



THE CITY OF SAN DIEGO

SUBMITTAL REQUIREMENTS AND PROCEDURES FOR

# Wireless Communication Facilities

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 501 SAN DIEGO, CA 92101-4101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

# 536

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This information bulletin describes the minimum submittal requirements for a Wireless Communication Facility (WCF) application. (This bulletin does not apply to satellite dishes.)

The approval decision process level for WCF's is based on the proposed location of the facility and the corresponding zoning and use. The "Use Regulation Tables" found in Chapter 13 of the Land Development Code (LDC) identify the decision process level for WCF's. There are four decision process levels for WCF's: Limited Use Permits (Process 1), Neighborhood Use Permits (Process 2), and Conditional Use Permits (Process 3 and Process 4). [Council Policy 600-43, "Wireless Communication Facilities,"](#) identifies the four preference categories which correspond to the four decision process levels. See the zone specific tables to identify which process your project would be required to go through.

LDC Section 141.0420 provides specific development and design requirements for WCF proposals. In addition, the [Wireless Communication Facility Guidelines](#), available on Development Service's website, provides helpful information on the design and development of WCF's.

If the proposed WCF is located in the Centre City Development Corporation (CCDC) planning area, please contact CCDC at (619) 235-2200 to process your application. To find out if your project is in the CCDC planning area, call our general information number at (619) 446-5000 or CCDC.

## I. WHAT IS A WCF?

WCF's consist of antennas and associated equipment used to provide wireless communications, such as telephone, paging or wireless data transmission services. Satellite antennas are not included in this bulletin. Refer to LDC Section 141.0405 for further information.

The LDC requires these facilities to be concealed from public view or integrated into a structure or the environment through architectural enhancement, unique design solutions or accessory use structures (LDC Section 141.0420).

## Documents referenced in this Information Bulletin

- Land Development Manual, [Project Submittal Requirements, Sections 2 and 4](#)
- Parcel Information Checklist ([DS-302](#))
- Ownership Disclosure Statement ([DS-318](#))
- General Application ([DS-3032](#))
- [Information Bulletin 512, "How to Obtain Public Noticing Information"](#)

## II. SUBMITTAL REQUIREMENTS

The following forms, documents and plans, along with the detailed description of the content of these items, are required at project submittal. Projects not meeting these requirements will not be accepted. To schedule a submittal appointment for a WCF application call (619) 446-5300. At this appointment, provide information in the quantities shown below.

### A. Application Package

Provide one copy of the following documents:

**General Application (DS-3032)** - Identify the address of the building upon which the antennas are proposed to be placed, or in the case of a freestanding support structure, identify the address of the property upon which the proposed facility is to be placed. Do not use meter box addresses. This information is to be used in public notices and will assist persons receiving notices to identify the property.

### Parcel Information Checklist (DS-302)

**Proof of Ownership** - For applications on private property, a copy of the Grant Deed is required to provide proof of current ownership and to verify legal lot status.

**Ownership Disclosure Statement (DS-318)** - For all projects. Additionally, if the proposed project is on City property or in the public right-of-way, authorization consisting of a signature on the form from the Real Estate Assets Department property agent is required.

**Deposit Account Letter of Authorization** - If the project review will be conducted using an existing deposit account, provide a letter from the Financially Responsible Party for that deposit account authorizing the City of San Diego to use said account for plan review. The letter must identify the company processing the WCF application, the deposit account number, and the address of the proposed facility.

**Owner's Letter of Authorization** – This is a letter from the property owner authorizing an agent/representative to submit an application and obtain permits for a WCF on a property.

**B. Photographic Survey**

Provide one set of a photographic survey of the proposed project site, with a key map. Photographs must be taken from the project boundaries at four or more locations, with on and off site views, including any slopes. The number of photographs will vary depending on the size of the project; however, the quantity must be sufficient to adequately view the entire site.

In addition to the print photos, please provide a CD-R containing photos submitted for the "Photographic Survey" requirement. The photos should be saved in the .jpg format, numbered consistent with the provided key map, and sized no smaller than 3" x 5" and no larger than 8" x 10".

**C. Site Justification Letter**

For all applications other than Limited Use Permits, provide two copies of a Site Justification Letter. Base the information contained in this letter on the Justification Map (see below). The letter must justify the need or requirement for the proposed antenna location and design. Include justification explaining that other higher preference sites were analyzed but not selected and demonstrate why these sites did not meet your objectives (include engineering, coverage and locational justification) and why the collocation of your facilities with others in the area cannot be accomplished.

**D. Photo Simulations**

Provide one print copy of photo simulations. The photo simulation illustrates the proposed antenna facility and the equipment. Include photographs of the existing views.

Include enough photo simulations to accurately depict the proposed facility. These photo simulations will be marked as exhibits and be used during the construction and inspection phase of the project. In addition to the print photos, please provide a CD-R containing the photo simulations. The photos should be saved in the .jpg format and sized no smaller than 3" x 5" and no larger than 8" x 10".

**E. Technical Analysis/Reports**

Provide two copies of the following documents for all applications other than Limited Uses:

**Justification Map** - Provide a zoning base map (8 1/2" by 11"). On the map, identify the search ring, alternative sites, the selected site, and all existing and approved WCF's within a one mile radius. Identify collocation opportunities within the search ring area. Ensure that zones are easily identifiable and that a legend is provided. Be sure to coordinate the Justification Map with the Site Justification Letter.

**Coverage Map** – Provide maps (8 1/2" by 11") that identify the proposed target coverage. Illustrate the coverage prior to and after the installation. Identify major streets and include a legend.

**Noise** - For projects proposed immediately adjacent to a residential area utilizing air conditioning units, provide manufacturer's specifications for the unit, along with a letter report including footages and decibels and a corresponding contour map.

**Lessee's Certificate for Post-Construction BMP's** – Must be submitted for all WCF Projects.

**F. Public Notice Package**

A public notice package is required as part of your submittal for all permits other than Limited Uses. The public notice will be used to notify adjacent tenants and property owners of the proposed WCF. See Information Bulletin 512, "How to Obtain Public Noticing Information" for more details. The public notice package consists of the following:

**Electronic Address List** - Provide owner and resident/occupant address list in an Excel spreadsheet on a CD-R. See Information Bulletin 512 for a sample electronic address list.

**Assessor's Map(s)** - Assessor's Parcel Maps outlining a 300' radius from the perimeter of the premise.

**Photocopy of Excel spreadsheet**

**G. Plans**

Plans must be fully dimensioned, drawn to scale, and contain the details outlined below. All plans shall be the minimum size as indicated below, and folded to 8 1/2" x 11."

**Limited Use approvals** - six (6) sets of 11" x 17" plans

**Neighborhood Use Permits** - ten (10) sets of 24" x 36" plans and two (2) sets of 11" x 17" plans

**Conditional Use Permits** - ten (10) sets of 24" x 36" plans and two (2) sets of 11" x 17" plans

**Development Summary** - Provide, in a table format, the following information on the first sheet of the plans:

1. Provide a bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements, any proposed development regulation deviations, and the required permits/approvals.
2. List all existing WCF's on the site and identify the provider. If none, please note.
3. Show the Project Team - List name and phone number of all consultants including engineers, architects, landscape architects, designers and contractors.
4. Show the legal description and Assessor Parcel Number(s) for the property that the development is proposed on.
5. Show owner's name and address.
6. Show type of construction per the California Building Code.
7. Show the zoning designation and/or overlay zone designations.

**Site Plan**

A site plan is a comprehensive, fully dimensioned drawing which shows the general layout of the property and/or building in which the WCF is located. The site plan must be drawn to scale and legible when reduced to an 8 1/2" x 11" size and include the following:

1. Show and label all property lines, including distances.
2. On premises containing environmentally sensitive lands, illustrate the boundary lines of those that apply: steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, 100-year floodplains, sensitive coastal bluffs, etc.
3. Dimension and label all required setback lines.
4. Show and label any existing easements - identify type. If none, please note.
5. When the proposed enclosure and/or support structure is ground mounted, show all off-street parking spaces, label disabled spaces and provide parking calculations.
6. Show location of existing buildings and structures. Include use of all structures.
7. Show and dimension any proposed structures including antenna support structure and associated equipment shelter, cabinet or fencing.
8. Show location of the coaxial cable from the power source to the antenna.
9. Show any other existing WCF's on site and identify the provider. If none, please note.
10. Identify proposed locations of all transmitters and provide transmitter frequencies and power levels.

**Method of Attachment**

Provide dimensioned details of antennas including size, downtilt and method used to attach the antennas to the structure. If proposing skirts or any other concealment/integration techniques, include details illustrating all components of the proposed design.

**Elevations**

This is a dimensioned drawing of each face of the building or antenna support structure and equipment shelter. Include the following information on the elevation drawings:

1. Each elevation of the building or structure must be accurately scaled and fully dimensioned. This includes equipment shelters/buildings.
2. Indicate existing grades and building or structure heights, as defined by LDC Section 113.0270.
3. Show and label existing and proposed architectural details and location of all windows.
4. Show and label existing and proposed exterior materials.
5. When the coaxial cable cannot be located within the interior of the building, identify location of cable tray and illustrate how it will be integrated within the existing exterior building materials.

**Roof Plan**

For roof top installations, provide a fully dimensioned plan view of the existing roof top. Show locations of existing WCF's and identify the provider.

**Floor Plan**

Required when the equipment is located within an existing building or structure.

1. Fully dimensioned floor plan.
2. Indicate floor level.
3. Label each room according to its existing use.

**Landscape Plan**

Utilize landscaping to blend WCF's with the surrounding development to improve views from neighboring properties and the public right-of-way. Equipment enclosures shall be screened with landscaping to provide 80% coverage within 2 years of installation. The intent of the landscape plan is to illustrate landscape design and screening concepts that are consistent with the Community Plan, Planned District Ordinance, Landscape Regulations, Landscape Standards and other applicable regulations.

1. Provide the following information on the plan and include a legend, by category (e.g., trees, shrubs and ground cover):
  - a. Symbol for all proposed plant materials.
  - b. Botanical names and common names.
  - c. Quantities of plant material and on center spacing for ground covers.
  - d. Breakdown in percentages of the various container sizes of each symbol (e.g. 25 percent, 24-inch box; 50 percent, 15-gallon; 25 percent, 5-gallon.)
  - e. Mature height/spread of trees and shrubs.
  - f. Form and function of each plant symbol, such as broad headed canopy shade tree, vertical evergreen screening shrubs 30" min., etc.
  - g. Symbols for existing plant material to remain.
2. Indicate the proposed methods and types of irrigation.

**III. PROJECT FEES**

The following fees are paid at the time plans are fully submitted to Development Services for plan review. These fees are in addition to the deposit required for the processing of the project.

**A. General Plan Maintenance Fee**

This fee is charged for projects with plans and documents to be reviewed for compliance with the general plan or Municipal Code provisions.

General Plan Maintenance Fee \$ 88

**B. Mapping Fee**

This fee is charged when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee \$ 10

**C. Discretionary Project Close Out Fee**

This fee is charged to pay for plan processing, notarizing documents, permit recordation, and archiving the Neighborhood Use or Conditional Use Permit project file after final hearing or appeal is completed.

Discretionary Project Close Out Fee \$ 500

**D. Deposit**

WCF applications require a deposit into a Trust Fund account. A Trust Fund account is established with an initial deposit, based upon the approval type as listed below. This initial deposit is drawn against to pay for the review of your project. During project review, the Financially Responsible Party (as identified on the General Application form) will receive a monthly deposit statement reflecting the charges made against the account.

The Financially Responsible Party may receive invoices for additional deposits for subsequent reviews of the project in order to maintain the minimum balance as shown. The payment of this invoice will be required in order to continue processing your project.

At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

If an existing deposit account will be used for a new application, the account balance will be verified to insure that the required minimum deposit is maintained. Please call your project manager to check on the account balance prior to submitting an application.

Permit/Approval	Initial Deposit	Subsequent Review and Minimum Balance
Conditional Use Permit	\$5,000	\$3,000
Neighborhood Use Permit	\$2,000	\$1,000
Limited Use	\$1,000	\$ 500

**IV. SEPARATE PERMITS REQUIRED**

Prior to obtaining construction permits, a model radio frequency (RF) report must be submitted, demonstrating that cumulative measurements of radio frequency power densities for all antennas proposed and/or installed on the premises are below the Federal standards. This report must be signed and stamped by a registered RF frequency engineer. A separate construction and/or electrical permit may be required. For construction permit exemptions, see Municipal Code Section 129.0203. Your Development Project Manager may also assist you in determining if your project requires construction permits and/or electrical permits.

Additional hourly fees will be charged during building plan review for plan review and inspection.