



FEDERAL COMMUNICATIONS COMMISSION EXEMPT WIRELESS FACILITY MODIFICATION PLAN CHECK AND ZONING CLEARANCE SUBMITTAL REQUIREMENTS

Please carefully read all of the information provided in this packet.

To all property owners, applicants, and licensed professionals, please carefully read all of the information provided in this packet.

Federal law requires local government approval of any eligible facilities request for modification of an existing wireless tower or base station. An eligible facilities request is any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:

1. Collocation of new transmission equipment;
2. Removal of transmission equipment; or
3. Replacement of transmission equipment.

A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

- A. For towers other than towers in the public rights-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten feet, whichever is greater.
- B. Changes in height should be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on buildings' rooftops; in other circumstances, changes in height should be measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to February 22, 2012.
- C. For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;
- D. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;

- E. It entails any excavation or deployment outside the current site;
- F. It would defeat the concealment elements of the eligible support structure; or
- G. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified in (A) through (D) above.

It is the responsibility of the applicant to ensure that a complete application, consisting of the required plans, forms, and all other required supporting documents are submitted to the City. Required fees must be paid at the time an application has been determined by the City to be eligible for acceptance.

MINIMUM SUBMITTAL REQUIREMENTS FOR COMBINED ZONING CLEARANCE AND PLAN CHECK

The requirements to submit a combined Zoning Clearance and plan check application to the City of Westminster are listed below. Both Planning Division and Building Division staff must review the application materials to determine if the application may be formally accepted for review. Required fees must be paid at the time an application has been determined by the City to be eligible for acceptance.

IMPORTANT NOTE: Applications that do not include all of the items listed below will not be accepted. Please provide all of the following documents, plans, and information.

REQUIRED FORMS AND DOCUMENTS:

- Completed and signed application form**
- Detailed Project Description**
- Ownership Verification/Authorization**
- Letter of Authorization from Property Owner**
- Letter of Authorization from Wireless Carrier**
- FCC Exempt Wireless Facility Modification Compliance Worksheet**
- Existing Facility Entitlements** - To acquire all previous entitlement documents from the City, request a Public Records Request with the City Clerk's office by calling (714) 548-3237 or visiting the Public Records Request website at: <https://www.westminster-ca.gov/departments/city-clerk/public-records-requests>.
- Construction Drawings** - The applicant shall submit true and correct construction drawings, prepared, signed, and stamped by a licensed or registered engineer, that depict all the existing and proposed improvements, equipment, and conditions related to the proposed project, which includes, without limitation, any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees, and other landscape features. The construction plans should demonstrate that the proposed project will be in full compliance with all applicable health and safety laws, regulations, or other rules, which includes, without limitation, all building codes, electric codes, local street standards and specifications, and public utility regulations and orders.
More details can be found on the Pages 4-5 of this Application.
- Photo Simulations** - Submit two (2) sets of site photographs and photo simulations (minimum 8 ½ inches x 11 inches size) that show both the existing location prior to installation and the existing location after installation of the proposed small wireless facility in context from at least 3 vantage points within the public streets or other publicly accessible spaces, together with a vicinity map that shows the proposed site location and the photo location for each vantage point, for comparison purposes.
- Concealment Maintenance** – If applicable, submit at least one (1) photo simulation that demonstrates the impact of the proposed modification on the all the concealment elements of the support structure. Concealment elements include but are not limited to radomes, cable shrouds, painting, landscaping, equipment enclosures and designs and/or techniques intended to mimic the surrounding environment.
- OCFA Planning and Development Service Request form**
- Application processing fee: \$1,440.00**, does not include Building Plan Check fees

Digital copy of all documents

REQUIREMENTS FOR CONSTRUCTION DRAWINGS:

- In addition to the requirements under **Construction Drawings**, the Plans should provide the following:
- Cover Sheet** - Submit a complete cover sheet must include at a minimum: a detailed project description that specifies the proposed installation and/or modifications including without limitation all physical elements such as antennas, radios, power services, all cables, mounts, and all other elements of the proposed project; an vicinity map with the project area clearly indicated; and site information that includes the proposed site address, site latitude and longitude (WGS 84 datum), zoning classification of the nearest private property, project team contact information, site map, and pole number.

 - Site Development Plan** – A site plan and enlarged site/roof plan, if necessary, should be included in the Site Development Plan. A complete site survey must include:
 - North arrow, date, scale and legend;
 - Wet stamp and wet signature from the licensed preparer;
 - General specifications and notes identifying the applicable public health and safety codes and standards;
 - Property and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out;
 - Identify all potential support structures within 500 feet from the proposed project site and call out such structures' overall height above ground level
 - Boundaries for all easements, encroachments and/or other rights-of-way for access and utilities in connection with the wireless site with all dimensions clearly shown and called out;
 - Approximate topographical contour lines with elevations called out;
 - Any trees at least 4 inches in diameter at a point approximately 4.5 feet above ground;
 - All structures or improvements on the property or within the right of way within any block partially or entirely occupied by the project and any elements thereof;
 - All structures or improvements on adjacent parcels within 15 feet from the property line;
 - All existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out;
 - All existing and proposed antennas with all dimensions, labels and ownership identifications clearly called out; and
 - All existing and proposed primary and backup utilities, including without limitation all cables, connectors, risers, conduits, cable shrouds, trays, bridges and/or doghouses, transformers, disconnect switches, panels, meters, pedestals, cabinets, vaults generators and/or generator sockets.

 - Elevations** - If applicable, provide detailed before-and-after elevation drawings from all four cardinal directions, which include:
 - North arrow, date, scale and legend;
 - All existing and proposed structures, improvements and/or fixtures with all dimensions clearly called out;
 - All existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out; and
 - Callouts and notes for any proposed new or extended concealment elements.

- Equipment Inventory** - The equipment inventory does not need to include primary utility cables, panels or cabinets, or any other objects not primarily designed or intended for radio communications purposes. All other equipment must be inventoried with the Manufacturer and model number and basic dimensions (height, width, length and weight).
- Grounding Plans** – If applicable, grounding plans shall include details of ground wire installations, all applicable connection details and hardware details.
- Structural Calculations**

REQUIREMENTS FOR SUBMITTAL OF CONSTRUCTION DRAWINGS:

- Three sets of the plans listed above are required for submittal
- All plan sheets shall be a minimum of 24 inches by 36 inches (Note: Plans should be drawn by computer-aided design software for the combined Zoning Clearance and building permit plan check process)
- All plan sheets shall include the site address, and name, phone number and email address of the licensed professional who has prepared the plans and the property owner(s)
- Provide a PDF of all plans and documents



COMMUNITY DEVELOPMENT DEPARTMENT
FCC EXEMPT WIRELESS FACILITY MODIFICATION APPLICATION

PLANNING CASE NO.

BUILDING PERMIT NO.

PROPERTY INFORMATION

Table with 3 columns: ADDRESS/LOCATION, ASSESSOR'S PARCEL NUMBER (APN), ZONING DISTRICT; GENERAL PLAN DESIGNATION, LEGAL DESCRIPTION; ASSOCIATED ACTIVE ENTITLEMENTS (CONDITIONAL USE PERMITS)

DETAILED PROJECT DESCRIPTION

(Provide additional sheets as necessary.)

Large empty box for detailed project description.

APPLICANT INFORMATION

PROPERTY OWNER INFORMATION

Table with 6 columns for applicant and owner details: NAME, ADDRESS, CITY, STATE, ZIP CODE, MOBILE PHONE, OTHER PHONE, E-MAIL (REQUIRED)

AUTHORIZED AGENT (if different from above)

ENGINEER/DESIGNER

Table with 6 columns for agent and engineer details: NAME, ADDRESS, CITY, STATE, ZIP CODE, PHONE, FAX, MOBILE, E-MAIL (REQUIRED)

PROPERTY OWNER AUTHORIZATION

I declare that I am the legal owner of record of the land specified in the attached application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct.

In accordance with Government Code Section 65105, I further acknowledge that in the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

IF THE PROPERTY OWNER IS NOT THE APPLICANT, CHECK HERE IF THE OWNER WOULD LIKE TO RECEIVE COPIES OF ALL CORRESPONDENCE BETWEEN CITY STAFF AND APPLICANT.

X Property Owner Name (Print) X Property Owner Signature Date of Signature

OKAY TO SUBMIT TO BUILDING PLAN CHECK PLANNER NAME: DATE:



Please answer the following questions to determine if your project is exempt per FCC Wireless Facility Section 6409(a):

- 1. Does this request include the modification of an existing wireless tower or base station? YES NO
- 2. Does the request include the installation of new equipment, removal of equipment, or replacement of equipment? YES NO
- 3. Will you be switching out the support structure? YES NO
- 4. Will there be any modifications to a backup generator, battery backup system, fire suppression equipment or fuel storage tank associated with the project? YES NO

If yes, please describe below:

- 5. For towers other than towers in the public rights-of-way, does your project increase the height of the originally approved tower or by any CUP modification by more than 10%? YES NO
- 6. Does the height of one additional antenna array with separation from the nearest existing antenna from the original CUP or any CUP modification exceed more than 20 feet or 10%, whichever is greater? YES NO
- 7. Does the request increase the height of the base station (e.g., building or light pole) by more than 10 feet in height or 10% (whichever is greater) from the original CUP or any CUP modification? YES NO
- 8. For towers other than towers in the public right-of-way, does the request 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 tower structure at the level of appurtenance from the original CUP or any CUP modification, whichever is greater? YES NO
- 9. Does your request include the installation of new equipment boxes? YES NO
 - a. If yes, how many additional boxes are proposed? _____
 - b. Will any of the existing boxes increase more than 10% in size? YES NO



10. *Is excavation needed to facilitate the improvements including trenching?* YES NO

If yes, describe how much excavation is needed.

11. *Is the facility considered to be a stealth facility?* YES NO

If yes, please describe how the current proposal avoids defeating the facility's concealment elements.

12. *Will the modification comply with the conditions of approval of the active Conditional Use Permit for the wireless facility?* YES NO

By my signature below, I certify the information I provided on and in connection with this form is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may subject me to legal actions for fraudulent misrepresentation.

APPLICANT SIGNATURE: _____

PRINT NAME & TITLE: _____ **DATE:** _____



ORANGE COUNTY FIRE AUTHORITY

COM

Plan Submittal Criteria COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer: - "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit www.ocfa.org for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City
Project Scope/Business Description		

- YES NO**
- Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
 - Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
 - Located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? *Methane Work Plan. (PR170)*
 - Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
 - Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
 - Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
 - Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (> 50 gal. electrolyte, > 1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
 - Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
 - Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
 - Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

Initial each of the following two items indicating that you have read and understand the statement:

- *Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications.
Initials _____
- Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements.
Initials _____

I certify under penalty of perjury under the laws of the State of California that the above is true:

Print Name	Signature
Phone Number ()	Date / /

Building Department: If you have verified that all of the questions have been answered accurately as "NO", and the project does not otherwise require OCFA review of sprinkler or alarm plans*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA, please initial here _____ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.