked="" type="checkbox"/> facility type governing application request below	Facility Class (See LFMC §9.162.040)	Permit Type	Public Hearing and Notification Requirements	Additional Information
<input type="checkbox"/>	Class 1 Facilities – Stealth-Attached	Administrative Site Development Permit, subject to Director approval	No public hearings or public notification required	
<input type="checkbox"/>	Class 2 Facilities – Camouflaged-Attached	Use Permit, subject to Planning Commission approval	Public hearing and public notification required	
<input type="checkbox"/>	Class 3 Facilities – Camouflaged/Stealth-Free-standing	Use Permit, subject to Planning Commission approval	Public hearing and public notification required	
<input type="checkbox"/>	Class 4 Facilities – In the Right-of-Way (public or private)	Wireless Communication Facility Permit, subject to Director approval	No public hearings or public notification required	All Class 4 Facilities installed on a City-owned pole or other City-owned apparatus, and any associated equipment installed on the ground in the public right-of-way, require approval of a Communications Site License agreement by the City Council.
<input type="checkbox"/>	Class 5 Facilities – Temporary	<u>Non-Residential Zone:</u> Administrative Site Development Permit, subject to Director approval <u>Residential Zone:</u> Use Permit, subject to Planning Commission approval	No public hearings or public notification required Public hearing and public notification required	
<input type="checkbox"/>	Class 6 Facilities – Utility Mounted	Administrative Site Development Permit, subject to Director approval	No public hearings or public notification required	
<input type="checkbox"/>	Class 7 Facilities – Eligible Facility Requests	Wireless Communication Facility Permit, subject to Director approval	No public hearings or public notification required	If the WCF is located in the public right-of-way, the applicant must submit any supplemental application form required by the City. The Director may condition the modification on compliance with applicable building codes or reasonable health and safety standards.
<input type="checkbox"/>	Class 8 Facilities - Government Code Section 65850.6 Collocations	Wireless Communication Facility Permit, subject to Director approval	No public hearings or public notification required	If the WCF is located in the public right-of-way, the applicant must submit any supplemental application form required by the City. The Director may condition the modification on compliance with applicable building codes or reasonable health and safety standards.

1. Please check the applicable box above and attach a description supporting your selection(s) and supporting documentation (all rules, regulations, agreements, or other materials on which you base your response) marked as "**Exhibit 1**".

2. **Pending Permissions**. List below the application or permit numbers of all pending applications and permits issued by the City to applicant (or a related entity) which relate directly or indirectly to this application. Include the date such permits were filed and issued. Include attachments if necessary as "**Exhibit 3**".

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____

3. **Ancillary Permissions**. Based on the work proposed in connection with this project, identify any and all additional permits, approvals, or agreements ("Ancillary Permissions") that will be required for any work within the City in order to deploy the WCF which you contend must be permitted (absent agreement or exceptional circumstances) no later than by the same time the City must take action on the WCF application. It is your responsibility to review the LFMC, City policies, and state or FCC regulations applicable to the deployment of the WCF within the City and identify every Ancillary Permission that will be sought in conjunction with that deployment. The failure to conduct the investigation and to accurately identify all Ancillary Permissions may be grounds for denying the application or for declaring it incomplete. For example, if the WCF would be placed on a structure where an ancillary permit would be required at the state, federal or local level, the applications required for that review must be identified. Please check whether the work proposed will require:

- Building Permit
- Electrical Permit
- Traffic Control Permit
- Encroachment Permit
- Grading Permit
- Other(s). Identify: _____

"I agree that, except for those applications identified and submitted in response to Question 5 (below) separately for any and all required Ancillary Permissions; any deadlines for action on any Ancillary Permissions will run from the date of those applications, and not from the date of this application; and that no work may be undertaken should this wireless application be granted, or granted subject to conditions, until and unless the same are obtained."

Agreed: _____ Print Name: _____

4. With respect to the Ancillary Permission(s) identified above that you seek now, please check the appropriate box below:

- I have one or more of the required permit(s). [If you check this box, attach the required permit(s) as "**Exhibit 4**"]
- I am applying or have applied for, but have not yet obtained, one or more of the required permits. [If you check this box, attach a copy of the application(s) and all fees or proof of fee payment marked as "**Exhibit 5**".]

5. High Fire-Threat District. Is the proposed WCF in a High Fire-Threat District ("HFTD") (as demarcated on the current version of the California Public Utility Commission's Fire-Threat Map)? (<https://www.cpuc.ca.gov/industries-and-topics/wild-fires/fire-threat-maps-and-fire-safety-rulemaking>)

No Yes. If you answered "Yes" to this question, please answer the following:

(1) Identify the structure(s) or proposed structure(s) on which the WCF will be attached:

(2) Identify the owner(s) of the structure(s):

(3) Check one of the following:

- The WCF is being installed on a structure that Applicant contends is, or will be, under the jurisdiction of General Order 95 ("GO 95"), or GO 165, or GO 166.
- The WCF is NOT being installed on a structure that applicant contends is, or will be, under the jurisdiction of General Order 95 ("GO 95"), or GO 165, or GO 166.

(4) If the WCF is being installed on a GO 95, 165, or 166 structure, attach [**as "Exhibit 6"**] sworn statements by qualified experts attesting to: (1) the specific HFTD in which the WCF will be located; (2) whether the structure has been inspected by a qualified expert(s) for compliance with all applicable General Orders; (3) whether the structure, any existing facilities, and any planned structures and facilities would comply with standards for placement on structures in an HFTD; and (4) whether all required Fire Prevention Plans are in place. If existing or proposed structures or WCFs are or will be noncompliant in any respect, the application shall identify actions proposed to ensure the structure and existing and proposed WCFs are compliant. [**Include with "Exhibit 6"**]

(5) If the WCF is NOT being installed on a GO 95, 165, or 166 structure, attach [**as "Exhibit 7"**] sworn statements by qualified experts attesting to: (1) the specific HFTD in which the WCF(s) will be located, as demarcated on the current version of the California Public Utility Commission Fire-Threat Map, if applicable; (2) a description of the actions the applicant has taken to reduce hazards to public safety, including fire safety hazards, that may be caused by the proposed WCF; and (3) the actions applicant proposes to take to maintain the safety of the WCF, which actions shall be at least as rigorous as if GO 95, 165, and 166 applied.

IV. General Requirements

a. Application Fees

Applicant shall pay all applicable fees in the amounts established by the City's current fee schedule. In the event applicant has pre-paid all or a portion of applicable fees, please include a copy of the receipt from that transaction.

b. Description of Project Coverage and Purpose

Provide a narrative description of the project. Your response shall include, but not be limited to: description and purpose of the proposed WCF or modification; anticipated construction activities involved; schedule for the same; maintenance requirements, and: the number of antennas to be installed. **[Attach as "Exhibit 8"]**

1. Check the box below that most accurately identifies the primary purpose of the project:
 - Increase network capacity without adding new radio frequency coverage;
 - Provide significant new radio frequency coverage in areas without radio frequency coverage;
 - Increase existing radio frequency coverage in area with coverage;
 - Other: _____
2. Will the proposed WCF(s) be used for:
 - Cable television or video entertainment services;
 - An Open Video System under FCC rules;
 - Any service not authorized by Applicant's California Public Utilities Commission Certificate;
 - None of the above
3. Provide a description of the geographic service area for the proposed installation. **[Attach as "Exhibit 9"]**

c. Plans

Provide three copies of a fully dimensioned site plan at a scale of 1"=20" or larger and including the following: **[Attach as "Exhibit 10"]**

- (1) A north arrow on each plan sheet;
- (2) Title block with applicant's, owner's, and wireless communication service provider's, name, address, telephone number and email address;
- (3) Depiction of the fully-constructed proposed WCF;
- (4) Property lines, streets (with street names), easements, and all structures and improvements, including accessory equipment, under-ground utilities and support structures, existing and proposed;

- (5) Slopes, contours, trees, and other pertinent physical features of the project site, existing and proposed;
- (6) All exterior lighting on the project site, existing and proposed;
- (7) Location, use, and approximate distance from property lines of the nearest structures on all properties abutting the site;
- (8) The location of parking for maintenance personnel; and
- (9) Existing and proposed elevations of all facilities, equipment, support structures, appurtenances, and other related structures.

d. Site Photographs [*Attach as "Exhibit 10" or include with "Exhibit 9"*]

Provide current color photographs of the project site and its surroundings.

e. Photo-simulations [*Attach as "Exhibit 10" or include with "Exhibit 9"*]

Provide photo-simulation or similar technique, demonstrating, from a minimum of two generally perpendicular (to each other) perspectives, the appearance and potential visual impacts of the proposed WCF. Consideration shall be given to views from public areas as well as from private property.

f. Noise

For each WCF proposed, provide a description of the facilities and/or equipment that are expected to generate noise, and a noise study or written statement by the project applicant or corresponding wireless communication service provider, certifying that the facility will not emit noise in excess of City's noise standards (LFMC Chapter 11.16). [*Attach as "Exhibit 11"*]

g. Landscape Plans [*Include with "Exhibit 9"*]

If any landscaped ground will be disturbed, provide six copies of a landscape plan for the site, at a scale of 1/8"=1' or larger and including the following:

- (1) Existing trees within 50 ft. of the proposed WCF;
- (2) Species and condition of all such trees;
- (3) Final disposition of all existing trees; and
- (4) Species, location and sizes of trees and other vegetation proposed to be installed in conjunction with the WCF.

h. Digital Copy: One digital copy of each required plan and document listed herein (including all required exhibits), in .pdf format, on a flash drive.

V. Project Location and Authorizations

a. WCFs in the Public Right-of-Way (Class 4 Facility)

1. Is the proposed WCF located in the public right-of-way?

- Yes. If "Yes" continue to "2" below
- No. If "No", skip to section "b" below (WCFs outside the Public Right-of-Way)

2. To have a complete application, Applicant must have: (a) authorization to use the public right-of-way; (b) a license(s) to provide proposed services; and (c) authorization to use the proposed structure.

(i) Does Applicant have an existing franchise or other authorization to place WCFs in the public right-of-way?

- No. If "No", the application will be considered incomplete.
- Yes. If "Yes", explain source of Applicant's right to use public right-of-way and submit related documentation. **[Attach as "Exhibit 12"]**

(ii) Has Applicant obtained all applicable licenses or other authorizations to provide the services proposed in connection with the application, whether required by the Federal Communications Commission, California Public Utilities Commission, or any other agency with authority over the proposed services?

- No.
- Yes. If "Yes", submit related documentation such as FCC licenses or authorizations, a Certificate of Public Convenience and Necessity or a Wireless Identification Registration from the California Public Utilities Commission. **[Attach as "Exhibit 13"]**

(iii) Is the proposed WCF to be attached to a structure owned or controlled by a third party (not the owner of the proposed WCF)?

- No. Yes.

If "Yes", identify the owner as one of the following:

- City of Lake Forest.
- Other: _____ (insert name).

If you selected "Other", provide a copy of the authorization or license to use the structure. **[Attach as "Exhibit 14"]**

If you selected the City, select one of the following:

- I have a master license or other agreement with the City for use of the facility. If you check this box, provide the document **[Attach as "Exhibit 15"]**.
- I have no license or other agreement, but am applying/have applied for one. [If you check this box, the application must be provided, along with payment or proof of payment of required fees. **[Attach as "Exhibit 15"]**.]

- I have no license or other agreement and have not applied for a license or other agreement. By checking this box and signing below, you acknowledge and agree that this wireless communication facility permit application is not a substitute for a license or other agreement to use the City facility and must be separately applied for; that any deadline for action on that application will not begin to run until the complete application is submitted; and that this wireless permit application will remain incomplete until and unless a complete application for a license or other agreement is submitted to the City.¹

Agreed: _____ Print Name: _____
(signature)

b. WCFs Outside the Public Right-of-Way

1. If a new pole (that is not replacing an existing pole) in an otherwise permitted location is proposed, provide a new pole justification analysis to demonstrate why existing infrastructure cannot be utilized and how the new pole is the least intrusive means possible. **[Attach as "Exhibit 16"]** (N/A)
2. If the WCF will be collocated on a structure owned by someone other than the owner of the proposed installation, provide written authorization by any and all property owners authorizing the placement of the facility on or at the property owner's property. **[Attach as "Exhibit 17"]** (N/A)
3. If applicable, provide the following letter(s) of authorization to collocate, modify, or provide services: (N/A)
 - (1) If the applicant is an agent, provide a letter of authorization from the owner of the facility. **[Attach as "Exhibit 18"]**
 - (2) If the owner will not directly provide wireless communications services, provide a letter of authorization from the person or entity that will provide those services. **[Attach as "Exhibit 19"]**
4. Are you willing to share facilities with another service provider? (Yes; No) If so, provide a description of your willingness to share facilities. Specify whether: (1) you would be willing to share an available conduit, fiber strands in a fiber cable, splice boxes, or trenching costs in a joint construction project; (2) you reviewed pending applications or recently granted permits in the City for opportunities to share facilities. **[Attach as "Exhibit 20"]**
5. In areas where it would minimize the impact on residents and business, will you be using directional boring? (Yes; No) If not, why not. **[Attach as "Exhibit 21"]**

¹Informal discussion regarding use of City-owned or -controlled facilities prior to completing an application is encouraged.

VI. Radio Frequency ("RF") Emissions Reporting Requirements

a. Provide proof or certification of completion of the RF emissions exposure guidelines checklist contained in Appendix A to the Federal Communications Commission's ("FCC") "Local Government Official's Guide to Transmitting Antenna RF Emission Safety". **[Attach as "Exhibit 22"]** The Guide can be found at: <https://www.fcc.gov/general/radio-frequency-safety-0>

b. Pursuant to the completed checklist referenced above, will the facility be "categorically excluded" under the FCC regulations for RF emissions?

Yes No

If you selected "No" above, provide a technically detailed report, certified by a qualified radio frequency engineer, indicating the following: **[Attach as "Exhibit 23"]**

1. The amount of RF emissions expected from the proposed facility;
2. The associated accessory equipment required;
3. The cumulative impacts of the other existing facilities at the site to the extent permitted by federal law, including co-located facilities;
4. That the proposed facility individually or combined with the cumulative emissions of on-site facilities will not exceed applicable standards set by the FCC.

VII. Other Requirements

a. All other documentation certifying that all applicable licenses or other approvals required by the FCC have been obtained to provide the services proposed in connection with the application. **[Attach as "Exhibit 24"]**

b. If applicable (Yes; No), copies of all documents the applicant is required to file pursuant to the Federal Aviation Administration regulations for the WCF. **[Attach as "Exhibit 25"]**

c. All other documentation required by the LFMC. **[Attach as "Exhibit 26"]**

VIII. Exceptions to the Application Requirements

a. Do you believe you are entitled to an exception to the requirement(s) of this application or the LFMC?

Yes No

b. If you selected "Yes" above, provide all information and studies necessary for the City to evaluate a request for an exception to the requirements of this application. The narrative must demonstrate with clear and convincing evidence that denial of the WCF would violate state and/or federal law, violate any applicable provision of the LFMC, or deprive Applicant of their rights under state and/or federal law. **[Attach as "Exhibit 27"]**

IX. Supplemental Materials for Projects Subject to Section 6409

- a. You must complete this section if you selected the box under Section III.b. "Application Type" that indicates your project is an Eligible Facility Request (Class 7). Applicant must also complete parts (1) – (4) below by providing a narrative description and any supporting documentation for the selections you make below. ***[Attach as "Exhibit 28"]***
- (1) Does the application to modify an existing base station or tower qualify as an eligible facilities request, as defined by the FCC at 47 CFR Section 1.6100(b) (Class 7 as defined in LFMC Section 9.162.030)?
- Yes No
- (2) Will the proposed modifications to the existing tower or base station substantially change the physical dimensions of the eligible support structure? If yes, provide a written explanation of the changes and include in "***Exhibit 28***".
- Yes No
- (3) Does the structure at issue involve the modification of an existing wireless tower or base station that was previously reviewed and approved under the applicable City zoning or siting process?
- Yes. If yes, please list and describe prior approvals in "***Exhibit 28***".
 No
- (4) Check the box(es) below that are applicable to your project:
- Collocation of new transmission equipment
 Removal of transmission equipment
 Replacement of transmission equipment
- b. If your project involves towers outside the public right-of-way, answer the following questions:
- (1) Does the project increase the overall height of the tower on which it is mounted by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet (whichever is greater)?
- Yes No
- (2) Does the project involve adding an appurtenance to the body of the tower that would protrude from the edge of the tower by more than 20 feet or more than the width of the structure at the level of the appurtenance (whichever is greater)?
- Yes No
- (3) Does the project involve the installation of more than the standard number of equipment cabinets for the technology involved, not to exceed four?
- Yes No

(4) Does the project involve excavation outside the current boundaries of the leased or owned property surrounding the tower, including any access or utility easements currently related to the site?

Yes No

(5) Will the project preserve all existing concealment elements of the current tower?

Yes No

(6) Will the proposed collocation preserve all prior conditions of approval that do not conflict with FCC regulations for a substantial change?

Yes No

c. If your project involves towers in the PROW or any base stations, answer the following questions:

(1) Does the project increase the height of the structure by more than 10% or more than 10 feet (whichever is greater)?

Yes No

(2) Does the project involve adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than 6 feet?

Yes No

(3) Does the project involve the installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure?

Yes No

(4) Does the project involve the installation of any new ground-mounted equipment cabinets that are more than 10% larger in height or volume than any other ground cabinets associated with the structure?

Yes No

(5) Does the project involve excavation outside the area in proximity to the structure and other transmission equipment already deployed on the ground?

Yes No

(6) Will the project preserve all existing concealment elements of the current structure?

Yes No

(7) Will the proposed collocation preserve all prior conditions of approval that do not conflict with FCC regulations for a substantial change?

Yes No

X. Certification

Applicant understands and agrees that no permit or approval may be issued until applicant has provided proof that it has the legal right to use the subject property. Applicant agrees to comply with the City's land use and planning process (including public notification) for all installations including but not limited to structures or facilities to be placed in or adjacent to the City's PROW. In the event applicant is seeking to place facilities on City-owned property, City will require a license agreement prior to the placement of any facilities unless Applicant is exempt from such requirement under LFMC section 9.162.050. Any necessary license agreement is entirely outside of City's regulatory process and is solely granted or denied in the City's capacity as a property owner. The Applicant further agrees to provide all necessary information requested by the City including required documentation to conduct applicable CEQA review.

Signed under penalty of perjury, this ____ day of _____, 202__.

Printed Name of Applicant	Applicant's Company Name
Signature of Applicant	Date