



CITY OF ENCINITAS
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Wireless Communication Facilities APPLICATION SUPPLEMENT AND SUBMITTAL CHECKLIST

The items listed in the table below are organized by wireless application type (for example, administrative design review, minor use permit and substantial conformance, etc.), and summarize the required submittal materials for each review type.

All submittal items shall be provided in digital portable document format (PDF), meet the City's Document Submission Standards/File Category and be named in accordance with the required File Naming Conventions. See Planning Application Guide, Document Submission Standards & File Naming Conventions Guidelines on the Customer Self Service (CSS) Homepage found [here](#).

1. General Submittal Requirements

- All items in the **General Planning Application Checklist**
- Additional items, based upon project scope/application type, as outlined below.

2. Wireless Communication Facility on Public Property

Required intake appointment items:

- Wireless Facilities Group Pre-Application
- Executed lease agreement with applicable City department (i.e. Parks, Fire, Public Works, etc.) to constitute use of public property authorization.

3. Wireless Communication Facility on Private Property

Required intake appointment items:

- Wireless Deposit Check for Third Party wireless review.
- Letter of Authorization(s). (Required from wireless provider if a representative consultant is processing the project).
- Project Plans (Site Plan, Floor Plans, Elevations, Antenna and Equipment Specifications, Required Federal Communication Commission (FCC) Signage Notification Specifications, Landscape plans (as applicable), etc.).
- Drawings shall include the locations of all elementary schools, middle schools, child day care centers, hospitals, and residential dwellings within 100 feet of the antenna array. Provide a 100-foot radius (measured from the antenna face), around all proposed antennas on the project site plan.
- Location (Site Address and Carrier Site Number) and Type of Facility.
- Capacity.
- Field strength or power density, which includes the Radio Frequency Emission (RFE) report. A cumulative report is required if multiple carriers are present on the subject location. All antennas proposed as well as existing antennas from other carriers need to be shown and accounted for in the RFE report.
- Calculated geographic service area (shown in a map format). This map shall clearly delineate the coverage area to be gained by the proposed wireless communications facility.
- A Noise Study demonstrating compliance with Chapter 30.40 (Performance Standards) of the Encinitas Municipal Code for the proposed or replaced equipment powering the proposed or existing wireless communications facility to be modified. Any exceptions shall be approved in writing by the Project Planner.
- Documentation that the Applicant/Permittee has obtained and is in compliance with all applicable licenses, permits or authorizations required by the Federal Communications Commission (FCC).
- A map and description showing the location of all existing, proposed and anticipated wireless communications facilities in the Applicant/Permittee's network located in the city and within one-half mile of the City's corporate limit in any direction.

- A description of how the proposed facility fits into, and is a necessary part of, the Applicant/Permittee's network.
- If the project is a qualified project under 6409(a) - (Middle-Class Tax Relief and Job Creation Act of 2012), please provide the documentation and evidence as to why.
- Emergency Generators qualifying under AB 2421 Section 65850.75 may be exempt from this process depending on their location and if they are "backing up" an existing wireless telecommunications facility. The emergency generator would, however, require a separate City Building Permit with proof of noise compliance through a noise study. Please indicate if your project qualifies under this provision.

4. Major Use Permit (MUP)/Major Use Permit Modification (MUPMOD)²

Required intake appointment items:

When a major use permit, or major use permit modification is required:

- All items in the Wireless Communication Facility checklist (for public or private property).
- In the instance where a facility is proposed within 100 feet of an elementary school, middle school, child day care centers, hospitals and residential dwellings, the Applicant/ Permittee shall submit a narrative description of alternative sites considered, if any, and include specific reasons these alternative sites were not chosen.
- If the proposal does not include collocation, written documentation of all efforts made to collocate at another site, and justification for the decision not to collocate.
- Color Elevations and/or visual simulations of the proposed project
- Citizen Participation Plan materials

5. Administrative Design Review Permit / Administrative Design Review Permit Modification (DRMOD)¹

Required intake appointment items:

When a design review permit, or design review permit modification is required:

- All items in the Wireless Communication Facility checklist (for public or private property).
- In the instance where a facility is proposed within 100 feet of an elementary school, middle school, child day care centers, hospitals and residential dwellings, the Applicant/ Permittee shall submit a narrative description of alternative sites considered, if any, and include specific reasons these alternative sites were not chosen.
- If the proposal does not include collocation, written documentation of all efforts made to collocate at another site, and justification for the decision not to collocate.
- Color Elevations and/or visual simulations of the proposed project
- Citizen Participation Plan materials

6. Substantial Conformance (SUBC)

Required intake appointment items:

When a wireless substantial conformance review is required:

- All items in the Wireless Communication Facility checklist (for public or private property).
- Side-by-side plans (Site Plan, Floor Plan, Elevations, Landscape Plan (as applicable), etc. showing the approved project and the proposed changes.

FOOTNOTES:

¹All applications for wireless communication facilities in commercial, industrial, and public/semi-public zoning districts with antenna array located 100 feet or greater from elementary schools, middle schools, child day care centers, hospitals, and residential dwellings require Administrative Design Review.

²Applications for wireless communication facilities proposed in commercial, industrial, and public/semi-public zoning districts with antenna array located within 100 feet of elementary schools, middle schools, child day care centers, hospitals, and residential dwellings require Major Use Permit.