



CITY OF MISSION VIEJO

Wireless Telecommunication Facility Application Submittal Guidelines

Please follow the guidelines below in order to ensure the most expeditious processing of your wireless telecommunication facility application. The information requested is in addition to the items identified on the Planning Application provided to you, as well as any other direction provided by City staff. An application shall not be deemed complete nor processed until the entire application is submitted in full and has been accepted by Community Development Department staff. Any requisite public hearing will be scheduled only after an application is complete.

PRIOR TO AN APPLICATION BEING DEEMED COMPLETE, SUBMITTAL REQUIREMENTS ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE BASED UPON THE LATEST DEVELOPMENTS WITH RECENT APPLICATIONS

1. Facility Purpose.

- a. Provide general information about the application.
- b. Identify the proposed wireless carrier.
- c. Describe the purpose of the proposed facility (i.e. additional capacity and/or coverage, technology upgrades, etc.)
- d. Describe how this facility fits into the carrier's network.
- e. Identify the number of antennas/channels proposed and their radio frequency (RF)/microwave function (i.e. services to be provided).

2. Site Plan

- a. Identify the project location.
- b. Identify all immediately surrounding land uses.
- c. Provide a site plan view of existing structures/landscaping in the vicinity and identify parcel ownership.
- d. Show locations of each proposed panel/microwave antenna on all plan and elevation views. If the subject proposal is a co-location site for the applicant's

existing antennas or with another carrier's/carriers' antennas, show the location of each antenna and identify the associated carrier.

- e. Show method of access to antennas and equipment (including access easements).

3. Antenna Mounting Design.

- a. Describe the proposed design and any alternatives considered with justification for the preferred design.
- b. Describe aesthetic mitigation elements proposed, and alternatives considered.

Typical Alternative Designs

Monopole	Lollipops	Rooftop Parapet/Screen Wall
Slim Line Pole	Light Standard	Steeple
Flag Pole	Clock Tower	Building Facade Mounted
Mono-Pine	Water Tank	Monuments
Mono-broadleaf	Faux Water Tank	Power Transmission Tower
Mono-Palm	Faux Rock	Other

- c. Describe access to the proposed and existing antenna(s).

4. Auxiliary Equipment.

- a. Describe the quantity and function of new equipment.
- b. Show placement of auxiliary equipment on the site plan, including new utility runs.
- c. Indicate how such equipment will be screened from view (i.e. solid block wall enclosure, landscaping, equipment room, etc.)
- d. For co-location sites, show on the site plan the location of existing equipment and identify the associated carrier(s).

5. Propagation Maps.

- a. Propagation maps must include several elements: clearly visible, legible street names; major roads; Mission Viejo city limits; target coverage area(s); legend

explaining all symbols, as well as the color codes used on the map; map title; and north arrow.

- b. Provide propagation maps depicting the following:
 - i. Existing conditions without the proposed site.
 - ii. The proposed site only.
 - iii. The proposed site and all other subject carrier sites in the vicinity.

6. Alternative Site Analysis.

- a. For alternative sites considered, provide an aerial photo with locations plotted. Note whether ownership is private or public, and whether existing carrier(s) are operating at the alternative site(s).
- b. Provide quantitative detail regarding the technical considerations that resulted in the alternative site(s) being eliminated from consideration. A simple statement such as “no satisfactory alternative sites were identified within the search ring” is unacceptable.
 - i. Discussion may address topographic differences among potential sites, and the antenna height required at each to satisfy the coverage desired in the target area. Or, it might be helpful to indicate that propagation modeling results in 90% green/10% red areas at Candidate Site A, but 70% green/30% red at Candidate Site B.
- c. Provide qualitative details of the other specific considerations that were made that resulted in the selection of the preferred site over alternative sites.
- d. Provide a written statement describing how City staff was engaged in evaluating the alternative sites.

7. FCC Optional Checklist for Local Government (Appendix A).

- a. Provide a completed checklist for all applications, even when believed to be Categorically Excluded.
- b. Ensure a licensed professional engineer proficient in RF emissions stamps and signs the Appendix A checklist to endorse the information provided. This is especially important when claiming a Categorical Exclusion.

8. RF/Microwave Emissions Exposure Report.

- a. When the Federal Communications Commission (FCC) categorical exclusion criteria are not met, provide an evaluation report of calculated exposure from the proposed antenna(s). If this is a co-location site for the applicant's existing antenna(s) or with other carriers, also show cumulative exposure for all existing antennas and cumulative exposure for all existing plus proposed antennas. When considering the extent of potential RF effects from co-located antennas and others in the vicinity, identify the basis for including or excluding existing antennas on the proposed structure, on the same parcel, and on adjacent parcels. Ensure a licensed professional engineer proficient in RF emissions stamps and signs the report.
- b. *Occupational Exposure Standards.* Provide a scaled graphic or numeric representation showing exposure values as a percentage of the FCC maximum permissible exposure (MPE) level in the vicinity of each proposed antenna area. Identify mitigation measures to be implemented during design/construction/ongoing operation/maintenance periods. Provide evidence that if the proposed facility is approved by the City that the applicant will (i) obtain co-operative agreements from other co-located carriers of any co-operative mitigation measures to be implemented, and (ii) communicate mitigation measures that are to be implemented by other workforce parties such as property owners/managers who may have employees or contract personnel in the vicinity of the proposed antenna(s).
- c. *General Public Exposure Standards.* Provide exposure values as a percentage of the FCC MPE level and focus on typical locations where the general public has uncontrolled access (i.e. inside a building upon which antennas are/will be mounted, inside an adjacent building on the same parcel, inside a building on an adjacent parcel, at ground level near the antenna mounting structure, and at ground level/second story of the nearest residence(s)). When identifying locations for evaluation, consideration should be given to all areas upon which the proposed antenna(s) are directed. If any initial calculated exposure levels exceed 100% of the FCC MPE, it will be incumbent upon the applicant to identify mitigation measures to bring the RF emissions to a level at or below the FCC MPE. If the identified levels are high (e.g. greater than 80% of the FCC MPE), the City may require post-installation field measurements to assure carrier compliance with FCC MPE levels.

For questions regarding this information, contact the Planning Division at (949) 470-3053 or by e-mail at cd@cityofmissionviejo.org, or contact your assigned staff planner.