This information bulletin describes the procedures and permitting requirements for Wireless Communication Facilities (WCF) and other FCC-authorized communication services. If a WCF is located in the Downtown Community Plan planning area, please contact Civic San Diego at (619) 235-2200 to process your discretionary application.

A few factors determine the required permits and process level for a WCF. For a WCF not subject to the Federal Spectrum Act (sometimes referred to as “Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 [47 U.S.C. 1455]”), the proposed location of a WCF primarily determines the required permit(s) and process level, as described in the WCF Regulations, Land Development Code (LDC) Section 141.0420, and in conjunction with the “Use Regulation Tables” in Chapter 13.

Some projects may qualify for processing under provisions of the Spectrum Act, if certain conditions are met. To be considered for processing under the Spectrum Act, the applicant is required to submit specific information for the City to evaluate whether the application qualifies for processing under the Spectrum Act, as detailed later in this bulletin. This includes projects in the public right-of-way processed with a Right-of-Way permit. Spectrum Act projects are Process 1 approvals. The City of San Diego reserves the right to rescind any approval made under Section 6409(a) or the Spectrum Act should any portion of Section 6409(a) or the Spectrum Act, of the FCC’s interpretation thereof, be deemed unconstitutional by a court of law, the FCC or any other competent authority.

Council Policy 600-43 identifies the least and most preferable areas for locating WCF. LDC Section 141.0420 lists specific design requirements for WCF. In addition, the Wireless Communication Facility Guidelines provides helpful information on the design and development of WCF.

If a WCF is proposed on City property, contact Real Estate Assets at 619-236-6020 prior to submitting an application to the Development Services Department (DSD).

### I. WHAT IS A WCF?

WCF consist of antennas and associated equipment used to provide wireless communications, such as telephone, paging or wireless data transmission services. Satellite antennas are not defined as WCF. Refer to LDC Section 141.0405 for more information.

The LDC requires that WCF use all reasonable means to conceal or minimize their visual impacts through integration. Integration with existing structures or among other existing uses shall be accomplished through the use of architecture, landscape architecture, and siting solutions (LDC Section 141.0420).

### II. REVIEW PROCESS

To request processing under the expedited processing provisions of the Spectrum Act, complete the WCF Questionnaire. The City will review requests for processing under the Spectrum Act. After the initial review, the Project Manager will provide the applicant with a determination, whether the project can continue to be processed under the Spectrum Act (Process 1), will be processed as a regular Process 1 approval, or requires a discretionary approval (Process 2 and higher).

Spectrum Act eligible projects must be approved by the City within 60 days. The 60-day time pe-
III. SUBMITTAL REQUIREMENTS FOR PROCESS 1 APPLICATIONS (including Spectrum Act)

All WCF permit applications are required to be submitted for review. Appointments are required and can be made by calling (619) 446-5300.

Follow the Project Submittal Manual: Section 2 for Construction Permits - Structures or Section 3 Construction Permits - Grading Permits and Public Right-of-Way. Ensure plans are adequately scaled and dimensioned to justify WCF Questionnaire responses.

In addition to the Project Submittal Manual requirements, provide one copy of each item listed below:

A. Wireless Communication Facilities Questionnaire (DS-420)

B. Letter Detailing Proposed Modifications (if applicable – required for Spectrum Act)

C. Previously Approved Permit and Exhibit “A” (if applicable – required for Spectrum Act)

D. Photographic Survey. Not required for projects with a prior discretionary approval. Provide 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. Include photos of the project site at a distance close enough to adequately show site conditions. 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. Photos must be current; Google Street View is not acceptable. ROW Sites Only: Provide a photo survey of existing light standards within a 3-block radius. These photos will be used to determine whether the proposed design is consistent with the neighborhood character.

E. Photo Simulations. Must be included as sheet(s) in the construction plan set (not as a separate document). The photo simulation illustrates the proposed antenna facility and equipment. Show the existing view and proposed view for each vantage point. The existing and proposed photos must be the same size. Include enough photo simulations to accurately depict the proposed facility. This will most likely include the facility as viewed close-up and at a distance.

F. Letter of Compliance/Radio Frequency (RF) Compliance Report (RF Report). RF emissions are regulated by the Federal Government. Refer to www.fcc.gov for more information. The City requires that WCF comply with the FCC’s standards for RF radiation and collects a cumulative RF Report to demonstrate compliance with Federal regulations prior to permit approval. For projects proposing no modifications other than adding a generator to an existing site, an RF Report is not required, unless there is none on file for the original project.

G. Letter of Authorization from Legal Property Owner (required for private property). Must be imaged on plans, not provided as a separate document. (Do not staple to plans.)

IV. SUBMITTAL REQUIREMENTS FOR PROCESS 2, 3, 4, AND 5 APPLICATIONS (and for Process 1 Limited Use approvals, not requiring a building permit)

All WCF permit applications are required to be submitted for review. Appointments are required and can be made by calling (619) 446-5300. Provide one copy of each, unless otherwise indicated.

A. General Application (DS-3032)

B. Deposit Account/Financially Responsible Party (DS-3242)
C. Ownership Disclosure Statement (DS-318). (Not required for projects on City-owned property)

D. Grant Deed. (Not required for right-of-way or City-owned property or Limited Use applications).

E. Letter of Permission. Letter of Authorization from Property Owner (Required for Limited Use applications, not located on City property). Must be imaged on plans, not provided as a separate document. (Do not staple to plans.)

F. Stormwater Requirements Applicability Checklist (DS-560) (not required for Limited Use approvals)

G. Wireless Communication Facilities Questionnaire, DS-420

H. Letter Detailing Proposed Modifications (if applicable)

I. Previously Approved Permit and Exhibit “A” (if applicable)

J. Photographic Survey. Provide 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. Include photos of the project site at a distance close enough to adequately show site conditions. 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. Photos must be current; Google Street View is not acceptable. ROW Sites Only: Provide a photo survey of existing light standards within a 3-block radius. These photos will be used to determine whether the proposed design is consistent with the neighborhood character.

K. Photo Simulations (11” x 17”). Provide 4 copies. The photo simulation illustrates the proposed antenna facility and equipment. Show the existing view and proposed view for each vantage point. The existing and proposed photos must be the same size. Include enough photo simulations to accurately depict the proposed facility. This will most likely include the facility as viewed close-up and at a distance. The photo simulations will be included as part of the project approval (Exhibit “A”) and be used during the review, approval, construction and inspection phases of the project.

L. Letter of Compliance/Radio Frequency (RF) Compliance Report (RF Report). RF emissions are regulated by the Federal Government. Refer to www.fcc.gov for more information. The City requires that WCF comply with the FCC’s standards for RF radiation and collects a cumulative RF Report to demonstrate compliance with Federal regulations prior to permit approval. A Letter of Compliance or RF Report is required at the time of initial submittal. If a letter is initially submitted in lieu of an RF Report, the letter must be on wireless carrier company letterhead, acknowledge that a complete cumulative RF report is required prior to a project approval, and it must be signed by an RF engineer. For projects proposing no modifications other than adding a generator to an existing site, an RF Report is not required, unless there is none on file for the original project.

M. Noise Report. Provide 2 copies for Process 2 and higher. Required for projects adjacent to residential uses when air conditioning units or other noise generating equipment are proposed.

N. Site Justification Report (Not required for Limited Use approvals.) Coordinate the information contained in this report with the Justification Map and Coverage Map. This report must justify the need or requirement for the proposed WCF location and design. Include justification that explains why the proposed site was selected, and why other potentially more preferable sites were not selected. Demonstrate why the alternative sites did not meet the coverage objectives.

O. Justification Map. (Not required for Limited Use approvals.) On the map, identify the zones, coverage search ring, alternative sites, the selected site, and all existing and approved WCF (include site name) within a one mile radius. Ensure that zones are easily identifiable and that a legend is provided. Be sure to coordinate the Justification Map with the Site Justification Report. Provide a scale and north arrow. Identify major roads and landmarks.

P. Coverage Map. (Not required for Limited Use approvals.) Provide maps that identify the existing and proposed coverage. Identify major streets and landmarks and include a legend. Identify existing and approved WCF by site name.

Q. Historic Resources. Projects located on premises where there is a structure 45 years or older, are located on a Designated Historic Resource, or are located in a Historic District are required to comply with LDC Section 143.0212 (Historical Resources Regulations). See Information Bulletins 580 and 581 for additional information.
R. Plans. Provide four (4) copies of plans (11” by 17” size), consistent with the items listed below. If project is distributed to Park & Rec. or Historic review, provide additional copies of plans. For limited use approvals, one copy of plans is needed.
a. 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 11” by 17”, and to include the following information:
i. Show and label all property lines, including distances.

ii. On premisess containing environmentally sensitive lands (ESL), illustrate the boundary lines of those that apply, such as: steep hillsides, sensitive biological resources, Multiple Species Conservation Program (MSCP) Multiple Habitat Preservation Areas (MHPA), 100-year floodplains, sensitive coastal bluffs, etc.

iii. Dimension and label zone setbacks.

iv. Show and label any existing easements and identify type. If none, note on plans.

v. When parking is proposed to be removed, show all off-street parking spaces, label disabled spaces and provide parking calculations.

vi. Show location of existing buildings and structures. Include use of all structures.

vii. Show and dimension any proposed structures including antenna support structure and associated equipment shelter, cabinet or fencing.

viii. Show location of the coaxial cable from the equipment room/power source to the antenna. (Note: No “dog-houses” are allowed; cables must be internally routed through the base of pole).

ix. Show any other existing WCFs on site and identify the provider. If none, please note.

x. Identify proposed locations of all transmitters and provide transmitter frequencies and power levels.

b. Development Summary. Provide, in a table format, the following information on the first sheet of the plans:
i. 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.

ii. List all existing WCFs on the site and identify the provider. If none, state on plans.

iii. List all prior discretionary permits pertaining to this project.

iv. List the project team. Include the names and phone numbers of all consultants including engineers, architects, landscape architects, and designers.

v. Provide the legal description and Assessor Parcel Number(s) (APNs) for the property that the development is proposed on.

vi. Provide the legal property owner’s name and address.

vii. Show type of construction per the California Building Code.

viii. Show the zoning designation and any overlay zones.

ix. List the parcel size, gross floor area, and floor area ratio (if applicable).

x. Existing and proposed uses on the premises.

xi. Provide a statement on the plans indicating that the wireless communication facility complies with federal standards for radio frequency in accordance with the Telecommunication Act of 1996 and subsequent amendments and any other requirements imposed by state or federal regulatory agencies.

c. Method of Attachment/Cabling
i. Provide dimensioned details of antennas including size, down tilt, and method used to attach the antennas to the structure. If proposing skirts or any other concealment/integration elements, include details illustrating all components of the proposed design.

d. 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:
i. Each elevation of the building or structure must be accurately scaled and fully dimensioned. This includes equipment shelters/buildings.

ii. Indicate existing grades and building or structure heights, as defined by LDC Section 113.0270. Also identify the maximum height of the proposed facility utilizing the Above Mean Sea Level (AMSL) height.

iii. Show and label existing and proposed architectural details and location of all windows.

iv. Show and label existing and proposed exterior materials.

v. 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.

vi. If the antenna is the highest element on the elevations, identify the top of structure height, not the RAD center of the antenna.
e. **Roof Plan.** For roof top installations, provide a fully dimensioned plan view of the existing roof top. Show locations of existing WCFs and identify the provider(s).

f. **Floor Plan.** Required when the equipment is located within an existing building or structure. Provide floor plans for each floor affected, indicate floor level, and label each room according to its existing and proposed use.

g. **Landscape Plan.** A Landscape Plan is required when a project is proposing faux landscape, adding ground-mounted equipment, or when adding additional building mass and bulk. Landscape material and design techniques should be utilized to integrate WCFs with the surrounding environment to improve views from neighboring properties and the public right-of-way. A Registered Landscape Architect is highly recommended to prepare plans. When faux landscape is proposed, the landscape plan also needs to demonstrate that existing and proposed landscape material will be able to screen and integrate the proposed faux landscape, in accordance with the WCF Regulations. (Faux landscape is permitted when existing or proposed living landscape material, of a similar size and species, is provided.) Provide the following elements on all Landscape Plans:

i. **Plant Legend.** Provide the botanical name, common name, form, function, container size, and mature height and spread.

ii. **Limit of Work.** Provide a line to delineate the limit of disturbance.

iii. **Existing Plant Material.** Identify all trees, shrubs, and groundcover within and adjacent to the limit of work and as applicable to the project. Include botanical and common names, caliper size (for trees), and height and spread (for shrubs). Identify landscape material to be removed and to remain.

iv. **Trees and other landscape proposed for removal must be replaced in-kind.** In many cases, existing landscape is required by the LDC in certain locations and may not be removed without impacting previous approvals.

v. **Maintenance Note.** Identify who will be responsible for maintaining proposed landscape.

vi. **Irrigation Note.** Identify how proposed plant material will be irrigated and by whom.

vii. **Consistency with Site Plan.** Clearly identify the property line and ensure Landscape Plan is consistent with Site Plan.

viii. **Brush Management.** If the property is adjacent to native or naturalized vegetation, brush management may be required. The plans will need to provide Brush Management Zone 1 and 2 boundary lines and applicable notes. Proposed plant material and irrigation must be consistent with Brush Management regulations.

V. **PROJECT DEPOSIT ACCOUNT/FEES**

A. Refer to the Fee Schedule for Building Permits (Information Bulletin 501), the Fee Schedule for Grading and Public Right-of-Way Permits (Information Bulletin 502), and the Fee Schedule for Development Permits and Policy Approvals (Information Bulletin 503.)

B. All construction permits requesting processing under the Spectrum Act or Shot Clock must pay for express processing to meet required time frames and pay an hourly rate for project management services (3 hours minimum).