



APPLICATION GUIDELINES

INSTRUCTIONS:

In addition to the encroachment permit, persons applying for a wireless encroachment permit under the City of La Habra Municipal Code (the “Code”) for the installation and operation of wireless facilities in the public right-of-way must also fill out the supplemental application form and submit it (with all necessary information and documentation).

For additional information regarding application requirements and all other requirements, please review the Code at <http://qcode.us/codes/lahabra>. For questions, please contact the Engineering Division at (562) 383-4151. If your response to a question includes attachments, label the attachments as exhibits that reference the Part and Question numbers. For example, for information requested in Part A, Question 5(a), label the documents: Exhibit A(5)(a).

APPLICATION FEE:

Applicant shall pay all applicable fees in the amounts established by the current fee schedule. In the event applicant has pre-paid all or a portion of applicable fees, please include a copy of the receipt from that transaction.

DETAILED APPLICATION REQUIREMENTS:

The information required to be included in your application is dependent upon whether it is an eligible facilities request, a renewal of an existing permit, or any other application type. Please reference the appropriate section below for your application type to read a detailed list of its requirements.

FACILITIES REQUESTS OR RENEWAL REQUESTS: *For an application asserted to be a facilities request or renewal of an existing permit*, the application must provide the following information:

Location and Zoning Information

- Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the present zone designation of the project site.
- If the facility is proposed to be attached to an existing pole, provide the pole number and the distance to the nearest cross street centerline.

- Applicant shall include signed documentation indicating that applicant is the owner or is authorized by the owner of the structure.

Description of the Proposed Project

- A description of the proposed facility(ies), including whether the project is a collocated facility or the replacement, removal, or modification of an existing facility.
- A detailed explanation as to why applicant asserts that the facility constitutes an eligible facilities request, including reference to and analysis of applicable FCC rules as they pertain to the proposed facility.
- A list of all facilities and equipment proposed to be installed and the dimensions, weight, and manufacturer's specifications for each.
- A description of the concealment elements, if any, associated with the facilities as they will be modified, including but not limited to painting, and shielding as modified. The showing should be sufficient to demonstrate that the modifications will not defeat any existing concealment elements. If there will be no concealment elements, so state.
- A description of any ground disturbance necessary to complete the proposed project.
- A description of the site and any deployment outside the site necessary to complete the proposed project.
- If a collocation, a description of why this installation qualifies as a collocation within the meaning of the FCC rules.
- A description of all changes made to the facility from the date of the original installation and a description of the changes in height.
- A description of all changes to be made to the existing base station and/or tower, including, among other things, identifying precisely what changes will be made to the supporting structure.

Prior Approvals/Permits

- A copy of all approvals and/or permits for an existing facility that is to be modified, and any subsequent modification permits, and of any required conditions (imposed by the City and/or third party) placed on the initial or subsequent permits.
- A showing that the facility, as modified, will be in compliance with existing conditions of the underlying approval(s)/permit(s), whether or not it is in compliance with conditions as of the date of application. There must be a plan submitted for correction of any non-compliance condition.

Site Plan

Three (3) copies of a facility site plan at a scale of 1"=20' or larger and including the following:

- A north-pointing arrow on each plan sheet;
- Title block with applicant's name, owner's name, and contact information;
- Depiction of the fully-constructed proposed facility;
- Location of lot lines, streets (with street names), easements, and all structures and improvements, including accessory equipment, underground utilities and support structures, existing and proposed, distance from the centerline of the nearest cross street to each new facility;

- Existing and proposed elevations of all facilities, equipment, support structures, appurtenances, and other related structures
- Slopes, contours, trees and other pertinent physical features of the site, existing and proposed;
- Location use and approximate distance from property lines of the nearest structures on all properties abutting the site.

Site Photograph(s)

- Current color photographs of the site and its surroundings.

Visual Impact Analysis

- A visual impact analysis, which shall include photomontage, photo simulation or similar technique, demonstrating, from all four primary directions (north, south, east, and west) the potential visual impacts of the proposed facility. Consideration shall be given to views from public areas as well as from private property.

Noise

- Demonstrate compliance with the City's noise ordinance Chapter 9.32 (Noise Control) by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that are expected to induce or generate noise, as well as anticipated noise levels of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur.

FCC Radio Frequency Standards

A report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the proposed installation will be compliant with the FCC's standards. The report must also contain the following:

- A description of each of the proposed antennas and all related fixtures, structures, appurtenances and apparatus, including the height above grade, volume in total cubic feet, materials, lighting, and the directionality of each antenna (e.g., omni, directional, etc.);
- The frequency, modulation and class of service;
- A clear identification of areas, both vertically and horizontally, where exposure levels will exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account, and should show exposures based on "worst case" scenarios;
- A certification that the facility will comply with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner in which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated; and
- If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit general public or occupational exposure, identify

those conditions, and demonstrate that they have been satisfied, or describe when they will be satisfied.

Structural Analysis

A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:

- In the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to support the antennas, the proposed method of affixing the antennas and the precise point at which the antennas shall be mounted;
- In the case of a facility with a support structure (e.g. monopole), documentation that the structure is capable of supporting the antennas (and any other equipment to be attached to or supported by the support structure) and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas, and the precise point at which the antennas shall be mounted; and
- A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) will be placed can safely support the wireless facility; and that all elements of the wireless facility comply with applicable safety standards, including, without limitation, GO 95, 165, and 166.

Notice

Evidence that notice has been given to all persons entitled to notice under the Code or within 300 feet radius.