

Wireless Communication Facilities (WCFs)

INFORMATION BULLETIN

536
May 2026

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This information bulletin (IB) describes requirements for [Wireless Communication Facilities \(WCFs\)](#) citywide. The proposed location and physical characteristics of a WCF determine the required permit(s) and process level as described in the [WCF Regulations, Land Development Code \(LDC\) §141.0420](#), and in conjunction with the "Use Regulation Tables" in Chapter 13 of the LDC.

[Council Policy 600-43](#) identifies the most and least preferable areas for locating WCFs, which are reflected in the permit requirements listed in [§141.0420](#). This section also lists design requirements for WCFs. The [WCF Guidelines](#) describe the design and processing recommendations the City has instituted to implement WCF policies and regulations.

City Property: For projects on city property (except for [Small Cell projects within the public right-of-way](#)) contact the [Department of Real Estate & Airport Management \(DREAM\)](#) at [619-236-6020](tel:619-236-6020) to arrange a pre-application site walk. *Following the site walk, DREAM will provide a copy of the standard lease, which must be signed by the applicant and submitted to the Development Services Department (DSD) along with the submittal requirements associated with the project type.*

For Small Cell-Wireless Communication Facilities (SC-WCFs) please see [IB-545](#).

I. What is a WCF?

A WCF is the antennas, support structures, and other equipment or apparatus necessary for providing personal wireless services and information services ([LDC Section 113.0103](#)). Satellite antennas and television broadcast towers are not defined as WCFs. Refer to [LDC Section 141.0405](#) for more information. The LDC requires that WCFs 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. Submittal Instructions

All forms, documents and applications are now submitted electronically. Visit the Development Services Department website at sds.lego.gov/DSD to create an account and begin the submittal process. A detailed [User Guide](#) is also available.

III. Review Process

WCF permit applications must be submitted for review.

All applications must include a completed and signed WCF Supplemental Application and Checklist ([DS-420](#)), which clearly identifies the Shot Clock under which the applicant is requesting processing and which has a checklist confirming the presence of all required documents outlined in this Information Bulletin. If the City determines that a different shot clock applies, the applicant will be informed during the review. Applicable shot clocks are tolled while the City waits for resubmittal.

A. Spectrum Act

The Federal Spectrum Act (also referred to as "Section 6409(a) of the Middle-Class Tax Relief and Job Creation Act of 2012 [47 U.S.C. 1455]) states that the City "may not deny, and shall approve, any eligible facilities request for a modification of an existing wireless tower or base station that does not substantially change the physical dimensions of such tower or base station."

The Federal Communications Commission (FCC) provides Spectrum Act guidance in [FCC Report and Order 14-153](#), which outlines a 60-day shot clock for eligible facilities requests. Applicants must submit information for the City to evaluate whether the application qualifies as an eligible facilities request, as detailed herein. This includes projects in the public right-of-way processed with a Right-of-Way Permit.

Spectrum Act projects are Process One approvals. They are submitted as Express Plan Checks managed by Development Project Managers. Spectrum Act projects are subject to fees associated with these services as identified in [IB-501](#). If the applicant requests processing under the Spectrum Act, but the City determines that the application is not eligible, the application will be denied without a refund, and the applicant will be required to submit a new application for the appropriate type of permit.

The City of San Diego reserves the right to rescind any approval made under Section 6409(a) of the Spectrum Act should any portion of Section 6409(a) of the Spectrum Act, or the FCC's interpretation thereof, be deemed unconstitutional by a court of law, the FCC or any other competent authority. For more information on Spectrum Act processing, see the WCF Guidelines. The Spectrum Act may also apply to facilities that are not considered WCFs, such as television and radio broadcast antennas. Contact Telecom Review staff for advice on how to submit such applications.

B. WCF Applications Not Covered by the Spectrum Act

As with the Spectrum Act, shot clocks imposed by the federal government limit the amount of time the City may use to process WCF projects. However, non-Spectrum Act shot clocks do not require the City to approve an application, only to act on it.

To comply with federal shot clocks, non-Spectrum Act applications must process zoning approvals (Limited Use, SCR, or discretionary) and construction permits (Building Permit, Right-of-Way Permit, and related) concurrently, with all associated fees. If the applicant submittal is not made, the City cannot meet shot clock requirements, and the shot clock must be tolled. **Submitting a zoning approval without concurrently processing a construction permit constitutes acceptance of this fact.** Projects that toll the shot clock will still be processed diligently.

Shot clock time limits are short. If a project is not tolled, it is the applicant's responsibility to ensure that the City receives all required information in a timely manner. To aid the City in meeting the shot clock, WCF applications must resolve all issues in the second review cycle. If they do not, the denial will be considered incomplete, resulting in de facto denial on Process One and Two projects, and a de facto recommendation of denial on Process Three, Four, and Five projects. This de facto denial may be avoided by choosing to toll.

C. Process Three, Four and Five Projects that Do Not Toll the Shot Clock

To facilitate shot clock compliance, allowing time for scheduling hearings and/or preparing approval documents, a hearing date will be scheduled when the applicant submits for a second review cycle.

If necessary, Process Three, Four, and Five projects may also be scheduled for a meeting with reviewing staff after the first review cycle to ensure that issues can be addressed in the next review cycle. Should issues remain after the second review, the applicant may either: 1) elect to proceed to the hearing with a recommendation for denial from staff, 2) voluntarily enter into a tolling agreement and continue to work with staff to resolve the issues, or 3) withdraw the application.

D. Preliminary Review

Because of the constraints imposed by federal shot clocks, the City STRONGLY recommends preliminary review for WCF applications. Preliminary Reviews are an optional, voluntary service for applicants that would like to submit questions and receive written comments from the City regarding how WCF regulations apply to the project. See [IB-513, "Preliminary Review,"](#) and Preliminary Reviews are not submissions of applications, and the written comments provided in response thereto are not notices of incompleteness.

IV. Submittal Requirements for Spectrum Act and Construction Permit Applications

Follow the [Project Submittal Manual: Section 2 for Construction Permits—Structures](#) or [Section 3 Construction Permits—Grading Permits and Public Right of Way](#). In addition to the Project Submittal Manual requirements, provide one copy of each item listed below:

A. Wireless Communication Facilities (WCF) Supplemental Application and Checklist ([DS-420](#))

B. Applicant Correspondence:

A letter detailing the proposed modifications.

C. Previously Approved Permit and Exhibit "A"

D. Color Photographic Survey: (Conditional: Required only for Spectrum Act applications). Provide a photographic survey of the proposed project site, with a key map. Take pictures from the project boundaries at four or more locations, with on- and off-site views, including any slopes. Pictures should be close enough to adequately show site conditions (more specifically, for existing sites, they must be close enough to properly evaluate existing WCF components). The number of photographs necessary 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, and taken by the applicant on-site within the last 30 calendar days; **use of Google Street View and similar imagery is not acceptable.** Use these same pictures for photo simulations. ROW Sites Only: Provide a photo survey of existing light standards within a 3-block radius.

E. Color 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. If no exterior changes are proposed, provide a current photo of the site with a statement identifying that "there are no exterior changes proposed".
- For faux vegetation, photo simulations must be an exact 3-D model package prepared by the tree vendor.** Show faux vegetation modeled by itself, and also show it on the site. A Telecom inspector is required prior to the Building Final. The approved photo sims will be used to compare with the submitted inspection photos.

F. Letter of Compliance/Radio Frequency (RF) Compliance Report (RF Report): Required only for Spectrum Act applications. RF emissions are regulated by the Federal Government. See www.fcc.gov for more information. WCFs must comply with the FCC's standards for RF radiation. The City 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 project approval, and it must be signed by a licensed RF engineer. An RF Report is not required for projects that are only adding a generator to an existing site, unless there is none on file for the original project.

G. Letter of Authorization from the Legal Property Owner: (Conditional: Required only for Spectrum Act applications on private property). It must be imaged on plans, not provided separately.

H. City Consent Application: (Conditional: Required only for Spectrum Act applications on City Property). It must be imaged on plans and not provided separately.

I. Construction Plans: Submit plans per the Project Submittal Manual. See Section VI, Requirements for all WCF Plans, for required WCF-specific information. Plans must justify WCF questionnaire responses. Building permit plans should include Storm Water Notes and SA approval template (if applicable). Please see the City's [template web page](#).

V. Submittal Requirements for Limited Use/Substantial Conformance Review (Process 1)

Process 1 approvals are valid for one year from the date of the approval notes.

A Substantial Conformance application includes a review of the revised project against the approved exhibits, permit conditions, environmental documentation, applicable land use policies and the public record for the prior permit. Substantial Conformance Review (SCR) applications within the City's Coastal Overlay Zone are Process Two decisions. (See Section VI).

A. Wireless Communication Facilities (WCF) Supplemental Application and Checklist ([DS-420](#))

B. Letter of Authorization from Legal Property Owner: (Conditional: Required only for applications on private property).

C. City Consent Application: (Conditional: Required only for applications on City property or the public right of way).

D. Applicant Correspondence: A letter detailing the proposed scope of work.

E. Previously Approved (Current) Permit and Exhibit "A": (Conditional: Required only for SCRs).

F. Color Photographic Survey: Provide a photographic survey of the proposed project site, with a key map. Take pictures from the project boundaries at four or more locations, with on- and off-site views, including any slopes. Pictures should be close enough to adequately show site conditions (more specifically, for existing sites, they must be close enough to properly evaluate existing WCF components). The number of photographs necessary 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, and taken by the applicant on-site within the last 30 calendar days; **use of Google Street View and similar imagery is not acceptable.** Use these same pictures for photo simulations. ROW Sites Only: Provide a photo survey of existing light standards within a 3-block radius.

G. Plans: See Section VII, Requirements for All WCF Plans, for requirements.

H. Color 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. If no exterior changes are proposed, provide a current photo of the site with a statement identifying that "there are no exterior changes proposed". For faux vegetation, photo simulations must be an exact 3-D model package prepared by the tree vendor. Show faux vegetation modeled by itself, and also show it on the site.

I. Letter of Compliance/Radio Frequency (RF) Compliance Report (RF Report): (Not required for generator-only applications.) RF emissions are regulated by the Federal Government. See www.fcc.gov for more information. WCFs must comply with the FCC's standards for RF radiation. The City 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 project approval, and it must be signed by a licensed RF engineer. An RF Report is not required for projects that are only adding a generator to an existing site, unless there is none on file for the original project.

J. Historic Resources: Conditional: 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 §143.0212](#) (Historical Resources Regulations). See [IB-580](#) and [IB-581](#) for additional information.

VI. Submittal Requirements for Process 2, 3, 4 and 5 Applications

A. Wireless Communication Facilities (WCF) Supplemental Application and Checklist ([DS-420](#))

B. Ownership Disclosure Statement ([DS-318](#))

Required for private property.

C. City Consent Application

Required for applications on City property or the public right of way.

D. Climate Action Plan Consistency Checklist

E. Applicant Correspondence

A letter detailing the proposed scope of work.

F. Grant Deed

Not required for public right of way or City-owned property.

G. Stormwater Requirements Applicability Checklist ([DS-560](#))

H. Color Photographic Survey

Provide a photographic survey of the proposed project site, with a key map. Take pictures from the project boundaries at four or more locations, with on- and off-site views, including any slopes. Pictures should be close enough to adequately show site conditions (more specifically, for existing sites, they must be close enough to adequately show site conditions (more specifically, for existing sites, they must be close enough to properly evaluate existing WCF components). The number of photographs necessary will vary depending on the size of the project; however, the quantity must be sufficient to view the entire site adequately. Photos must be current, and taken by the applicant on-site within the last 30 calendar days; **use of Google Street View and similar imagery is not acceptable.** Use these same pictures for photo simulations. ROW Sites Only: Provide a photo survey of existing light standards within a 3-block radius.

I. Color 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. If no exterior changes are proposed, provide a current photo of the site with a statement identifying that "there are no exterior changes proposed".
- For faux vegetation, photo simulations must be an exact 3-D model package prepared by the tree vendor.** Show faux vegetation modeled by itself, and also show it on the site.

J. Letter of Compliance/Radio Frequency (RF) Compliance Report (RF Report)
Not required for generator-only applications. RF emissions are regulated by the Federal Government. See www.fcc.gov for more information. WCFs must comply with the FCC's standards for RF radiation. The City collects a cumulative RF Report to demonstrate compliance with Federal regulations prior to permit approval. A Letter of Compliance or RF Report is required during 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 project approval, and it must be signed by a licensed RF engineer. An RF Report is not required for projects that are only adding a generator to an existing site, unless there is none on file for the original project.

K. Community Planning Group Recommendation

Not required at initial submittal but scheduled once the project has been resubmitted for the second review cycle. It is strongly recommended that discretionary projects obtain a written recommendation from the community planning group that oversees the public in which the project is located. Documentation should include the meeting date, the vote count, and the recommendation.

L. Public Noticing Package

Required for Process 2-5. See [IB-512](#) for more information and required formatting.

M. Noise Report

Conditional: Required for projects adjacent to residential uses when air conditioning units or other noise-generating equipment are proposed.

N. Site Justification Report

Coordinate the information contained in this report with the Justification Map and Coverage Map. This report must justify the need and requirement for the proposed WCF location and design. Include a justification that explains why the proposed site was selected and why other potentially higher-preference sites were not selected. Demonstrate in writing why the alternative sites did not meet the coverage objectives.

O. Justification Map

Identify zoning, coverage search ring, alternative sites, the selected site, and all existing and approved WCFs (include City 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

Provide maps that identify the existing and proposed coverage. Coverage should be red=poor, yellow=fair, and green=good. Identify major streets and landmarks. Include a legend. Identify existing and approved WCFs by site name.

Q. Historic Resources

Conditional: Projects located on premises where there is a structure 45 years or older, are located on a Designated Historic Resource, or are in a Historic District are required to comply with LDC Section 143.0212 (Historical Resources Regulations). See [IB-580](#) and [IB-581](#) for additional information.

R. Plans

See Section VII, Requirements for All WCF Plans, below for requirements.

VII. Requirements for All WCF Plans

A. Site Plan: A site plan is a comprehensive, fully dimensioned drawing that 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 include the following information:

- Show and label all property lines, including distances, along with the required zoning setbacks.
- On premises containing environmentally sensitive lands, illustrate the boundary lines of those that apply, such as steep hillside, sensitive biological resources, Multiple Species Conservation Program, Multiple Habitat Preservation Areas, 100-year floodplains, sensitive coastal bluffs, etc.
- Identify the latitude and longitude in decimal degrees to the eighth decimal place. If antenna sectors are adjacent (as on a faux tree, a rooftop box, or the corner of a building), provide the point between them. If they are far apart (most base station installations), provide the coordinates of the equipment room.
- Show and label any existing easements and identify the type. If none, state on plans.
- When parking is proposed to be removed, show all off-street parking, spaces and disabled spaces, and provide parking calculations for all uses on the premises.
- Show location of existing buildings and structures. Include use of all existing buildings and structures.
- Show and dimension any proposed structures including antenna support structure and associated equipment shelter, cabinet, or fencing.
- Show location of the coaxial cable from the equipment room/power source to the antenna.
- Show any other existing WCFs onsite and identify the provider. If none, please note.
- Identify proposed locations of all transmitters and provide transmitter frequencies and power levels.
- Provide specifications for all antennas, RRU's, RRH's, generators, regardless of what is being modified by the current project.
- Include existing and proposed antenna/equipment schedules in table form on the plans. These tables must include the dimensions of all existing and proposed antennas and RRU's/RRH's.
- Project documents must reflect the total number of antennas, RRU's, RRH's, surge suppressors, generators, equipment cabinets, equipment rooms, cables, cable trays, and similar at a site, regardless of what is being modified by the current project.

B. Development Summary:

Provide, in a table format, the following information on the first sheet of the plans:

- 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. This project description must describe the WCF in total, regardless of what is being modified or proposed by the current project (i.e., in addition to describing what is being changed, give the total number of antennas, equipment, and other components).
- List all existing WCFs on the site and identify the provider. If none, state on plans.
- List all prior discretionary permits pertaining to this project.
- List the project team. Include the names and phone numbers of all consultants, including engineers, architects, landscape architects, and designers.
- Provide the legal description and Assessor's Parcel Number(s) of the property that the development is proposed on.
- Provide the legal property owner's name and address.
- Show the type of construction per the California Building Code.
- Show the zoning designation and any overlay zones.
- List the parcel size, gross floor area, and floor area ratio (if applicable).
- Existing and proposed uses on the premises.
- 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.
- Projects submitted by a site management company shall disclose the carrier(s) the project is for, and projects submitted by a carrier shall disclose the management company, if any.
- If WCF components were previously approved but not built, this information should be included in project descriptions and equipment schedules. As such components not included may not be included in the project approval.

C. Method of Attachment/Cabling: 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:

- Each elevation of the building or structure must be accurately scaled and fully dimensioned. This includes equipment shelters/buildings. Label antenna sectors.
- 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 Above Mean Sea Level (AMSL) height.
- Show and label existing and proposed architectural details and the location of all windows.
- Show and label existing and proposed exterior materials.
- When the coaxial cable cannot be located within the interior of the building, identify the location of the cable tray, and illustrate how it will be integrated within the existing exterior building materials.
- If the antenna is the highest element on the elevations, identify the top of the structure height, not the rad center of the antenna.

E. Roof Plan: For rooftop installations, provide a fully dimensioned plan view of the existing rooftop. Show locations of existing WCFs and identify the providers).

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. Identify all existing rooftop elements.

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:

- Plant Legend: Provide the botanical name, common name, form, function, container size, and mature height and spread.
- Limit of Work: Provide a line to delineate the limit of disturbance.
- Existing Plant Material: Identify all trees, shrubs, and ground cover 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.
- Trees and other landscapes proposed for removal must be replaced in kind. In many cases, the LDC requires existing landscape in certain locations and it may not be removed without impacting previous approvals.
- Maintenance Note: Identify who will be responsible for maintaining proposed landscape.
- Irrigation Note: Identify how proposed plant material will be irrigated and by whom.
- Consistency with Site Plan: Clearly identify the property line and ensure Landscape Plan is consistent with Site Plan.
- 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.

VIII. Fees

Shot Clocks Do Not Start Until Fees are Paid in Full

A. Administrative Fees

The following administrative fees apply to all projects and are paid at the time plans are submitted to the Development Services Department (DSD), unless otherwise indicated below. These fees are in addition to the plan review fee or deposit required for the processing of the project.

- Mapping Fee (Process 1-5)**
This fee is charged at submittal when there are plans, drawings, maps or other geographical documents utilized for project review.
Mapping Fee..... See [IB-503](#).
- Project Close-Out Fee**
This fee is charged at submittal to pay for permit recordation and project close-out after final decision, hearing or appeal is completed.
Project Close Out Fee..... See [IB-503](#).
- General Plan Maintenance Fee**
This fee is charged at submittal when there are plans, drawings, maps or other geographical documents utilized for project review. This fee is charged at project submittal for all WCF projects. The General Plan Maintenance Fee provides funding for the maintenance of the City's General Plan and is collected on behalf of the Planning Department. It is non-refundable and is collected once per project. The current rate of the [General Plan Maintenance Fee](#) can be found on the [Planning Department's webpage](#).
- Records Research Assistance**
A fee of \$34.03 is charged at the time of project submittal to cover the cost of researching, which includes but is not limited to providing copies of subordinate as-built drawings and TUD-related zoning drawings.
- Other Agency Fees**
Additional agency fees may be charged as applicable to individual projects.

B. Plan Check Fees

Collected for all construction permits. The following plan check fees are assessed at the time of project submittal and are based upon the requested approval. We cannot store submitted plans awaiting fee payment. Please pay the plan review fees before project submittal.

Plan check fees and other administrative fees are non-refundable. See Refund Policy on Refund Application DS-721 for refund information.

- Building Permit**
See [IB-501](#), Fee Schedule for Construction Permits—Structures.
- Public Right-of-Way Permit**
See [IB-502](#), Fee/Deposit Schedule for Grading/Right-of-Way Permits and Mapping Actions.
- Payment Methods**
 - Online Payments:**
Customers are encouraged to make [online payments](#) by e-check or credit card. Bank and processing fees apply. There are no minimum or maximum credit card transaction amounts when making payments online.
 - Onsite Payments:**
A. Customers can drop check payments into the payment drop-off safe located on the first-floor lobby of the downtown Development Services Center [during business hours](#). All payments must be made out to "City Treasurer."
B. Customers can also [request a payments appointment](#) to make credit card or check payments in person at the Development Services Center. With in-person payments, the minimum credit card transaction amount is \$10, and the maximum is \$99,999.99. Payments with an "SAP Invoice Number" are not accepted here. Instead, these invoices can be paid with the City Treasurer. [Learn more](#).
- Limited Use Plan Review/Substantial Conformance Review (Process 1)**
The fees in Table 536A below are charged for the review of Wireless Communication Facilities permitted as a limited use in accordance with Process One in the zones indicated with an "L" in the Use Regulations Tables of the Land Development Code. Table 536A includes the administrative fees discussed above.

Table 536A WCF Fees: Limited Use and Substantial Conformance Review	
Approval Type	Fee
WCF Limited Use Plan Review Fee	\$4,282.56 ^{1,4}
WCF Substantial Conformance Review Fee	\$2,470.49 ⁴
Historic Resources Review Fee	See IB-503 ²
Collected when the project requires historic resource review. A minimum of 1 hour is collected at the time of initial submittal. Staff may charge additional hours during review and issue a supplemental invoice as necessary.	
Wireless Communications Facilities (WCF) on City Property	\$2,635.12 ¹
Collected when WCF is on City Property	
Mapping Fee	See IB-503 ¹
Project Close-Out Fee	See IB-503 ¹

¹ Due at submittal.
² Due at submittal if the property is at least 45 years old, designated historical, or in a historic district. Otherwise, due at issuance when hours are charged.
³ Due at issuance.
⁴ Covers three review cycles, and additional are charged hourly.

Table 536B WCF Fees: Discretionary Review Fees	
Approval Type	Fee
A Wireless Communication Facility - Process 2 fee will be collected at the time of submittal for completeness review, along with the environmental, historic, and administrative fees.	
Wireless Communication Facility - Process 2	\$13,670.84 ⁸
Environmental Initial Study/Exemption Fee¹	See IB-503 ⁴
Historic Resources Review Fee²	See IB-503 ²
Wireless Communications Facilities (WCF) on City Property³	\$2,635.12 ⁴
Mapping Fee	See IB-503 ⁴
Project Close-Out Fee	See IB-503 ⁴

During the completeness review, the approval process will be confirmed. If the decision process changes, a supplemental invoice will be issued for the correct process listed below, with a credit applied for the Process 2 fee paid. Note: The highest fee will apply when the project includes both a Process 4 SDP and Process 4 PDP.

- Wireless Communication Facility - Process 3**
\$15,318.17⁸
- Wireless Communication Facility - Process 4**
\$15,482.80⁸
- No Planned Development Permit
- Wireless Communication Facility - Process 4**
With Planned Development Permit
\$16,471.71^{7,8}

¹ If the environmental initial study is extended due to staff requests for additional information, an additional extended initial study fee (see [IB-503](#)) will be required at the time of resubmittal. The initial study or the extended initial study results in any environmental determination other than an exemption (e.g., Negative Declaration, Mitigated Declaration), a \$2,000.00 deposit account will then be required to continue processing the environmental document.
² This fee will be collected when the project requires a historic resource review. A minimum of 1 hour is collected at the time of initial submittal. Staff may charge additional hours during review and issue a supplemental invoice as necessary.
³ Wireless Communications Facilities (WCFs) on City Property are assessed an additional review fee.
⁴ Due at submittal.
⁵ Due at submittal if the property is at least 45 years old, designated historic, or in a historic district. Otherwise, due at issuance when hours are charged.
⁶ Due at issuance.
⁷ Due prior to resubmittal when invoiced.
⁸ Covers three review cycles, additional are charged hourly.

IX. Previous Versions of this Information Bulletin

This section contains previous versions of this Information Bulletin by the last day they were effective.

- [2025-07-31 | IB-536](#)
- [2025-05-02 | IB-536](#)
- [2024-12-31 | IB-536](#)
- [2024-06-30 | IB-536](#)