



## **SUBMITTAL REQUIREMENTS FOR WIRELESS TELECOMMUNICATION FACILITIES**

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### **APPLICATION FORM**

- One original Development Application and Supplemental Technical Information Report.

### **ELECTRONIC COPIES**

- One CD or USB Drive with soft copies of the Development Application, Supplemental Technical Information Report, Project Plans, Justification, Maps, Visual Simulations, and all supporting documentation.

### **APPOINTMENTS**

- New applications and resubmittals can only be submitted by appointment only. Appointments are scheduled for morning hours on Mondays and Tuesdays.

### **PROPERTY OWNERSHIP**

- Evidence of ownership of the real property on which the proposed telecom facility will be located, and evidence of authorization from the real property owner to place the facility on the property.

### **FEES**

- In addition to the filing fee, a deposit of \$4,000 is required for consultant review costs. Additional funds may be required depending on the scope of work or reviews needed.

### **SEVEN (7) SETS OF THE FOLLOWING:**

#### **PROJECT PLANS**

- Plot Plan, Floor Plans and Elevations need to be stapled, collated and folded to approximately 9"X12" in size.

#### **JUSTIFICATION**

- A brief narrative, accompanied by written documentation where appropriate, which explains the purpose of the facility and validates the applicant's efforts to comply with the design, location, and co-location standards of Article 39 of Chapter 2 of Division 9. Please refer to section 4.00 of the SUPPLEMENTAL TECHNICAL INFORMATION REPORT.

#### **MAPS**

- A map or maps showing the geographic area to be served by the facility. Please refer to section 6.00 of the SUPPLEMENT TECHNICAL INFORMATION REPORT.

#### **VISUAL SIMULATIONS**

- Visual simulations showing "before" and "after" views of the proposed facility. Consideration shall be given to views from both public areas and private residence. Please refer to section 7.00 of the SUPPLEMENTAL TECHNICAL INFORMATION REPORT.



## **SUPPLEMENTAL TECHNICAL INFORMATION REPORT FOR WIRELESS TELECOMMUNICATION FACILITIES**

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1.00: Project Address \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_

2.00: Disclose the Name and Address of all Project Owners, and attach a letter of agency appointing the Applicant as representative of the Project Owners in connection with this application. Designate the letter of agency as "Attachment 2.00".

### **3.00: FCC Licensee/FAA Compliance Information**

3.01: Identify each person or legal entity that will be using the wireless site and contact information (Attach additional sheets if necessary)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

3.02: Attach a complete copy of each FCC license/FCC Construction Permit/FCC call sign for each person/legal entity that will be subject to the FCC license for the Project site. Designate the license(s)/Construction Permit(s) as "Attachment 3.02". If none of the proposed radio facilities require an FCC license so indicate on Attachment 3.02.

3.03: What is the intended use of the facility (check all that apply):

Broadcast Radio

Broadcast TV

Cellular telephone

Enhanced Specialized Mobile Radio

Microwave

PCS telephone

Paging

Specialized Mobile Radio

Other: \_\_\_\_\_

3.04: Project latitude and longitude: N \_\_\_\_\_ W \_\_\_\_\_



## **SUPPLEMENTAL TECHNICAL INFORMATION REPORT FOR WIRELESS TELECOMMUNICATION FACILITIES**

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- 3.05: Specify DATUM use above:  WGS84  NAD23  NAD83
- 3.06: Project Maximum height (ft): \_\_\_\_\_
- 3.07: Bottom of lowest antenna (ft): \_\_\_\_\_
- 3.08: Rad-center of the antennas (ft): \_\_\_\_\_
- 3.09: For each licensee, and for each radio service, complete and attach the two page "Appendix A" form from "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance" available from the following website: <http://www.FCC.gov/oet/rfsafety>. Designate the completed two page form as "Attachment 3.09". Additional RF safety disclosure information may be required by the government to determine compliance with FCC OET 65 requirements if the site is not "categorically excluded" under OET 65.
- 3.10 Are any areas adjacent to the antennas subject to RF emissions that are in excess of the "General Public/uncontrolled" standard in FCC OET 65? For this purpose, assume that all persons other than the Carrier's technical staff are considered to be members of the General Public.  
 Yes  No  
(If the answer to 3.10 is NO proceed to 3.12)
- 3.11 Provide a detailed RF analysis for each emitter and each band showing the distance, in feet, in all directions to the boundary of the General Public/uncontrolled boundary. Designate this attachment, "Attachment 3.11".
- 3.12 Considering your response to 3.10, above, and any other identifiable RF emitters that OET 65 requires be evaluated in connection with this project, are all portions of this project cumulatively "categorically excluded" under FCC OET 65 requirements?  
 Yes  No  
(If the answer to 3.12 is YES proceed to 3.14.)
- 3.13 Describe in an attachment each and every RF emitter of the project that is not "categorically excluded" under the FCC OET 65 requirements. Designate this attachment, "Attachment 3.13".
- 3.14: Does this project require the Applicant to file an FAA Form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq, or under the FCC rules?  
 Yes  No  
(If the answer to 3.14 is NO proceed to 4.00.)



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3.15 Attach complete copies of all required FAA/FCC forms including all attachments and exhibits thereto, including without limitation FAA Form 7460. Designate this attachment, "Attachment 3.15".

### 4.00: Project Purpose

4.01: Justification. Provide a brief narrative, accompanied by written documentation where appropriate, which explains the purpose of the facility and validates the applicant's efforts to comply with the design, location, and co-location standards of Chapter 2, Division 9, Article 39 of the City's Municipal Code.

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4.02: Indicate whether the dominant purpose of the Project is to add additional network capacity, to increase existing signal level, or to provide new radio frequency coverage (check only one).

Add network capacity without adding substantial new RF coverage area (Proceed to 5.00)

Increase the existing RF signal level in an existing coverage area (Proceed to 5.00)

Provide new radio frequency coverage in a substantial area not already served by existing radio frequency coverage (Proceed to 5.00)

Other

4.03 Attach a statement fully and expansively describing the "Other" dominant purpose of this project. Designate this attachment, "Attachment 4.03".

### 5.00: Build-Out Requirements

5.01: Do any of radio services identified in 3.04 above require the licensee to provide specific radio frequency/population coverage pursuant to the underlying FCC license?

Yes  No

(If the answer to 5.01 is NO proceed to 6.00.)

5.02: Have all of the FCC build-out requirements as required by all licenses covering all radio services proposed at this Project been met?

Yes  No

(If the answer to 5.02 is YES proceed to 6.00.)



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5.03: State by licensee all remaining build-out requirements which have yet to be met, and the known or estimated date when the remaining build-out requirements will be met. Designate this attachment "Attachment 5.03".

### 6.00: Radio Frequency Coverage Maps

6.01: Where a licensee intends to provide radio frequency geographic coverage to a defined area from the Project (including applicants in the cellular, PCS, broadcast, ESMR/SMR categories, and others as requested by the City of Torrance), the coverage maps and information requested in Section 6 are required attachments. All others proceed to 7.00.

For the coverage maps required here, the following mandatory requirements apply. Failure to adhere to these requirements may delay your application processing.

1. The size of each submitted map must be no smaller than 11" by 8.5".
2. If the FCC rules for any proposed radio service defines a minimum radio frequency signal level that level must be shown on the map in a color easily distinguishable from the base paper or transparency layer, and adequately identified by RF level and map color or gradient in the map legend. If no minimum signal level is defined by the FCC rules you must indicate that in the legend of each RF coverage map. You may show other RF signal level(s) on the map so long as they are adequately identified by objective RF level and map color or gradient in the map legend.
3. Where the City of Torrance determines that one or more submitted maps are inadequate, it reserved the right to request that one or more supplemental maps with greater or different detail be submitted.

6.02: Existing RF coverage within the City of Torrance on the same network, if any (if none, so state). This map should not depict any RF coverage to be provided by the Project. Designate this attachment "Attachment 6.02".

6.03: RF coverage to be provided by the Project. This map should not depict any RF coverage provided any other existing or proposed wireless sites. Designate this attachment "Attachment 6.03".

6.04: RF coverage to be provided by the Project and by other wireless sites on the same network should the Project site be activated. Designate this attachment "Attachment 6.04".

6.05: Provide a written certification that the facility will continuously comply with FCC OET Bulletin 65 radio frequency emissions standards, and that use of the facility will not interfere with other communication, radio, or television transmission or reception.



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### 7.00: Project Photographs and Photo Simulations

7.01: Where an Applicant proposes to construct or modify a wireless site, and the wireless site is visible from other residential properties, the Applicant shall submit pre-project photographs, and photo simulations showing the project after completion of construction, all consistent with the following standards:

1. Minimum size of each photo simulation must be 11 inches by 8.5 inches (portrait or landscape orientation);
2. All elements of the project as proposed by the Applicant must be shown in one or more close-in photo simulations.
3. The overall project as proposed by the Applicant must be shown in five or more area photos and photo simulations. Photos and photo simulation views must, at a minimum, be taken from widely scattered positions separated by an angle of no greater than 72 degrees from any other photo location.

The number of site photos, and photo simulations, and the actual or simulated camera location of these photos and photo simulations is subject to City of Torrance determination. The Applicant should submit photos and photo simulations consistent with these instructions, and be prepared to provide additional photos and photo simulations should they be requested by the City of Torrance.

### 8.00: Candidate Sites

8.01: For applicants in the cellular, PCS, broadcast, ESMR/SMR categories, and others as requested by the City of Torrance, the information requested in Section 8 is required. All others proceed to 9.00.

8.02: Has the Applicant or Owner or anyone working on behalf of the Applicant or Owner secured or attempted to secure any leases or lease-options or similar formal or informal agreements in connection with this project for any sites other than the candidate site identified at 1.00?

Yes  No

(If the answer to 8.02 is NO, proceed to 8.04.)

8.03: Provide the physical address of each such other location, and provide an expansive technical explanation as to why each such other site was disfavored over the Project Site. Designate this attachment "Attachment 8.03".

8.04: Considering this proposed site, is it the one and only one location within or without the City of Torrance that can possibly meet the objectives of the project?

Yes  No

(If the answer to 8.04 is NO, proceed to 8.05.)



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8.05: Provide a technically expansive and detailed explanation supported as required by comprehensive radio frequency data fully describing why the proposed site is the one and only one location within or without the City of Torrance that can possibly meet the radio frequency objectives of the project. Explain, in exact and expansive technical detail, all of the objectives of this project. Designate this attachment "Attachment 8.05".

**9.00: Identification of Key Persons**

9.01: Identify by name, title, company affiliation, work address, telephone number and extension, and email address the key person or persons most knowledgeable regarding:

- (1) the site selection for the proposed project, including alternatives;
  - (2) the radio frequency engineering of the proposed project;
  - (3) rejection of other candidate sites evaluated, if any;
  - (4) approval of the selection of the proposed site identified in this project.
- Designate this attachment "Attachment 9.01"

9.02 If more than one person is/was involved in any of the four functions identified in this section, attach a separate sheet providing the same information for each additional person, and identifying which function or functions are/were performed by each additional person. Designate this attachment "Attachment 9.02".

Initial here \_\_\_\_\_ to indicate that the information above is complete and there is no Attachment 9.02, or initial here \_\_\_\_\_ to indicate that Attachment 9.02 is attached hereto.

**10.00: Technical Information Report Certification**

10.01: The undersigned certifies on behalf of itself and the Applicant that the answers provided here are true and complete to the best of the undersigned's knowledge.

_____ Signature	_____ Title
_____ Print Name	_____ Provide Email Address
_____ Print Company Name	_____ Provide Telephone Number
_____ Date Signed	