



## Wireless Telecommunication Facility Application Instructions

All applications and submittal requirements must be discussed with a planner at the Permit Services Center (633 E. Broadway, Rm. 101) prior to submittal. After you have completed your application packet and are ready to submit it, schedule an appointment with your contact planner Cassandra Pruett by calling 818-548-\_\_\_\_\_. A case planner will be assigned after the application is officially submitted.

Please PRINT or TYPE all information. Bring this sheet, along with each of the mandatory exhibits listed below so that it may be accepted for processing. **THE CITY OF GLENDALE RECOMMENDS THAT APPLICANTS OBTAIN THE SERVICES OF QUALIFIED PROFESSIONALS TO PREPARE PLANS, MAPS AND APPLICATIONS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

### PART 1 – APPLICATION REQUEST

- A. Street address of premises for which the application is requested \_\_\_\_\_
- B. Description of Request \_\_\_\_\_
- C. Fee: \$ \_\_\_\_\_ Expert Review Deposit: \$ \_\_\_\_\_  
(Cash, credit/debit card or check/money order made payable to "City of Glendale")

### PART 2 – EXHIBITS TO BE PREPARED BY APPLICANT

#### Location Maps

- A. 1 maps on 8 ½ " x 11" paper, at a scale of 1"= 200'
- B. **One (1) map** on 8 ½ " x 11" paper, at a scale of 1"= 100'
- C. **Use base maps available at the Engineering Section, 633 E. Broadway, Rm. 204, (818) 548-3940 to create these maps**
- D. Show subject property(ies), surrounding streets, and adjacent properties within 500 feet of exterior boundaries of the subject property

#### Zoning Map

- A. **One (1) map**, at a scale of 1"= 100'
- B. Show zones using the letter designations shown on the official City Zoning Map (available online at [www.ci.glendale.ca.us/planning](http://www.ci.glendale.ca.us/planning))
- C. Show zone boundaries with a continuous 1/8 inch wide border
- D. Show existing zoning within 500 feet of the exterior boundaries of the subject property

#### Plot Plan

- A. 1 plot plans, on minimum 20" x 30" size paper, at no less than 1/8" scale
- B. **One (1) colored plot plan** (use brown for buildings, gray for hardscape/parking and green for landscaping)
- C. Show streets, alleys, all structures, property lines, building to property line dimensions, and dimensions of lot, parking spaces and landscaped areas
- D. All plans to be folded to 8 ½ " x 11" size
- E. Include the following tabulations in square footage and/or percentage:

#### Single-dwelling/Multi-dwelling Projects

- |   |  |
|---|--|
| <input type="checkbox"/> Lot area                     | <input type="checkbox"/> Common outdoor space per unit |
| <input type="checkbox"/> Lot coverage to lot area     | <input type="checkbox"/> Additional open space area    |
| <input type="checkbox"/> Floor area ratio to lot area |  |
| <input type="checkbox"/> Landscape to lot area ratio  | <input type="checkbox"/> Building area/s               |

#### Commercial/Mixed-Use/Industrial Projects

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Lot area | <input type="checkbox"/> Existing landscaping              |
| <input type="checkbox"/> Building area/s     | <input type="checkbox"/> Proposed landscaping              |
| <input type="checkbox"/> Existing parking    | <input type="checkbox"/> Required landscaping              |
| <input type="checkbox"/> Proposed parking    | <input type="checkbox"/> List of all uses on lot           |
| <input type="checkbox"/> Required parking    | <input type="checkbox"/> Square footage of each use on lot |

- Cut and Fill Map** – **One (1)** topographic map of the entire site, colored to indicate cut (brown), fill (yellow), natural (green), pads and streets (white). Plan shall be drawn at the same scale as the plot plan.
- Floor Plan\*** - **One (1)** set of fully dimensioned floor plans drawn at a readily legible scale. Partial floor plans will not be accepted.
- Roof Plan** – **One (1)** fully dimensioned roof plan. Show location of any existing or proposed wireless or mechanical equipment (including cabinets), roof pitch, eave dimensions, and roof screens/parapets of each.
- Building Elevations\*** - **One (1)** fully dimensioned elevation view of each affected elevation, drawn at a readily legible scale. Specify wall and roof material, color and texture. Show location of any existing or proposed wireless or mechanical equipment (including cabinets), and screens/parapets respective height above the roof. Show landscaping design along frontage and surface detailing.
- Landscape Plan\*** - **One (1)** fully dimensioned and detailed landscape plan drawn at the same scale as the plot plan. Include a full specification chart calling out all plant types by botanic and common name, number, size, planting distances, specifications, planting and stakes details, curbing, hardscape treatments, location of all street trees, light standards, parkway treatments, fences and walls. **Landscape Plan shall be prepared by someone licensed in the State of California to prepare such a plan.**
- Irrigation Plan\*** - **One (1)** fully dimensioned and detailed landscape plan drawn at the same scale as the plot plan. Provide complete irrigation specifications. Irrigation plan shall be prepared by someone licensed in the State of California to prepare such a plan.
- Topographic Survey\*** - **One (1)** survey prepared by a licensed Land Surveyor or Registered Civil Engineer at a horizontal map scale of 1"=100' or larger. Survey shall include calculation of "average current slope" as defined in Chapter 30.70. G.M.C. Survey shall be wet stamped and signed by the engineer/surveyor.
- Section Drawings\*** - **Two (2)** representative sections at an appropriate scale
- Freestanding Fences/Block Walls\*** – **One (1)** elevation drawing at a readily legible scale showing overall height of fence/wall. Indicate materials, color and texture.
- Mailing List** – Refer to handout
- Research Materials** – Review of all historical records such as, but not limited to, building permits, building plans, previous discretionary actions, case files, microfiche, etc. Applicant should submit copies of information that could have a bearing on the Hearing Officer's determination.
- Reduced Plans** – **Two (2)** sets of plans "checked" above, at 11" x 17" size and folded in half
- One (1) CD Rom of all application materials in a PDF format**
- Supplemental Application Form**

Additional Information

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\* Depending upon the nature of the case, the Planning Department may contact the applicant for additional copies of exhibits needed for distribution purposes. Note: Final determination as to completeness of the application will be rendered by the Planning Department.

**PART 3 – All Proposed Locations:**

- An accurate map, compatible with the City's latest version of GIS mapping software, indicating the proposed site and detailing existing wireless telecommunications facility locations owned and operated by the applicant within the city on from the date of application submittal.
- An engineering certification demonstrating planned compliance with all existing federal radio frequency emissions standards, and providing technical data sufficient to justify the proposed height of the proposed wireless communication facility.

- An alternative configuration analysis, assessing the feasibility of alternative wireless telecommunications facility construction configurations — both at the proposed site and in the surrounding vicinity — which would result in a more visually compatible antenna(s), as deemed necessary by the planning director. This analysis shall include an explanation of why other wireless telecommunications facility construction configurations were not selected.
- A projection of the applicant's anticipated future wireless telecommunications facility siting needs within the city, which information may be used by the city as part of a master planning effort designed to ensure a more planned, integrated and organized approach to wireless telecommunications facility siting.
- An identification of the geographic service area for the subject installation, including a map showing all of the applicant's existing sites in the local service network associated with the coverage gap the wireless telecommunications facility is meant to close, and describing how the coverage gap will be filled by the proposed installation.
- An accurate visual impact analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening for the wireless telecommunications facility. The analysis shall include photo simulations and other information as necessary to determine the visual impact of the wireless telecommunications facility. A map depicting where the photos were taken shall be included. The analysis shall include a written description of efforts to blend the wireless telecommunications facility with the surrounding area.
- The height and diameter of the facility, together with evidence that demonstrates that the proposed wireless telecommunications facility has been designed to the minimum height and diameter required from a technological standpoint for the proposed site. If the facility will exceed the maximum permitted height limit, a discussion of the physical constraints (topographical features, etc.) making the additional height necessary shall be provided.
- A description of the maintenance and monitoring program for the wireless telecommunications facility and associated landscaping.
- A written statement of the applicant's willingness to allow other carriers to co-locate on the proposed wireless telecommunications facility wherever technically and economically feasible and aesthetically desirable.
- A written description of any good faith efforts to co-locate the proposed wireless telecommunications facility on another site or building, including a GIS compatible map \* of the sites and engineering information or letters from the owners of the site describing why co-location would not be feasible.

\* The data formats we accept are:

- ESRI Shapefile
- ESRI Personal Geodatabase
- ESRI File Geodatabase
- AutoDesk DWG

And...

Data should be provided in the following Datum:

- Horizontal Datum: NAD83 - California State Plane Zone V
  - Units: US Survey Feet
- Vertical Datum: NGVD29
  - Units: US Survey Feet

Also, the drawings should explicitly callout the datums used within.

- A written description of all accessory wireless equipment for the wireless telecommunications facility. Describe the function of this ancillary equipment and the need to locate same on or near the wireless telecommunications facility.
- A written description of any requested exceptions to the standards set forth in this Chapter 30.48 and the reasons therefore.
- For applications requiring Planning Commission review: Certified public notice mailing labels for all owners of real property as shown on the latest equalized assessment roll within a five hundred (500) foot radius of the exterior boundaries of the real property that is the subject of the hearing except that if such property is owned by the same person or entity, the owners of contiguous real property to that owned by the applicant shall also be included, property ownership map keyed to the mailing labels. If additional mailed notice is required, it shall be the responsibility of the applicant to provide certified public notice mailing labels for all owners of real property as shown on the latest equalized assessment roll within an area determined by the Director of Planning to be directly affected by the request and to provide a property ownership map keyed to the mailing labels.
- An alternative site analysis, assessing the feasibility of alternative sites, including the potential for co-location, in the vicinity of the proposed site, as deemed necessary by the Planning Director. Said alternative site analysis shall specifically include an evaluation of the availability and feasibility of potential alternative sites located outside a ROS, R1R, R1, R-3050, R-2250, R-1650 and R-1250 zone. Said alternative site analysis shall include a map that shows other potential stand-alone locations for the proposed wireless telecommunications facility that have been explored, and shall describe why the proposed location is superior to other potential locations. Factors that must be considered in the alternative site analysis include but are not limited to cost, visual benefits and detriments of alternative sites and proximity to single family dwellings.
- Noise/acoustical information derived from the manufacturer's specifications for all equipment such as air conditioning units and back-up generators, and a depiction of the equipment location in relation to adjoining properties.
- A conceptual landscape plan as determined necessary by the Planning Director. Said plan shall show all proposed landscaping, concealment, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site as determined by the Planning Director.
- All other information as determined necessary by the Planning Director may be required by the city's wireless telecommunications facility permit supplemental application form.
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- 4. Expert Review – when required**
  - In the event that the Director of Planning in his or her discretion determines the need to hire an independent, qualified consultant to evaluate technical and other aspects of the application, the applicant shall provide the city with written authorization for the city to do so. Such authorization shall include a written agreement by the applicant to advance or promptly reimburse the city for all reasonable costs associated with such consultation. In the alternative, the city may require the applicant to submit a cash deposit for the estimated cost of such consultation, and to replenish said deposit if consumed by reasonable costs associated with such consultation. Such consultation is intended to be a site-specific review of technical aspects of the proposed wireless telecommunications facility and shall address all of the following:
    - Compliance with applicable radio frequency emission standards;
    - The appropriateness of granting any requested exceptions;

- The accuracy and completeness of submissions;
- The applicability of analysis techniques and methodologies;
- The validity of conclusions reached;
- Any specific technical issues designated by the City.

**PART 5 – ADDITIONAL EXHIBIT REQUIREMENTS**

- A. Each exhibit is to contain a TITLE BLOCK in the BOTTOM CENTER containing the following information:
  - 1. Title of exhibit (e.g., Site Plan)
  - 2. Case number (leave blank for number to be assigned)
  - 3. Applicant's and owner's name and address
  - 4. North arrow and scale (e.g., 1" = 100')
- B. Fold all large/full drawings
  
- C. **DO NOT:**
  - 1. Provide oversize or untrimmed sheets
  - 2. Draw plans in pencil or ink
  - 3. Use colors which obliterate designations or dimensions
- D. REMINDER - all exhibits become the sole property of the City of Glendale and part of the permanent public record (you may want to make extra copies for your files).

**PART 6 – OTHER APPLICATION MATERIALS REQUIRED BEFORE FILING**

- Owner's/Applicant's Affidavits** – Provided by the Permit Services Center, to be signed by both owner's and applicant's for subject property. If owner is a corporation, partnership, etc. provide letter of authorization for that person to sign on behalf of the corporation, partnership, etc. on their letterhead.
- Preliminary Title Report** – One (1) copy of a preliminary title report not more than 30 days old from the date of submittal.
- Conflict of Interest Statement** – Provided by the Permit Services Center, to be signed by the applicant.
- Application Forms** - 2 complete sets