



# WIRELESS FACILITY PERMIT APPLICATION

WFP Number: \_\_\_\_\_  
(to be completed by City staff)

**I. INSTRUCTIONS.** Use this application packet to apply for a Wireless Facility Permit (WFP). A WFP is required for any new, collocated, or modified wireless facility located within the public right-of-way, and may take the form of a Planning Commission Wireless Facility Permit or an Administrative Wireless Facility Permit (Director approval). This permit, in conjunction with a Coastal Development Permit as may also be required, constitutes the City’s discretionary entitlement governing the use, location, aesthetics, and other characteristics of the facility. The Administrative Wireless Facility Permit is further organized into two categories: Small Wireless Facility Permit and Eligible Facility Permit. All terms used in this application are defined in [Chapter 11.06](#) of the Laguna Beach Municipal Code (LBMC).

**IMPORTANT, OTHER REQUIREMENTS:**

- Ministerial permitting is required for all construction work. If the project is located within City right-of-way, please apply for a [Right-of-Way Work Permit](#) through the Public Works Department following WFP approval. Laguna Canyon Road and Broadway (SR 133) and Coast Highway (SR 1) are State highways. For projects located within State right-of-way, the applicant will follow an approved WFP with a [Caltrans Encroachment Permit application](#).
- The City has developed a [Master License Agreement \(MLA\)](#) to standardize procedures and fees whenever a facility is proposed to be mounted to City-owned infrastructure (e.g., streetlights). Execution of a new or amended MLA is required prior to issuance of construction permits.

Review the permit types below and check one:  PCWFP  SWFP  EFP

Wireless Facility Permits		
Municipal Code Reference	Permit Type	Explanation
Approval Authority: Planning Commission		
<a href="#">11.06.040(a)</a>	<i>Planning Commission Wireless Facility Permit (PCWFP)</i>	All applications which do not qualify for administrative review are instead subject to a PCWFP and a noticed public hearing before the Planning Commission. Projects requiring Planning Commission approval include new, collocated, or modified facilities within a disfavored area (e.g., within 100 feet of a residential building within a residential zone) and which do not meet Section 6409(a) criteria.
Approval Authority: Director of Community Development		
<a href="#">11.06.040(b)(1)</a>	Administrative Wireless Facility Permit <i>Category 1: Small Wireless Facility Permit (SWFP)</i>	The project involves a “small wireless facility” as that term is defined by the FCC and is not proposed to be located within a disfavored area. <a href="#">[LBMC 11.06.200]</a> .



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<a href="#">11.06.040(b)(2)</a>	Administrative Wireless Facility Permit <i>Category 2: Eligible Facility Permit (EFP)</i>	The project involves a modification to an existing wireless facility and meets FCC requirements for a Section 6409(a) "eligible facilities request." A project is not an eligible facility if the approved method of concealment would be defeated by the proposed modifications, as reasonably determined by the Director.
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**IMPORTANT:** To maintain eligibility for Director approval, applications for an SWFP may not be located within 100 feet of any school property, public park, medical facility, or residential building within a residential zone, and may not be designed as an attachment to a new pole unless the pole replaces an existing pole in an otherwise permitted location. To also incentivize the undergrounding of any associated fiber or coaxial cable serving the wireless facility, the Director may not approve any application involving new aerial strands of fiber or coaxial cable. The Director may also refer any application for an Administrative WFP to the Planning Commission for approval.

**II. APPOINTMENT REQUIRED.** All applications must be submitted in person to Planning Division staff at a pre-scheduled appointment. For an appointment, please contact the Planning Division at (949) 497-0713. Before filing an application, applicants may request a pre-submittal conference at City Hall or by video conference.

*Optional Pre-Submittal Conference:* The pre-submittal conference provides an opportunity to meet with staff and receive early feedback prior to committing to and investing in the planning and development of a project. The City strongly encourages all potential applicants to request a pre-submittal conference, which is generally held within 10 business days from the request date. Benefits of this process include early issue identification, greater understanding of the City's design standards and application requirements, and streamlining of the overall review process. *Note: this voluntary conference will not trigger any applicable timing deadlines under any applicable shot clock.*

*Required Application Submittal Appointment.* This application packet has been developed to provide a comprehensive overview of the entitlement process. Please review this information carefully. Applications will only be accepted if the filing instructions identified in [Section IX \(Requirements\)](#) are followed.



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**III. APPLICABLE STANDARDS.** Applications for new, collocated, or modified wireless communications facilities in the public right-of-way are governed by [LBMC 11.06](#) (the "Ordinance") and the supplemental regulations contained within the [Guidelines for Site Selection and Visual Impact and Screening of Telecommunication Facilities](#) (the "Guidelines"). A Coastal Development Permit may also be required. [[LBMC 25.07](#)]. Applicants should familiarize themselves with these regulations prior to undertaking a project in the City.

## ORDINANCE AT A GLANCE:

[LBMC 11.06.050\(b\) and \(c\)](#): Application requirements, summarized in Section IX of this application.

[LBMC 11.06.060](#): Application review procedure, including public noticing requirements and appeals.

[LBMC 11.06.080\(a\)](#): Design and development standards.

[LBMC 11.06.080\(b\)](#): Standard conditions of approval, which may be modified or added to as deemed necessary by the approval authority.

[LBMC 11.06.130](#): Operation and maintenance standards.

[LBMC 11.06.140](#): Annual RF emissions reporting requirement.

[LBMC 11.06.160](#): Permits are valid for a period of 10 years from the date of the decision. At the end of the term, the Director may extend the entitlement for an additional 10-year term.

[LBMC 11.06.200](#): Wireless facilities are strongly disfavored in certain areas. All locations can be reviewed by the Director with the exception of those recited in this section. Modifications to existing wireless facilities may occur at a disfavored location without jeopardizing eligibility for administrative review provided that the project qualifies for an EFP and in accordance with Section 6409(a) regulations.

## THE GUIDELINES:

- The Guidelines supplement the Ordinance requirements to provide clear aesthetic guidance and encourage orderly, uniform development. These supplemental regulations include the following:

The design hierarchy establishes streetlight and traffic signal pole attachments as the most preferred design configuration.

The City's preference shall be for all non-antenna accessory equipment to be placed underground or, for pole-top antenna configurations, within a shroud housing both the antenna(s) and accessory equipment and not exceeding a height of three feet in a residential zone or five feet in any other zone.

**IMPORTANT:** Any request to waive strict compliance with one or more guidelines must be supported with written justification in accordance with Guideline No. 24.



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## IV. CONTACT INFORMATION.

### Applicant Information

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St./Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Applicant Representative (Contact Person)

All communications will be sent to the individual identified below. Provide a Letter of Authorization if the representative is not the applicant.

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St./Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Facility Operator's Point of Contact

Provide a single point of contact in the wireless facility operator's engineering and maintenance departments to ensure timely resolution of all interference issues.

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St./Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## V. PROJECT LOCATION. Identify the facility location within the public right-of-way. Multiple sites or facilities must be submitted as separate applications. Applications and fees are per location.

Street Segment: \_\_\_\_\_ Pole Number: \_\_\_\_\_

VI. PROPOSED SCOPE OF WORK. Briefly describe the proposed use and improvements, including an itemized list of new or modified equipment. If new fiber or coaxial cable is proposed to serve the facility, clarify whether new cabling has been designed as an underground network or if the project involves aerial strands.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attached additional pages as necessary)

## VII. CARRIER BENEFITTING FROM THE PROPOSED WIRELESS COMMUNICATIONS FACILITY.

AT&T  DISH Network  T-Mobile  Verizon  Other (specify) \_\_\_\_\_



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**VIII. AFFIDAVIT.** I hereby certify that all of the information contained in this application is, to the best of my knowledge and belief, true and correctly represented and I have read and understand LBMC Chapter 11.06 and the Guidelines for Site Selection and Visual Impact and Screening of Telecommunication Facilities.

If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to defend, hold harmless and indemnify, at my expense, the City, the City Council and other City bodies and members thereof, officials, officers, employees, agents and representatives from and against any and all third-party claims, actions, or proceedings to attack, set aside, void, or annul the approval, or any associated determination made pursuant to the California Environmental Quality Act, including the City's defense costs and expenses as well as costs, expenses, or damages a court may require the City to pay as a result of such claim, action, or proceeding.

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APPLICANT'S SIGNATURE

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REPRESENTATIVE'S SIGNATURE



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**IX. REQUIREMENTS.** This checklist must be completed and submitted with the filing of an application. The checklist is provided as a convenience in preparing the application, and the Ordinance and Guidelines remain the governing documents.

Label or tab all attachments with the corresponding Checklist Reference Number (Ref). Unless noted otherwise, all attachments are to be provided as a single hard copy in letter size. The completed application form and all attachments are also to be provided electronically to [aviera@lagunabeachcity.net](mailto:aviera@lagunabeachcity.net) no later than the date of the application submittal appointment.

Ref.	Item/Action	Explanation
A.1	<input type="checkbox"/> Completed application form.	Fully complete the WFP application. No sections of this form may be left blank. Fields may be addressed as “not applicable” where appropriate to indicate that this requirement has been considered. It may be that an item can be marked not applicable, or a check may indicate that a requirement is met. In either case, an explanation is advised – at least a few sentences explaining the response. This should be included as an attached document referencing the appropriate section of the checklist.
	<input type="checkbox"/> Application fee and deposit submitted concurrently with the application. The independent radiofrequency emissions testing must be provided as a separate check.	<p>WFP Application Fees:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrative WFP fee: \$347</li> <li><input type="checkbox"/> Planning Commission WFP fee: \$3,617</li> <li><input type="checkbox"/> Coastal Development Permit fee: \$154.40</li> <li><input type="checkbox"/> RF testing deposit: \$2,000</li> </ul> <p>Note: An Administrative WFP application referred to the Planning Commission by the Director requires a PCWFP fee with credit for the previously provided Administrative WFP fee.</p>
A.2	<input type="checkbox"/> Property owner’s authorization. [LBMC 11.06.050(b)(4)].	If the new, collocated, or modified facility would be located on property of someone other than the facility owner, provide an executed letter authorizing the submission of the application.
	<input type="checkbox"/> Public noticing package	One of the pre-approved listing service companies must prepare and mail the public notice via postcard to all property owners within 300’ feet of the project and all tenants within 100’ of the project. A receipt of payment to your chosen company must be delivered to the City and the listing service must provide to the City a copy of the recipient list. A Title Company may not be used in lieu of a listing service. The Department staff will not accept these materials from the applicant, property owner or other party. This change in policy will serve to enhance the accuracy, completeness and integrity of information used by the City in the public hearing process.
A.3	<input type="checkbox"/> Written description of the facility and its purpose. [LBMC 11.06.050(b)(5)].	



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A.4	<input type="checkbox"/> Detailed engineering plans. [LBMC 11.06.050(b)(6)].	<p>Provide engineered drawings and accompanying report documenting the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Factors evidencing that the proposed facility has been designed to the minimum height and diameter required from a technological standpoint.</li> <li><input type="checkbox"/> Photographs and model names for each facility component that would be visible to the public once constructed.</li> <li><input type="checkbox"/> Power output and operating frequency.</li> <li><input type="checkbox"/> Total anticipated antenna and equipment capacity.</li> <li><input type="checkbox"/> Any additional documentation necessary to demonstrate the structural suitability of the support structure.</li> <li><input type="checkbox"/> Paper size: 11" by 17" or 24" by 36". Sets: two.</li> </ul>
A.5	<input type="checkbox"/> Comprehensive justification study. [LBMC 11.06.050(b)(7)].	<p>This comparative analysis demonstrates that alternative sites and facility configurations were given due consideration and explains why said alternatives are not viable or more intrusive. Applicants should consider referring to the Guidelines in the analysis of each alternative.</p>
A.6	<input type="checkbox"/> Scaled architectural plans. [LBMC 11.06.050(b)(8)].	<p>Include a site plan, elevations, equipment details, and all other information necessary to convey the proposed project with clarity. Include a note indicating all visible components, including but not limited to antennas, radio units, mounting hardware, wires, conduit, and screening material will be painted and textured to match the adjacent surfaces.</p> <p><input type="checkbox"/> Paper size: 11" by 17" or 24" by 36". Sets: two.</p>
A.7	<input type="checkbox"/> Visual impact analysis. [LBMC 11.06.050(b)(9)].	<p>Prepare photo simulations for three viewing angles. Excessive cropping or inadequate aspect ratios will be rejected until a wider field of view is provided to fully anticipate the visual impact on the surrounding environment.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For ease of comparison, format this attachment as follows:             <ul style="list-style-type: none"> <li>○ Provide equally sized "before" and "after" images.</li> <li>○ Two images per page.</li> <li>○ One viewing angle per page.</li> </ul> </li> <li><input type="checkbox"/> Paper size: 11" by 17". Orientation: landscape.</li> </ul>
A.8	<input type="checkbox"/> Categorical exclusion checklist. [LBMC 11.06.050(b)(10)].	



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A.9	<input type="checkbox"/> Radiofrequency (RF) exposure compliance report [LBMC 11.06.050(b)(11)].	<p>Unless categorically excluded from having to demonstrate compliance with federal RF exposure guidelines as indicated by the checklist provided as Attachment A.8, model the projected RF environment.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide an executive summary of the report summarizing: (i) baseline RF; (ii) maximum proposed RF; (iii) effective radiated power per channel; and (iv) total number of channels.</li> <li><input type="checkbox"/> Provide exposure models at ground level and any nearby buildings located within 30 feet of the antenna(s).</li> </ul>
A.10	<input type="checkbox"/> Federal Aviation Administration documentation. [LBMC 11.06.050(b)(12)].	
A.11	<input type="checkbox"/> Noise study. [LBMC 11.06.050(b)(13)].	Facilities that are proposed to be passively cooled (i.e., no fans) are exempt from this requirement.
A.12	<input type="checkbox"/> Traffic control plan. [LBMC 11.06.050(b)(14)].	
A.13	<input type="checkbox"/> Landscape plan. [LBMC 11.06.050(b)(15)].	<p>Submit a landscape plan if landscaping is proposed to mitigate the visual impact of a facility. Plan requirements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plant legend including the botanical and common names, ultimate mature height and width, and proposed maintenance height and width.</li> <li><input type="checkbox"/> Container size at installation. Minimum tree size: 15 gallons.</li> <li><input type="checkbox"/> Plants to be shown at mature size with a scaled symbol.</li> <li><input type="checkbox"/> Indicate the type of irrigation and type of control (automatic or manual). All new controllers must have weather sensitivity capability.</li> <li><input type="checkbox"/> Landscape maintenance information. Include a key-note indicating that the facility operator shall maintain all landscaping elements associated with the project in good condition at all times, and shall maintain responsibility for replacing any damaged, dead, or decayed landscaping.</li> <li><input type="checkbox"/> Paper size: 11" x 17" or 24" x 36." Sets: two.</li> </ul>
A.14	<input type="checkbox"/> Facility service area information. [LBMC 11.06.050(b)(16)].	
A.15	<input type="checkbox"/> Right to access public right-of-way. [LBMC 11.06.050(b)(17)].	





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A.16	<input type="checkbox"/> Facility mock-up. [LBMC 11.06.050(b)(19)].	A facility mock-up is required whenever an application subject to a PCWFP involves a wireless facility mounted onto a new support structure, unless the structure set to receive the facility is a one-for-one replacement of an existing structure located within five feet of the proposed project.
A.17	<input type="checkbox"/> Identification of other public agency application requirements. [LBMC 11.06.050(b)(20)].	

## Attachments

- [WFP Application Process Workflow](#)
- [Public Notice Package Requirements](#)