



## WIRELESS COMMUNICATIONS FACILITIES SUPPLEMENTAL REGULATIONS INSTRUCTIONS FOR FILING

Development Code Section 11.32.300 (Ordinance #1556)

**Wireless Communication Facilities (WCF).** The purpose of the Development Code's WCF's provisions (Section 11.32.300) is to regulate the development, siting, installation, and operation of wireless communications antennas and related facilities consistent with the applicable requirements of state and federal law. The regulations are intended to provide for the appropriate development of WCF within the county to meet the needs of residents, business-owners, and visitors while protecting public health and safety and preventing visual blight and degradation of the community's aesthetic character.

The WCF supplemental allows for the review of proposed towers and the determination of which tier of processing is required for the respective project. Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **Shot clocks do not start until all fees listed on the adopted fee schedule are paid in full** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

### SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **original signatures** and associated application fees.
2. **Development Plan:** Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension and shall be submitted with the application. The Site Development Plan must be drawn to scale and clearly indicate all dimensions and pertinent information including but not limited to the following:
  - a) Property dimensions and acreage.
  - b) Names of all adjoining streets.
  - c) A scale and north arrow.
  - d) A location/vicinity map identifying the project site within and identifiable geographic area.
  - e) Location and nature of all utilities including septic tanks, leach fields, community sewage systems, and potable water sources in accordance with requirements of the Yuba County Environmental Health Department.
  - f) All existing and proposed buildings structures including location from property lines, size and height, and proposed use.
  - g) Show and dimension any proposed structures including antenna support structure and associated equipment shelter, cabinet, or fencing.
  - h) Show location of the coaxial cable from the equipment room/power source to the antenna.
  - i) Show any other existing WCF onsite and identify the provider. If none, please note.
  - j) Identify proposed locations of all transmitters and provide transmitter frequencies and power levels.
  - k) Provide specifications for all antennas, RRUs, RRHs, generators, regardless of what is being modified by the current project.
  - l) 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 RRUs/RRHs.
  - m) Project documents must reflect the total number of antennas, RRUs, RRHs, 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.
3. **Elevations:** Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension and shall be submitted with the application. 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:
  - a) Each elevation of the building or structure must be accurately scaled and fully dimensioned. This includes equipment shelters/buildings. Label antenna sectors.

- b) Indicate existing grades and building or structure heights.
  - c) Show and label existing and proposed architectural details and location of all windows.
  - d) Show and label existing and proposed exterior materials.
  - e) 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.
  - f) If the antenna is the highest element on the elevations, identify the top of structure height, not the rad center of the antenna.
4. **Project Description:** A detailed business operation plan that includes but not limited to: 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).
  5. **Letter of Authorization from Legal Property Owner:** Applications must provide evidence satisfactory to the County demonstrating the property owner's consent or other form of proof demonstrating Applicant's legal right to use the property.
  6. **Roof Plan:** For rooftop installations, provide a fully dimensioned plan view of the existing roof top. Show locations of existing WCFs and identify the provider(s).
  7. **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.
  8. **Design Review Approval:** Design Review is required for properties within the Plumas Lake Specific Plan. Please provide approved Design Review documents for your project if the property is located within the Plumas Lake Specific Plan. Refer to the [Plumas Lake Design Review Permit](#) document for design review requirements.
    - a) *All new telecommunication facilities are required to be camouflaged monopine towers, unless required otherwise due to individual project related reasons. Discretion is to be provided by Zoning Administrator.*
  9. **Radio Frequency Report:** Prepared by a professional engineer, which discusses and confirms the project's compliance with the FCC regulations. The County may elect to have an outside consultant to perform a peer review of this report at the applicant's expense.
  10. **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.
  11. **Color Photo Simulations:** 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.
  12. **Noise Report:** (CONDITIONAL) Required for projects adjacent to residential uses when air conditioning units, generators, and/or other noise generating equipment are proposed.
  13. Other information as may be required to facilitate a comprehensive evaluation of the application by the Community Development & Services Agency.
  14. Projects within **OPUD's Service Area** may be required to pay supplemental review fees not listed in the Fee Schedule.
  15. **Required Findings for Approval:** A detailed answer, in response to the findings prompts listed in Development Code

Sections 11.32.300(D)(9)(i-iii) *WCF*, and 11.57.060(C), (D), (F), and (G) *Use Permits*, made in the affirmative in order. Findings are required to approve or conditionally approve a Use Permit application. Responses may be provided via email or as part of the written project description.

16. **Environmental Review:** All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). Please pay the IS/MND fee listed on the Planning Application Fee Schedule for Staff to prepare an Initial Study/Mitigated Negative Declaration and submit the following supplemental studies:
- a) *Projects located within 150 feet from a Wetland and Riparian Habitat, General Plan Action NR5.3, and/or within a designated Habitat for Special Status Species shall submit a Biological Assessment. Refer to the Biological Assessment Guidelines.*
  - b) *Projects located within the Prehistoric Sensitivity Area, General Plan Action NR6.1, shall submit a Cultural Resources Report. Refer to the Cultural Resources Submittal Guidelines.*