



FINDINGS / SPECIALIZED REQUIREMENTS:

FILING INSTRUCTIONS FOR WIRELESS TELECOMMUNICATION FACILITIES

This Section For Department of City Planning Use Only

Case Number: _____ Condition Number(s): _____

Site Address: _____

Carrier: _____

For New Case Filings

- Plan Approval (PA) / Deemed to be Approved Plan Approval (PAD)
- Conditional Use for a new WTF site (CUW)
- Specific Plan Exception for new WTF site in a scenic plan or along a scenic highway (SPE)

Notes: _____

Reviewed and accepted by the undersigned on this date: _____

Print Name: _____ Signature: _____

RELATED CODE SECTIONS:

- Section 12.24 W.49 authorizes Conditional Use (CUW) applications for new WTF where otherwise not permitted by the zone or where the project cannot meet the standards identified in Sections 12.21 A.20 or 12.21 A.21 of the Los Angeles Municipal Code (LAMC). [Including WTFs located in specific plan areas—except not those in scenic areas as stated below.]
- Section 11.5.7 F authorizes applications of Exceptions from Specific Plans (SPE) for new WTF facilities proposed within scenic corridors, scenic parkway specific plan areas, or upon roadways designated as scenic highways within specific plan areas.
- Section 12.24 L and 12.24 M authorize Plan Approvals (PA) and Deemed to be Approved Plan Approvals (PAD) for WTF at existing facilities.

*Fees for a new Conditional Use, a Specific Plan Exception, or a Plan Approval and the associated required environmental review will be required at the time of filing your application.

*Applicants for WTF case filings must make an appointment with the wireless coordinator at City Planning's Metro Development Services Center for application filing.

SPECIALIZED REQUIREMENTS: If the project does not meet the standards for an Administrative Sign-off or Administrative Plan Approval a New Case Filing will be necessary and the following information and materials are required in addition to those specified in the Master Filing Instructions.

1. **Master Land Use Permit Application ([CP-7771](#)):** Provide one completed application signed and notarized by the recorded owner of the properties involved and signed by the applicant. For WTF applications, the wireless communication provider is the applicant; be sure to include contact information for the corporate office of the provider as well as any agent/representative delegated to process the application.
2. **Public Noticing:** Refer to the *Mailing Procedures* (form [CP-2074](#)), *On-Site Posting* ([CP-7762](#)), and *Radius Map Guidelines* ([CP-7826](#)) handouts for further instructions.
 - a. An Initial Request for a Conditional Use or a Specific Plan Exception for a new WTF site is subject to a public hearing; applications for both should follow the instructions for notification to owners and occupants within a 500 foot radius of the project site.
 - b. A Plan Approval may be subject to a hearing, applications for such should follow the instructions for notification to abutting property owners.
3. **Plot/Site Plan:** Provide a site or plot plan of the entire site (such as the entire office complex, mini shopping center, etc.) in addition to the portion of the site where the WTF is to be located. The plot plan should also include:
 - a. A solid circle with a note marked on the plan indicating the location of each WTF equipment cabinet;
 - b. A solid "X" with a note marked on the plot plan indicating the location of each WTF antenna;
 - c. The circle and X can be right next to each other if the antenna is located at the same location of the equipment cabinet;
 - d. A set of coordinates of the location of the equipment cabinet and antenna(s) in latitude (X) and longitude (Y) translated into decimal degrees and rounded to the nearest 100th of a second for each location of the antenna(s) and cabinet(s) listed at the bottom left corner below the parcel LEGAL DESCRIPTION.
4. **Elevation Plan:** Provide elevations of all sides of the site. If the project is a rooftop facility, the elevation plan should delineate the height of the building with and without the proposed facility. Refer to the *Elevation Instructions* ([CP-7817](#)) for further instructions.
5. **Landscape and Irrigation Plan:** Projects, other than rooftop WTFs, shall provide landscape and irrigation plans in conjunction with the above elevations. Plans shall be drawn to scale and include before and after photographs indicating size, spacing and type of plantings.
6. **Photo Simulation Drawings:** Provide before and after photographs specifying the location of antennas, support structures, power poles, utility boxes, transmission buildings and/or other accessory uses; include site access, parking, fences, signs, landscaped areas and adjacent land uses. Refer to the *Plot Plan Instructions* ([CP-7752](#)) for further instructions.
7. **Existing Facilities:** Provide a list detailing the property address and type of facility (e.g. monopole, antenna) for all facilities operated by the applicant in the City of Los Angeles.

8. **Evidence of Co-location Efforts:** Provide evidence that an effort was made to locate on an existing WTF site including a listing of the alternative sites that were examined. Include a brief statement as to coverage/interference analysis and capacity analysis and other reasons for success or no success in co-location efforts.
9. **Screening:** Describe how the proposed project complies with, and/or discuss the deviations requested from, the visual impact standard of LAMC 12.21 A.20(a)(4) and the screening requirements of LAMC 12.21 A.20(a)(5) and 12.21 A.21(b) and (c).
10. **Structural Integrity Report:** As required by LAMC 12.21 A.20(b)(3), applications for wireless Towers shall provide a structural integrity report from a professional engineer licensed in the State of California documenting the tower height and design, including technical, engineering, economic, and other pertinent factors governing selection of the proposed design, anticipated capacity of the structure and failure characteristics.
11. **FCC and FAA Statements:** Provide statements regarding the regulations of the Federal Communications Commission (FCC) and, if applicable, the Federal Aviation Administration (FAA) as follows:
 - a. That the application complies with the regulations of the FCC, or a statement from the applicant that compliance is not necessary, and the reasons why.
 - b. If the WTF is near an airfield, that the application has not been found to be a hazard to air navigation, or a statement that no compliance with Part 77 of FAA regulations is required and the reasons why. (To ascertain if a site is within an airport hazard area, check under the "Additional Information" tab in the zoning information maps at <http://zimas.lacity.org>).
12. **Coverage/Capacity Report (Propagation Study):** Provide a coverage/interference analysis and capacity analysis (also known as a propagation study) that the location and height of the antennas as proposed is necessary to meet the frequency re-use and spacing needs of the system and to provide adequate wireless telecommunication coverage and capacity to areas which cannot be adequately served by locating the antennas in a less restrictive zone, or that an effort was made to locate on existing sites or towers, with no success.
13. **Specific Plans:** Projects located in specific plan areas that have Design Review Boards will need to provide additional materials for the Board and may be subject to an additional public hearing prior to the CUW or SPE hearing. If the project is located within a specific plan area, consult with the assigned planner to confirm what additional items may be required. The current assignment list can be found at <http://planning.lacity.org> (click on "About" at the bottom of the page, then select "Planning Contacts").

FINDINGS FOR APPROVAL: In order to approve an application the decision maker must decide if the facts presented in the record are such to establish the following findings (i.e. criteria for approval). Specific findings for your application will depend on whether the project needs a Conditional Use or an Exception to a Specific Plan. On a separate page copy each finding, and provide a detailed justification/explanation of how the proposed project conforms with the required findings that are applicable to your request. Please check with City Planning staff if you have questions as to which findings are applicable for your proposed project.

Findings for Conditional Use Applications and Plan Approvals of previously approved CUPs

1. Describe how the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city or region.
2. Explain why project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood or the public health, welfare, and safety.
3. Explain why project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan. (These plans can be viewed at <http://planning.lacity.org>).
4. Describe how the project is consistent with the general requirements of the WTF standards set forth in Section 12.21 A.20 of the LAMC in a manner that balances the benefit of the project to the public with the facility's technological constraints, design, and location, as well as any other relevant factors.

Findings for Specific Plan Exceptions and Plan Approvals of previously approved SPEs

1. Explain why the strict application of the regulations of the specific plan to the subject property would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of the specific plan.
2. Explain why there are exceptional circumstances or conditions applicable to the subject property involved or to the intended use or development of the subject property that do not apply generally to other property in the specific plan area.
3. Explain why an exception from the specific plan is necessary for the preservation and enjoyment of a substantial property right or use generally possessed by other property within the specific plan area in the same zone and vicinity but which, because of special circumstances and practical difficulties or unnecessary hardships is denied to the property in question.
4. Explain why the granting of an exception will not be detrimental to the public welfare or injurious to the property or improvements adjacent to or in the vicinity of the subject property.
5. Explain why the granting of an exception will be consistent with the principles, intent and goals of the specific plan and any applicable element of the general plan. (These plans can be viewed at <http://planning.lacity.org>)

SPECIALIZED QUESTIONS: The items below cover important information which will help acquaint the City Planning Commission with your request. The information is required but should not be considered as a limitation upon material to be submitted, and the applicant is encouraged to include any additional material you feel is relevant. In the space below, or on separate paper if necessary, complete the following:

1. What type of WTF is proposed (rooftop antenna, monopole, tower, etc.)? _____
2. Height:
 - a. What is the height of the existing structure? _____
 - b. What is the height of the proposed project (including WTF equipment)? _____
3. Will there be an emergency generator? YES NO
 If YES, specify location, type and size (i.e. fuel/kw): _____
4. Is screening proposed/existing? YES NO
 If YES, describe type: _____
5. Describe type and location of ancillary equipment (e.g. cabinets etc.): _____

6. What is the total square-footage of your leased area? _____
7. Sector/Equipment Breakdown: Complete this table following the format given in the example:

Sector "Example" 4 Antennas 4 RRUs 1 GPS 1 Microwave Dish Northerly side	Sector ____	Sector ____	Sector ____
Sector ____	Sector ____	Sector ____	Sector ____