



Planning & Building Department

3675 Mt. Diablo Blvd, Suite 210

Lafayette, CA 94549

Tel. (925) 284-1976

<http://www.ci.lafayette.ca.us>

WIRELESS COMMUNICATIONS FACILITIES PERMIT INSTRUCTIONS

GENERAL

A Wireless Communications Facilities Permit is required to protect the visual character of the neighborhood and minimize potential adverse aesthetic impacts through appropriate design, siting, screening and location standards. Additionally, the intent is to ensure that properties within the vicinity of wireless communications facilities are not significantly impacted by noise, traffic, aesthetic, or other impacts over which the City has purview, while balancing the need to provide competitive, varied and high-quality wireless communications services to the residents, schools, government and businesses of Lafayette.

PROCEDURES

Step 1: Pre-Application

Prior to application for a Wireless Communications Facilities Permit, the applicant should discuss the proposed project with the Planning & Building Department staff during counter hours to determine what regulations may apply. Counter hours are weekdays, between 12:00 and 5:00 p.m. The applicant shall design a project that adheres to all of the development standards for wireless communications facilities. The applicant is strongly encouraged to discuss the proposed project with all users of the property and neighboring property owners that may be affected by the proposed wireless communications facility.

Step 2: Study Session *(Optional)*

The Design Review Commission may conduct study sessions on the project's aesthetic aspects, siting, and design, at the request of the applicant. A study session can be particularly useful for a stealth facility, as it allows the applicant to get feedback from the Commission early on in the design process, before becoming overly invested in a given design. Ideally, study sessions take place around 30% design, with significant background information, but without hard-line design drawings or finished presentation graphics. To schedule a Study Session, submit an application which may be accessed at www.lovelafayette.org/studysession, along with the required application fee.

Step 3: Filing the Application

The applicant should complete the application form (to be signed by the applicant *and* the current property owner) and ensure that all submittal requirements and fees are included. The application will be assigned to a project planner who will check the application for completeness. Once staff has reviewed the plans (within 30-days), the applicant will be notified that the application is complete and scheduled for the next available hearing date. If the application is incomplete, the applicant will be notified of any necessary alterations to the plans or additional information and submittals required.

Step 4: Environmental Review

Within 30-days of deeming an application complete, the project planner will review the project for compliance with the California Environmental Quality Act ("CEQA"). The project planner will notify the applicant whether the proposed project is exempt from CEQA or requires an additional level of environmental review such as a negative declaration, mitigated negative declaration, or environmental impact report ("EIR"). If the project is not exempt, requests for supplementary information, further fees, and additional processing time are to be expected.

Step 5: Public Notification and Hearing Authority Determination

All Wireless Communications Facilities Permits are subject to a public notification and most are also subject to a public hearing process. Once an application is deemed complete, the project planner will schedule the matter for the next available hearing date and provide public notification. Public notice is mailed at least 10-days in advance of the first scheduled hearing to the applicant and typically to all properties within 300-feet of the project site. Notified parties may provide written and/or oral comment.

Project determination is based on information contained in the application, site visits, staff analysis and reports, conformance with applicable ordinances, regulations, development standards, policies and findings, and all correspondence and testimony presented by the public. Project determination can consist of approval, approval with amendments and/or conditions, or denial. The hearing authority may continue an application to a future date if additional information or staff review is required or project revisions requested. Project determination becomes effective upon expiration of a 14-day appeal period.

Zoning Administrator. The Planning and Building Services Director acts as the Zoning Administrator. The Zoning Administrator acts as the hearing authority for Minor Wireless Communications Facilities Permits and Minor Modifications.

Planning Commission. The Planning Commission acts as the hearing authority for Major Wireless Communications Facilities Permits and Major Modifications.

APPEAL OF DETERMINATION

The applicant or other aggrieved party may appeal the final action of the hearing authority within 14-calendar days following the determination to the next level of hearing authority. The decision-making hierarchy is Zoning Administrator, Design Review Commission, Planning Commission, and City Council. The appeal must be in writing and explain the grounds for the appeal. The fee to file an appeal is 50-percent of the original application fee. If an appeal has been timely filed, a de novo public hearing before the appropriate Commission or the City Council will be scheduled. The applicant should be present and any interested person(s) may submit testimony. After close of testimony, the hearing authority for the appeal will make a decision on the appeal, or if necessary, continue the matter to a date certain for future action. Action taken by the City Council is final.

TIME REQUIRED FOR PROCESSING

The total time for processing a Wireless Communications Facilities Permit and Modifications varies depending on the complexity and magnitude of the project. After an application has been deemed complete, it usually takes five to six weeks for action by the Zoning Administrator or initial Planning

Commission meeting. The requirement for a negative declaration or environmental impact report could add six to twelve months to the processing time, respectively.

TIME AND PLACE OF MEETINGS

The hearing authorities meet at the following times and locations:

- Zoning Administrator hearings: **first** and **third** Thursdays of each month, commencing at 2:00 p.m. at the City Offices, 3675 Mt. Diablo Boulevard, Suite 210.
- Design Review Commission hearings: **second** and **fourth** Mondays of each month, commencing at 7:00 p.m. at the Lafayette Library and Learning Center, 3491 Mt. Diablo Boulevard, in the Arts and Science Discovery Center.
- Planning Commission hearings: **first** and **third** Mondays of each month, commencing at 7:00 p.m. at the Lafayette Library and Learning Center, 3491 Mt. Diablo Boulevard, in the Community Hall.

A calendar of adopted meeting dates is available at www.lovelafayette.org/calendar.

Rev. 2014-05-08

Wireless Communications Facilities Permit – Instructions

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WIRELESS COMMUNICATIONS FACILITIES PERMIT SUBMITTAL REQUIREMENTS

This checklist is intended to cover all types of wireless communications facilities, large and small. Not all items may be applicable for the scope of your development, in which case check the N/A box. Please check all items and indicate the sheet number(s) where prompted. An applicant may obtain preliminary review from a planner during Planning Counter Hours.¹ The Planning & Building Department will ultimately determine the level of detail needed to process your application once it has been submitted and is being processed. Hyperlinks are provided for the applicable handouts referenced in this document; however are also available on the City's website, www.lovelafayette.org, or at the City offices.

GENERAL SUBMITTAL REQUIREMENTS

YES N/A

1. APPLICATION FORMS

- a. Standard Application Form, signed by property owner(s), not agents or representative for wireless provider.
- b. Submittal Requirements Checklist, completed and signed by the preparer, with each box checked acknowledging submittal of the required item(s) and listing the corresponding sheet number(s).
- c. Agreement to Pay for City Services, completed and signed. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. The signee agrees to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering, peer review of RF Exposure Reports, coverage and capacity maps, and alternative site analysis, and environmental services.
- d. Processing fee(s): credit card (Visa, MasterCard, or Discover Card) or check (payable to "City of Lafayette")

2. PRELIMINARY TITLE REPORT

One (1) hard copy and one (1) electronic copy of report

- a. Not more than (6) six months old
- b. Listing all recorded easements and restrictions
- c. Providing legal description of the property

3. FCC COMPLIANCE REPORT

One (1) hard copy and one (1) electronic copy of report. Documentation, on wireless provider letterhead, verifying compliance with all applicable Federal Communications Commission ("FCC") standards and requirements to provide the proposed services.

¹

Monday through Friday between 12 p.m. and 5 p.m. No appointment necessary.

4. RADIO FREQUENCY (“RF”) EXPOSURE REPORT

One (1) hard copy and one (1) electronic copy of report

- a. A professional engineer experienced in performing environmental measurements of radio frequency exposure shall prepare an RF emission analysis;
- b. Quantify the emissions from the proposed WCF and its equipment in combination with any existing facilities on site. The cumulative shall not exceed current FCC adopted standards for human exposure to RF fields;
- c. The RF emission analysis shall explicitly state the following: “Operation of the proposed facility, in addition to the ambient RF emission levels, will not exceed current FCC adopted standards with regard to human exposure, as defined by the FCC.”

5. COVERAGE & CAPACITY MAPS

One (1) hard copy and one (1) electronic copy of report

- a. Inventory: Update Inventory Table, in a form provided by the City;
- b. Existing Coverage: Provide a map of existing service network coverage within Lafayette city limits and sphere of influence;
- c. Proposed Coverage: Provide a map of the proposed service network coverage for the proposed WCF within Lafayette city limit and sphere of influence;
- d. Proposed Network Coverage: Provide a map of the service network coverage by the proposed WCF and by other facilities on the same network.

6. GAP COVERAGE

If the proposed WCF closes a significant gap to the applicant’s network coverage , then provide the following:

- a. Description of Gap Coverage: Provide a detailed description identifying the geographic area of the claimed significant gap;
- b. Definition of Significant Gap: Provide a detailed explanation of the definition of significant gap and how it applies to the proposed WCF;
- c. Weak Signals / Voids in Network Coverage: Provide a detailed description of how the proposed WCF intends to improve weak signals and/or fill a void in network coverage;
- d. Drive Test: Provide any drive-test data conducted within claimed significant gap area;
- e. Public Safety Risk: Explain how the gap in coverage poses a public safety risk;
- f. Least Intrusive Means: Explain how the proposed WCF is designed and sited in the least intrusive means to close the claimed significant gap.

7. ALTERNATIVE SITE ANALYSIS

If alternative sites have been considered prior to submitting an application and/or when co-location is not proposed, submit the following:

- a. Alternative Locations: Provide the physical address and Assessor’s Parcel Number (“APN”) for each alternative site location the applicant has considered in conjunction with the proposed WCF. Map alternative sites.
- b. Explanation: Provide a detailed technical explanation as to why each alternative site was disfavored over the proposed WCF. Provide supporting documentation, as applicable.

YES N/A

- c. Proposed Location: Explain whether or not other locations within the Lafayette city limits or sphere of influence can meet the objectives of the project.

8. ALTERNATIVE DESIGN ANALYSIS

If WCF is not a stealth facility, roof-mounted, or flush-mounted on an existing building or structure, submit the following:

- a. Alternative Designs: Provide a description and documentation of alternative designs pursued. Alternative designs should be coordinated with Alternative Site Analysis.
- b. Explanation: Provide a detailed technical explanation as to why each alternative design was disfavored over the proposed WCF. Provide supporting documentation, as applicable.

9. PHOTO SIMULATIONS

One (1) hard copy and one (1) electronic copy of photo simulations, demonstrating existing and proposed conditions, taken from key points as seen from Viewing Evaluation Sites and from other significant public vantage points, as identified by City staff. Photo simulations shall clearly label proposed structures.

10. PHOTO AND VISUAL ANALYSIS

- a. Site and neighborhood photos affixed to 8.5" x 11" paper, cardstock, or cardboard.²
- b. Photo montage*
- i. Outline the project or graphically set it into the photos.
- ii. Submit photos from most prominent public vantage points and existing surrounding residences.

11. PRELIMINARY SOILS REPORT prepared by a registered geotechnical engineer *

One (1) hard copy and one (1) electronic copy of report

12. ARBORIST REPORT prepared by a certified or consulting arborist ³

One (1) hard copy and one (1) electronic copy of report (which may include colored attachments and/or exhibits), including:

- a. Tree location, genus, species, diameter, dripline, and elevation at trunk base.
- b. Health and condition of the tree, including existing hazards to the tree.
- c. Potential impact of development on the tree or existing tree condition.
- d. Evaluation of preservation potential based on the tree's existing condition and in relation to any potential development.
- e. Recommendations for protection, preservation, and requirements to maintain and improve tree health and assure survival.
- f. Tree inventory table listing the tree number (as numerically tagged in the field), species, trunk diameter, health of tree, potential impact of proposal, and indicate whether tree is to be saved or removed.

² Loose photos will be rejected.

³ Required if the proposal entails development within the dripline of an existing protected tree $\geq 4"$ in diameter.

YES N/A

- g. Site plan showing: numbered trees, accurate driplines, and proposed location of tree protection fencing.
- h. Photos as applicable.
- i. Post construction recommendations as applicable.

13. ACOUSTICAL REPORT prepared by an acoustical engineer *

One (1) hard copy and one (1) electronic copy of acoustical report, demonstrating that the existing and proposed infrastructure complies with the City's Noise Ordinance when in full operation mode. Report shall include the estimated times, frequency, duration, and decibel levels of noise.

14. COLORS AND MATERIALS BOARD

8.5" x 11" board size and 3/4" maximum thickness ⁴ with a colored elevation of the proposal and referencing the color chips and manufacturers' specifications of the following:

- a. Towers
- b. Antennas
- c. Cabinets
- d. Body/Siding
- e. Trim
- f. Windows
- g. Roof
- h. Fences
- i. Walls and retaining walls
- j. Hardscape
- k. Exterior light fixtures

15. ENVIRONMENTAL INFORMATION FORM *

Based on an Initial Study, your project may be subject to additional environmental review fees, set by the State and due at the time of project approval. Refer to the [Planning & Development Fee Schedule](#) for current fees.

16. BIOTIC RESOURCES ANALYSIS *

One (1) hard copy and one (1) electronic copy of report, including:

- a. Type and location of threatened and endangered plant and animal species.
- b. Riparian vegetation on and within 100' of subject property.
- c. Oak woodland and other plant communities providing habitat.
- d. Location of watercourses, springs, drainage swales, wetlands, wildlife corridors, and other natural features that may provide habitat or be subject to DFW ⁵ or ACE ⁶ jurisdiction.
- e. Area and location of undeveloped land on the subject property required to protect and enhance the continued viability of significant biotic resources, where applicable.
- f. Mitigation measures for impacts on significant biotic resources.

⁴ Colors and materials board exceeding this thickness will be rejected.

⁵ Department of Fish and Wildlife

⁶ Army Core of Engineers

YES N/A

17. NARRATIVE

Submit a written explanation responding to the following:

- a. Response to findings;
- b. Brief description of the scope of work, including number, size, and location of all equipment and antennas, and explanation of services provided (voice, data, video);
- c. Written description of the proposed method(s) of correcting any potential interference with consumer electronic products that may result from the operation of the facility;
- d. Written description of why proposed height cannot be further reduced;
- e. Description of anticipated construction, installation, and maintenance schedule;
- f. If the proposed facility does not comply with a development standard(s), submit a written statement explaining why strict compliance would not reasonably accommodate the needs of the operator and reasons why no feasible alternatives that would comply with the standard; and
- g. The contact information of all parties responsible for maintenance of the facility.

18. OTHER AGENCY APPROVALS

Submit documentation that the operator has obtained any applicable licenses, agreements, and/or approvals that are required by other agencies, including, but not limited to:

- a. Federal Agencies
- b. State Agencies
- c. Joint Pole Authority
- d. Pacific Gas & Electric

PLAN SET SUBMITTAL REQUIREMENTS ⁷

YES N/A

19. NUMBER OF PLAN SETS

Initial submittal for 30-day completeness review:

- One (1) full-size (24" x 36")⁸
- One (1) reduced-size (11" x 17")
- One (1) electronic (PDF) on a CD or by email

20. LAYOUT

All sheets shall be the same size, oriented in the same direction, and include the following:

- a. North arrow
- b. Scale
- c. Graphic (bar) scale
- d. Date of preparation
- e. Revision date(s)
- f. Changes or modifications clearly identified
- g. Title block including:
 - i. Site address

⁷ [Example Submittals](#) are available online.

⁸ Larger sized plans will be rejected. Fold bound plan sets to 9" x 12" dimensions with title block visible.

YES N/A

ii. Assessor's Parcel Number (APN) or name of subdivision and lot number

21. COVER SHEET with the following:

- a. Sheet index
 - b. Contact information for the following:
 - iii. Owner
 - iv. Responsible Party for Operation and Maintenance of Facility
 - v. Architect
 - vi. Landscape Architect
 - vii. Arborist
 - viii. Engineer
-

22. MAPS

Sheet Number(s) _____

- a. Vicinity map (minimum 1" = 600') showing the approximate location of the subject property within the vicinity of Lafayette.
 - b. Context map (minimum 1" = 50') showing the location of the subject property within the context of the neighborhood.⁹
 - i. Show and label the following:¹⁰
 - 1. All parcels immediately adjacent to and around the site
 - 2. Approximate distance of the proposed addition (upper & lower story) to structures on adjacent lots
 - 3. Footprints of all structures
 - 4. Vacant parcels or open space
 - 5. Property ownership
 - 6. Property address
 - 7. Significant landscaping
 - 8. Significant topographic or man-made landforms and features
 - 9. Utility Poles
 - 10. Existing WCFs
-

23. SURVEY – wet stamped and signed¹¹

Sheet Number(s) _____

- a. All property lines with metes, bounds, and dimensions
- b. Building footprint of all structures with dimensions to property line
- c. Easements and right-of-ways, fully dimensioned, as reflected on a current title report including:
 - i. All public and private roads (labeled accordingly)
 - ii. Rights-of-way
 - iii. Easements and right-of-ways, within and to the parcel
- d. Street improvements - (curb, gutter, sidewalk, walkway, pathway, edge of paving)
- e. Topography – (2' contour intervals in area to be developed)
- f. Drainage features including:
 - i. Swales
 - ii. Creeks (with required creek setbacks shown in both plan and sectional view)¹²

⁹ An aerial can be used to create the context map; however, it does not replace the context map.

¹⁰ Show buildings outlined in black, background in white, and vegetation/trees in gray.

¹¹ Required if proposal encroaches within 5' of required setbacks, or if the property is within a ridgeline setback

YES N/A

- iii. Wetlands
- iv. Riparian habitat
- g. Trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development, with the following labeled:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"

24. SITE PLAN – based on the aforementioned survey

Sheet Number(s) _____

- a. Property and zoning information, including:
 - i. Property lines, dimensioned.
 - ii. Setbacks (front, side, and rear), dashed.
 - iii. Sewage disposal and public utilities.
 - iv. Recorded easements (utility, drainage, access, etc.), labeled.
 - v. Total and net ¹³ parcel square footage.
- b. Building site(s) and footprint(s)
 - i. Existing and proposed structures (buildings, structures, towers, cabinets, antennas, utility poles, utility lines, temporary or permanent back-up power sources) with dimensions to property lines.
 - ii. Changes or additions to existing structures shown as hatched, shaded or highlighted.
- c. Parking and circulation
 - i. Location, dimensions, and quantity of existing and proposed covered and uncovered parking facilities. ¹⁴
 - ii. Circulation plans for each vehicular and pedestrian way (sidewalk, walkway, pathway).
 - iii. Fire District turnarounds (such as the shunt, t-turn, or circle), road width, slope, and vertical clearance shall be overlaid or highlighted on the circulation plans.
- d. Impervious surface, existing and proposed
 - i. Include a table calculating the square footage, including building footprint, driveway, patios, walkways, pools, etc.
 - ii. Shade or hatch changes and additions
- e. Structures - existing and proposed fences and retaining walls
 - i. Label top-of-wall (TW) and bottom of wall (BW) spot elevations
 - ii. Shade or hatch changes and additions
- f. Existing trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at base of trunk
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"

¹² See separate handout entitled "[Creek Setback Determination Guide](#)"

¹³ Excludes the area within vehicular rights-of-way and vehicular easements

¹⁴ Parking space minimum dimensions are 10' by 20' per space

YES N/A

- g. Signage – location of existing and proposed signs
- h. Trails - general location of each hiking, riding and bicycle trail and recreational facility
- i. Designate a development boundary line that limits the area of development
- j. Topography (in 2' contour intervals in area to be developed)
- k. Ridgelines
 - i. Class I, Class II, or Class III ridgelines located within the project boundaries or within 100' beyond the project boundaries
 - ii. Setback areas (measured in plan view from the centerline of the ridge)
 - 1. Class I ridgeline setback is 400'
 - 2. Class II ridgeline setback is 250'

25. SITE-SECTIONS

Sheet Number(s) _____

- a. For all Hillside Applications:
 - i. Provide cross-section(s) across the full extent of the property
- b. For Class I and Class II ridges:
 - i. Provide an adequate number of cross-sections through the project site to show ridgeline declination.
 - 1. No portion of a structure may be erected adjacent to a Class I or Class II ridge that is higher than a plane sloping downward at a declination of 15° from the horizontal intercept of the ridge.
 - 2. The measurement shall be made at the nearest point of the development to the ridgeline and measured perpendicular to the ridgeline or as a radius from the endpoint of the ridgeline.
 - 3. The declination line terminates at the boundary line of the hillside overlay district.
- c. For Class III ridges:
 - i. Provide an adequate number of cross-sections through the project site to show horizontal planes intercepting the ridge.
 - 1. No portion of a structure may be erected higher than the horizontal plane.
 - 2. The horizontal plane shall be at the nearest point of the development to the ridgeline and perpendicular to the ridgeline or have an arc of 90° from the endpoint of the ridgeline.

26. FLOOR PLANS

Sheet Number(s) _____

- a. Scale – drawn at the largest architectural scale that can fill the sheet (1/8" = 1' or larger)
- b. Gross floor area –Table calculating existing and proposed ¹⁵
 - i. Include all existing and proposed structures having three walls and a roof, such as attached/detached accessory structures, garages, carports, basements, second stories, and area capable of being developed as habitable space.
- c. Rooms - label all existing and proposed rooms for each floor level including:
 - i. All usable or potentially usable areas or spaces (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc.)
 - ii. All decks, balconies, porches, garages/carports, etc.
 - iii. Exterior and interior building dimensions.
 - iv. Existing and proposed square footage of all usable or potentially usable areas.

¹⁵ Total horizontal area in sq. ft. of each floor level within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls

YES N/A

- v. Doors, windows, bay windows, chimneys, stairways, other architectural features.
- d. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- e. Existing and proposed floor plans shown with (2) two separate plan view drawings, done at the same scale and shown on the same sheet.
 - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same floor plan, labeled accordingly "existing lower floor" "proposed lower floor"
- f. Lighting (exterior only):
 - i. List and label existing and proposed lighting
 - ii. Provide a legend and indicate quantity of each lighting type

27. ELEVATIONS

Sheet Number(s)_____

- a. Scale – drawn at the largest architectural scale that can fill a sheet (1/8" = 1' or larger)
- b. Dimensions of all equipment, buildings, and structures
- c. Dimensions between antennas
- d. Building height as defined by the Lafayette Municipal Code Section 6-313¹⁶
- e. Maximum building height measured from finished grade
- f. Height comparison to any nearby buildings, structures, trees, and natural landforms part of the site's background and foreground landscape
- g. Finished grade indicating existing and proposed
- h. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- i. Existing elevations with dashed lines over proposed elevations
- j. Existing and proposed elevations shown with two separate plan view drawings, done at the same scale and shown on the same sheet.
 - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same elevation, labeled accordingly "existing west elevation", "proposed west elevation"
- k. Indicate roof, doors, windows, trim, down spouts, and all other architectural features
 - i. Call out manufacturers' specifications for exterior walls, trim, and roofing materials.
- l. For roof-mounted equipment, label vents, antennas, parapets, and mechanical screens
- m. Retaining wall and fence elevations/profiles indicating heights, colors, and materials
- n. Perspective, colored elevations to indicate shadow and visual relief. Renderings shall include site development, accurate topography, and vegetation.*

28. BUILDING SECTIONS

Sheet Number(s)_____

- a. Scale – drawn at the largest architectural scale that can fill a sheet (1/8"=1' or larger)
- b. Coincident with critical roof ridges or site conditions
- c. Locate where cross sections are taken on the site plan and/or floor plans
- d. Indicate foundation, finished floor, and roof ridge elevations (above established datum)

29. GRADING AND DRAINAGE PLANS¹⁷

Sheet Number(s)_____

- a. Contours, existing and proposed
 - i. 2' contour intervals in the area to be developed
 - ii. Extend contours a minimum of 50' beyond property lines

¹⁶ See separate handout entitled "[Building Height](#)"

¹⁷ Required if project involves ≥ 500 sq. ft. of new or replacement impervious surface or ≥ 50 cubic yards of grading.

YES N/A

- b. Calculate the amount of cut, fill, import or export in cubic yards
- c. Drainage facilities¹⁸ - existing and proposed drainage facilities within and adjacent to the site, including but not limited to:
 - i. Swales
 - ii. Creeks
 - iii. Drainage ditches
 - iv. Discharge facilities
 - v. Catch basins
 - vi. Subsurface drainage pipes (closed and open)
- d. Sanitary sewers and storm drain facilities, existing and proposed
- e. Incorporate appropriate pollutant source control and design measures,¹⁹ to treat runoff
- f. Existing trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"
- g. Designate a development boundary line that limits the area of development
- h. Roof plan – elevation of each roof ridge above established datum shall be noted.
 - i. Changes or additions to existing structures shall be hatched, shaded, or otherwise highlighted.



30. LANDSCAPE AND IRRIGATION PLANS

Sheet Number(s) _____

- a. Topography - show existing topography with a light line weight and proposed topography with a darker or heavier line weight
- b. Existing trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"
- c. Plant list table – list proposed planting as follows:
 - i. Trees – species (common and botanical name), quantity, size to be planted, and whether species is native.
 - ii. Shrubs - species, quantity, size to be planted, and whether species is native.
 - iii. Groundcover - species, size and spacing, and whether species is native.
 - iv. All other plants may be shown and referred to in general terms.
 - v. Only list those plants shown in the plan.
- d. Irrigation - submit a preliminary plan showing:
 - i. Watering zones (drip/spray) with corresponding legend and table

¹⁸ See separate handout entitled "[Drainage Plan Guidelines](#)"

¹⁹ See separate handout entitled "[Stormwater Quality Control Guidelines](#)"

YES N/A

- ii. No spray irrigation or lawn shall be within 15' of oak trees (existing or proposed)

31. CUT SHEETS OR DETAILS

Submit cut sheets or details of all equipment, including, but not limited to:

- a. Cabinets
- b. Antennas
- c. Temporary or permanent back-up power sources or generators
- d. Batteries

32. SIGNAGE

A description and specifications of existing and proposed signage, including dimensions, graphics, wording, type face, colors, and materials. Signage shall be limited to certification, warning, or other signage required by law or expressly permitted by the City. Sign copy shall not include identification of the wireless provider.

33. STORY POLE OR GROUND STAKING PLAN *

- a. Submit a story pole or ground staking plan (certified by a California Licensed Surveyor or a California Licensed Civil Engineer, showing its layout, height and location), no later than 14-days before the scheduled hearing date or the matter will be postponed.²⁰
- b. Flag, tag, or otherwise identify existing utility poles and towers in the field. Story poles shall be installed for new poles or towers. Flags or tags shall be placed at the location that new equipment is proposed for co-located facilities.
- c. Submit photographs of the story poles from most prominent public vantage points and surrounding residences.

POST-APPROVAL ADMINISTRATIVE REVIEW SUBMITTAL REQUIREMENTS

YES N/A

1. APPLICATION FORMS

- a. Standard Application Form, signed by property owner(s), not agents or representative for wireless provider.
- b. Submittal Checklist, completed and signed by the preparer, with each box checked acknowledging submittal of the required item(s) and listing the corresponding sheet number(s).
- c. Processing fee(s): credit card (Visa, MasterCard, or Discover Card) or check (payable to "City of Lafayette"). Processing fee shall include staff time associated with the processing of the Administrative Review and for the processing and tracking of the performance bond.

2. NARRATIVE

Submit a written explanation responding to the following:

- a. Brief description of the status of the wireless communications facility, including
 - i. When the facility was installed;

²⁰ See separate handout entitled "[Ground Staking & Story Poles](#)"

* As determined by your project planner

YES N/A

- ii. Modifications made to facility since last review;
- iii. Anticipated future modifications;
- b. Description of anticipated maintenance schedule;
- c. If the proposed facility does not comply with the conditions of approval, approved plans, and other applicable regulations, submit a written statement explaining the reasoning and means for the non-compliance; and
- d. The contact information of all parties responsible for maintenance of the facility.

3. PHOTOGRAPHS

- a. Site and neighborhood photos affixed to 8.5" x 11" paper, cardstock, or cardboard;²¹
- b. Photographs shall be from the same vantage points as submitted with previous submittals.

4. AS-BUILT PLANS

Sheet Number(s) _____

One (1) full size (24' by 36"), one reduced-size (11" by 17"), and one (1) electronic copy of:

- a. Site Plan;
- b. Floor Plans; and
- c. Elevations

5. RADIO FREQUENCY ("RF") EXPOSURE REPORT

One (1) hard copy and one (1) electronic copy of report

- a. A professional engineer experienced in performing environmental measurements of radio frequency exposure shall prepare an RF emission analysis;
- b. Include emissions from the proposed WCF and its equipment in combination with any existing facilities on site. The cumulative shall not exceed current FCC adopted standards for human exposure to RF fields;
- c. The RF emission analysis shall explicitly state the following: "Operation of the proposed facility, in addition to the ambient RF emission levels, will not exceed current FCC adopted standards with regard to human exposure, as defined by the FCC."

PLEASE NOTE: There may be additional requirements after initial review by city staff, consultants, or the hearing authority.

PREPARER:

Signature: _____

Date: _____

Print Name: _____

PROPERTY OWNER(S):

Signature: _____

Date: _____

²¹ Loose photos will be rejected.

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Revised 2012-12-10



Planning & Building Department
 3675 Mt. Diablo Boulevard, Suite 210
 Lafayette, CA 94549-1968
 Tel. (925) 284-1976
www.ci.lafayette.ca.us

STANDARD APPLICATION FORM

PROJECT INFORMATION

Project Address / Location		Assessor's Parcel Number (APN)	Zoning District	Flood Zone
General Plan Designation	Parcel Size (sq.ft.)	Grading: Cut (cu.yds.)	Grading: Fill (cu.yds.)	
Existing Gross Floor Area (sq.ft.)	Existing Building Footprint (sq.ft.)	Existing Impervious Surface (sq.ft.)	Existing # Parking Spaces (sq.ft.)	
Proposed Gross Floor Area (sq.ft.)	Proposed Building Footprint (sq.ft.)	Proposed Impervious Surface (sq.ft.)	Proposed # Parking Spaces (sq.ft.)	
Existing Land Use				
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Vacant <input type="checkbox"/> Other (specify) _____				
Proposed Land Use				
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Vacant <input type="checkbox"/> Other (specify) _____				

APPLICANT INFORMATION

OWNER INFORMATION

Applicant Name			Owner Name		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone () -	Cell () -		Phone () -	Cell () -	
Email (for official use only)			Email (for official use only)		

CHECK ALL APPLICABLE REQUESTS

<input type="checkbox"/> 15-Degree Declination Exception	<input type="checkbox"/> Land Use Permit	<input type="checkbox"/> Second Unit Permit
<input type="checkbox"/> Address Assignment / Change	<input type="checkbox"/> Lot Line Revision	<input type="checkbox"/> Senior Housing Permit
<input type="checkbox"/> Appeal (App. # _____)	<input type="checkbox"/> Major Subdivision / Tract (≥ 5 lots)	<input type="checkbox"/> Sign Permit
<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Minor Subdivision (4 lots or fewer)	<input type="checkbox"/> Study Session
<input type="checkbox"/> Change of Conditions	<input type="checkbox"/> Public Art Permit	<input type="checkbox"/> Temporary Land Use Permit
<input type="checkbox"/> Design Review	<input type="checkbox"/> Reasonable Accommodation	<input type="checkbox"/> Tree Removal Permit
<input type="checkbox"/> Family Day Care	<input type="checkbox"/> Reconsideration (App. # _____)	<input type="checkbox"/> Variance / Exception
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Re-Zone Property	<input type="checkbox"/> Wireless Communications Facilities Permit
<input type="checkbox"/> Grading Permit (≥ 50 cu. yds.)	<input type="checkbox"/> Ridgeline Setback Exception	<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> Hillside Development Permit	<input type="checkbox"/> Right-of-Way Abandonment	<input type="checkbox"/> Other _____

OWNER / AGENT STATEMENT

Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

Print Name

Signature

Date

Standard Application Form

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Planning & Building Department

3675 Mt. Diablo Blvd, Suite 210

Lafayette, CA 94549

Tel. (925) 284-1976

<http://www.ci.lafayette.ca.us>

WIRELESS COMMUNICATIONS FACILITIES PERMIT RESPONSE TO FINDINGS

Project Description - On a separate sheet, please briefly describe the scope of the project you are proposing. Include the reasons for the request and the reasons why you believe the Wireless Communications Facilities Permit can be granted.

Response to Findings - Repeat and respond to each of the findings, requirements, and development standards listed below which must be made for the hearing body to approve your project. Print or type using blue or black ink. These findings can be found on the City of Lafayette web site to facilitate copy/paste into word processing software.

In order to approve an application for a Wireless Communications Facilities Permit, the hearing authority must make the findings listed below. On a separate sheet, please copy and respond in writing describing how the project meets with each of the required finding.

§6-1512 Wireless Communications Facilities Permit Findings

- (a) A Wireless Communications Facilities Permit or a modification or change of conditions to an approved wireless communications facility may be granted when the hearing authority finds that the proposed facility:
- (1) Is consistent with the General Plan and each element of it and will not adversely affect the policies and goals set forth therein;
 - (2) Strictly adheres to the development standards and other applicable regulations within this Chapter or, if applicable, an exception is granted;
 - (3) Based on information provided, is in compliance with all FCC and CPUC requirements, and is not otherwise detrimental to public safety, community welfare, and health, considering aspects over which the City has purview;
 - (4) Will not create a nuisance or enforcement problem within the neighborhood;
 - (5) Incorporates general site considerations, including site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, public safety and similar elements that provide a desirable environment for the development;

- (6) Incorporates general architectural considerations, including the character, scale and quality of the design, the architectural relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and similar elements that ensure the compatibility of this development with other buildings and structures on the subject property and adjacent properties, as well as each element being consistent with the architectural style of the building or structure;
 - (7) Incorporates general landscape considerations, including the location, type, size, color, texture and coverage of plant materials, provisions for irrigation, maintenance and protection of landscaped areas and similar elements that ensure visual relief, including appropriate visual screening;
 - (8) Is designed to blend with the surrounding environment, with minimal visual impact;
 - (9) Will not have a significant adverse impact on the use of the public right-of-way or City-owned property, including but not limited to, the safe movement and visibility of vehicles and pedestrians; and
 - (10) Is designed, sited, and will be operated in a manner that does not adversely impact adjacent properties by noise, traffic, aesthetic, or other impacts over which the City has purview.
- (b) The Planning Commission may grant an exception to any requirement of this Chapter if in addition to the standard findings for a wireless communications facilities permit required by Section 1512(a), it also makes the following finding:

The applicant has demonstrated and confirmed that the wireless communications facility is necessary to close a significant gap in the wireless provider's personal wireless service, and there is no less intrusive means to close that significant gap that more closely meets the purpose, intent, and findings of this Chapter.

6-1505 General Requirements

All wireless communications facilities shall:

- (a) Comply with the following:
 - (1) The General Plan and any other land use plan, policy and guideline adopted by the City of Lafayette, including, but not limited to, the Zoning Ordinance, Noise Ordinance, and adopted Specific Plans;
 - (2) The California Environmental Quality Act (CEQA);
 - (3) The Federal Communications Act and all applicable requirements of the Federal Communications Commission and any other governmental agency with jurisdiction over the wireless communications facilities;

- (4) Federal Aviation Administration (FAA) regulations and permit requirements;
- (5) Any applicable public easements, and/or conditions of approval affecting development on any given parcel;
- (6) Human and occupational radio frequency emission standards adopted by the Federal Communications Commission (FCC), which shall include any combined radio frequency levels produced by antennas located on the same parcel in addition to all antennas within the vicinity of the proposed facility; and
- (7) The Uniform Building Code, Uniform Electrical Code, Uniform Mechanical Code, Uniform Fire Code and subject to the building permitting process;

(b) Be an accessory use, secondary to the primary use on a parcel.

6-1506 Development Standards

All wireless communications facilities and related equipment shall conform to the following development standards:

- (a) Permitted Zoning Districts: Wireless communications facilities are permitted in all zoning districts.
- (b) Preferred Sites: The following is a list of preferred locations for wireless communications facilities:
 - (1) On a City-owned property (which does not include the public right of way) in any zoning district;
 - (2) On an existing building or structure in any zoning district except a residential zoning district;
 - (3) Within commercial, office, and retail zoning districts.
 - (4) Co-located on an existing legal conforming wireless communications facility.
- (c) Discouraged Sites: The following is a list of discouraged locations for wireless communications facilities:
 - (1) Single-family and multi-family residential zones or properties with residential uses;
 - (2) Educational facilities
- (d) Stealth Facilities: Wireless communications facilities located in any of the following locations must be designed as a stealth facility:
 - (1) Properties designated as historic landmarks.
 - (2) Religious facilities.
 - (3) Educational facilities.
 - (4) Commercial, office, and retail zoning districts.
- (e) Quantity: Not more than one (1) monopole and one (1) appurtenant above grade equipment cabinet, enclosure, building, shed or shelter is permitted on any parcel in a Residential Zoning District. The City may waive this requirement if the facilities are consolidated and installed

immediately adjacent to one another. The City shall also retain the authority to limit the number of antennas and related equipment at any site in any zoning district in order to minimize potential visual, environmental, and operational impacts.

- (f) Setbacks: All components of new wireless communications facilities must comply with the setback and yard requirements for the applicable zoning district. Depending upon specific site constraints and circumstances, the City may choose not to apply this requirement to antennas proposed to be co-located on existing monopoles or utility poles (e.g., microcell sites), nor to underground equipment, if it would preclude use of the proposed site. No portion of any wireless communications facility shall overhang a property line. This restriction shall apply to any portion of any antennas as they rotate or are in a fixed position.
- (g) Equipment Size: Antennas and related equipment shall be the smallest and least visible size feasible.
- (h) Vertical Clearance: Wireless communications facilities, including antennas and pole-mounted equipment, located within or adjacent to the public right-of-way or access easement shall have at least a vertical clearance of 14'-6" on the street side and 10'-0" on the opposite side (away from the street). Ground-mounted equipment is exempt from this development standard.
- (i) Underground: Any equipment that is not installed underground shall be screened by structures, topography, or vegetation to the maximum extent feasible, as determined by the hearing authority. The City prefers that all equipment be placed underground to the maximum extent feasible, excluding antennas, remote radio units, surge protectors, and other pole-mounted equipment necessitating exposure.
- (j) Cables & Conduit: Coaxial cables, conduit lines and electrical boxes for ground-mounted antennas shall be placed underground or within approved structures. Coaxial cables and conduit lines for roof-mounted or building-mounted antennas shall be placed or camouflaged to minimize their visual impact to the maximum extent feasible.
- (k) Building Design: Roof-mounted or building-mounted antennas shall be in scale and architecturally integrated with the building design to appear visually unobtrusive. Screening may include locating the facility within existing steeples and towers or within a new architectural addition to a building or structure, which is architecturally compatible with the building.
- (l) Artificial Natural Features: No artificial trees, rocks, or similar natural features are permitted.
- (m) Public Art: Applicants are encouraged to design wireless communications facilities to serve as public art, particularly those in commercial, office, or retail zoning districts.
- (n) Colors & Materials: Unless otherwise required by City, County, State or Federal rules or regulations, wireless communication facilities shall have a non-reflective finish and shall be painted a neutral color consistent with the predominant background color, as determined by the hearing authority.
- (o) Lighting: Unless otherwise required by applicable Federal rules or regulations, no wireless communications facility shall propose new exterior lighting, except as required by the Uniform Building Code, Uniform Electrical Code, for emergencies, or to replace and upgrade existing lighting.

- (p) Signage: The facilities shall not bear any signage, other than certification, warning, information, safety, and directional signage, or other non-commercial signage required by law or expressly permitted by the City. Sign copy shall not include identification of the wireless provider, except where required by law.
 - (q) Tree & Landscape Preservation: Wireless communications facilities shall be installed in a manner so as to preserve existing protected trees and landscaping, as defined in Section 6-1702(p) LMC, whether or not it is utilized for screening.
 - (r) Site Disturbance: Disturbance of existing topography and on-site vegetation shall be minimized, unless such disturbance would substantially reduce the visual impacts of the facility.
 - (s) Access: No facility shall be built so as to cause the right-of-way in which the facility is located to fail to comply with the Americans with Disabilities Act or otherwise obstruct access.
 - (t) Security: All facilities shall be designed so as to be resistant to and minimize opportunities for unauthorized access, climbing, vandalism, graffiti, and other conditions, which would result in hazardous conditions, visual blight, or attractive nuisances.
-

Additional Comments - Provide any additional comments on a separate sheet

Rev. 2012-12-10

Wireless Communications Facilities Permit – Response to Findings

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**City of Lafayette
Planning & Building Department**

AGREEMENT TO PAY FOR CITY SERVICES

Complete and submit this form with the development application.

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number _____, property in the City of Lafayette located at _____, assessor's parcel number _____.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
 - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
 - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
 - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
 - d. If an application is withdrawn, when all remaining staff work on the application is completed;
 - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs or any other obligations incurred under this Agreement.
7. The undersigned agrees to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application or Agreement. In the event the City becomes aware of any such Actions, the City shall promptly notify the undersigned and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the undersigned shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

PROPERTY OWNER NAME (Print): _____ MAILING ADDRESS: _____

PROPERTY OWNER SIGNATURE: _____ CITY, STATE, ZIP: _____

DATE: _____ TELEPHONE _____

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE • COPY TO APPLICANT • COPY TO APPLICATION FILE

APPLICATION NO. _____

FOR OFFICIAL USE ONLY

ACCOUNT NO. _____

Agreement for City Services

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