



# 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 deemed complete by City staff.

*SUBMITTAL REQUIREMENTS ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE.*

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### 1. Facility Purpose.

- a. Identify the proposed wireless carrier.
- b. Describe the purpose of the proposed facility (i.e. additional capacity and/or gap coverage, technology upgrades, etc.)
- c. Describe how this facility fits into the carrier's current network, and identify planned future equipment at this location.
- d. 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 an exhibit, for example, an aerial or topographical map, showing the project site and identifying adjacent residential / non-residential developments.
- d. Provide a site plan view of existing structures/landscaping at the project site and in the vicinity of the proposed facility. Identify parcel ownership.
- e. 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.

- f. Identify all adjacent wireless facilities, existing and proposed, within a one-mile radius of the project site.
- g. Show method of access, vehicular and pedestrian, to antennas and equipment (including access easements).

3. Antenna Mounting Design.

- a. Describe the proposed architectural or key design elements and any alternatives considered with justification for the preferred design.
- b. Describe 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

4. Auxiliary Equipment.

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

- e. Describe the type and quantity of hazardous materials used, such as cleaning solutions.
- f. Describe the operational noise levels (quantitatively in decibals and qualitatively) coming from the applicant's newly proposed and existing auxiliary equipment at this site. Identify noise levels at the equipment enclosure and at nearby locations where the public has access, e.g., pedestrian areas and residential neighborhoods.

5. Propagation Maps.

- a. Propagation maps must include these 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 sites of this applicant 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 should address topographic differences, antenna height, existing structures, property owners, mitigation elements, overall network plan, co-location, gap coverage, and ease of site development. It might be helpful to also indicate that propagation modeling results in 90% green/10% red areas at Candidate Site A, but 70% green/30% red at Candidate Site B etc.
- 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 alternative site consideration.

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

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

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 shall 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](mailto:cd@cityofmissionviejo.org), or contact your assigned staff planner.

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## Wireless Telecommunication Facility Application Submittal Checklist

<b>Submittal Guidelines Section</b>	<b>Applicant Check Box if Section Completely Documented</b>	<b>City Staff Check Box if Section Completely Satisfactory</b>
1. Facility Purpose		
2. Site Plan		
3. Antenna Mounting Design		
4. Auxiliary Equipment		
5. Propagation Maps		
6. Alternative Site Analysis		
7. FCC Optional Checklist for Local Government (Appendix A)		
8. RF/Microwave Emissions Exposure Report		

APPLICANT

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By:  
Title:

CITY OF MISSION VIEJO

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By:  
Title: