

AUGUST 8, 2017



# APPLICATION REVIEW PACKET

WIRELESS COMMUNICATION FACILITIES (NEW SITES IN PUBLIC RIGHT-OF-WAY)

CITY OF LAGUNA HILLS COMMUNITY DEVELOPMENT DEPARTMENT

24035 EL TORO ROAD | LAGUNA HILLS, CA 92653  
(949) 707-2670 | [WWW.LAGUNAHILLSCA.GOV](http://WWW.LAGUNAHILLSCA.GOV)

## INTRODUCTION

This information packet is provided in order to assist you with filing a Conditional Use Permit application for a new wireless telecommunications project or a Distributed Antenna System (DAS) project in the public right-of-way, in accordance with Chapter 9-58 of the Laguna Hills Municipal Code. For collocations and modifications to existing project sites not in the public right-of-way, please complete the Wireless Communications Facilities Application Screening Form (Section 6409a).

Submittal of the requested materials will help ensure an accurate project description, required technical information for consistency review with applicable policies, ordinances, and design guidelines, as well as adequate information to determine the appropriate environmental review. Fulfilling the application requirements will also ensure that the Conditional Use Permit application is processed as quickly as possible for public hearing before the Planning Agency.

Please contact the Community Development Department for any questions about a proposed project, process, or application submittal information and materials. A preliminary meeting to discuss your proposal is encouraged.

## REQUIREMENTS

Included in this packet you will find:

- Section I: Application Review Process
- Section II: Planning Application Package
- Section III: Project Information Worksheet
- Section IV: Supplemental Information Checklist

Any application not including all required materials will not be accepted for submittal.

## PROCESSING THE PERMIT

The Application Review Process describes the steps towards approval of the application, along with permit processing shot clock requirements. Once the City determines an application to be Complete, staff will tentatively schedule the application for the next available Planning Agency hearing date. No application for a new wireless site in the public right-of-way shall be considered complete until all required forms, exhibits, and fees are completed and tendered to the City.

The City recognizes that wireless and DAS services are highly technical enterprises subject to various federal and state regulations. Nevertheless, the City encourages the placement of facilities in non-residential areas, collocation at new and existing antenna sites, and for facilities to be located in areas where adverse impacts on the community and on public views are minimized. For projects that include multiple sites, the locations shall be identified as part of a “master plan”, and a single Conditional Use Permit will be processed for the multiple locations. All facilities shall be camouflaged to the greatest extent possible.

## CALIFORNIA ENVIRONMENTAL QUALITY ACT

The California Environmental Quality Act (CEQA) assures that decision makers understand and account for the environmental consequences of a project. This may require the submittal of project-specific information in order to make such evaluations. The environmental review process involves four possible levels of analysis:

- Exemption
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report

Staff expects most applications for new wireless communication facilities in the public right-of-way to be exempt from CEQA review. However, environmental review will be determined as part of the project’s review for completeness.

## PUBLIC HEARING

A public hearing by the Planning Agency is required and will be scheduled after your project has been reviewed and deemed complete. Public hearings allow the applicant and all interested parties to present their testimony and position on the requested use. Such permits can be approved, approved with conditions, or denied, and the decision cannot be appealed, as outlined in the Laguna Hills Municipal Code.

# SECTION I

## APPLICATION REVIEW PROCESS



## Wireless Communication Facilities (New Sites in Public Right-of-Way) Application Review Process

### PRE APPLICATION

Prior to application submittal, it is recommended that the project go through a pre-application review. As part of this process, the Planning Division will determine which Planning Application Submittal Items will be required and the Public Services Department will review location and design of proposed wireless communication facilities.

To schedule a pre-application review with the Public Services Department, please contact Amber Shah at [ashah@lagunahillsCA.gov](mailto:ashah@lagunahillsCA.gov) or 949-707-2657.

### STEP ONE

#### APPLICATION SUBMITTAL

Please be sure to submit the following items:

- Planning Application (select Conditional Use Permit, Typical)
- Planning Application Filing Instructions Checklist
- Orange County Fire Authority and Environmental Information Forms
- Project Information Worksheet
- Supplemental Information Checklist

**Any application not including all required materials will not be accepted for submittal.**

Shot Clock  
Within 30 days of Application Submittal and  
Within 10 days of Application Resubmittal

### STEP TWO

#### COMPLETENESS REVIEW

The application will be reviewed by Planning, Public Services, and any other appropriate reviewing agency. If the application is determined to be incomplete, the applicant will be provided with a list of items to be resubmitted for the application to be deemed complete.

**IF APPLICATION COMPLETE**  
Continue to Step Three

**IF APPLICATION INCOMPLETE**  
Repeat Step One  
(Resubmit materials for staff review)

### STEP THREE

#### PLANNING AGENCY PUBLIC HEARING AND FINAL DETERMINATION

Once the application is determined to be complete:

- Staff will schedule the project for the next available Planning Agency public hearing  
The applicant is required to attend the public hearing
- A public hearing notice will be published and distributed to nearby property owners
- Planning Agency will review the application and approve or deny the project  
Decisions of the Planning Agency cannot be appealed

Shot Clock  
Approval within 150 days  
of Application Submittal

### FOLLOW-UP

Once your project is approved, you will have follow-up items to complete your project. You should consult your conditions of project approval (which you will have received in writing). Depending on your project, such items may include agreeing to the conditions in writing and applying for building permits for construction or grading permits for grading.

**Review and issuance of an Encroachment Permit by the Public Services Department would occur at this time.**

The information contained within this handout is a summary of the application process for new wireless communication facilities in the public right-of-way. Please make sure to speak with Planning staff prior to application submittal. Planning staff is available daily during counter hours to discuss your project.

#### Planning Counter Hours

Monday - Thursday: 1:00 PM - 5:30 PM  
Friday: 1:00 PM - 5:00 PM

# SECTION II

## PLANNING APPLICATION PACKAGE

PLANNING APPLICATION

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

By: \_\_\_\_\_

Case #: \_\_\_\_\_

APPLICATION TYPE	FEE	DEPOSIT	CASE NUMBER
PRELIMINARY APPLICATION PROJECT REVIEW	\$665.31		PA
CHANGED PLAN (Minor)	\$1,389.31		CP
CHANGED PLAN (Major)		\$6,880.96	CP
APPEAL	\$7,344.84		APL
GENERAL PLAN AMENDMENT		\$7,874.32	GPA
ZONE CHANGE		\$10,977.54	ZC
VARIANCE		\$6,565.58	VA
CONDITIONAL USE PERMIT	Typical	\$8,500.49	CUP
SITE DEVELOPMENT PERMIT (Major)	Typical	\$6,769.31	SDP
	Master Sign Program	\$6,769.31	MSP
SITE DEVELOPMENT PERMIT (Minor)	Typical	\$1,142.99	SDP
	Sign Program Amendment/Retaining Wall	\$1,142.99	SDP
ENVIRONMENTAL	Negative Declaration	\$3,853.71	
	Environmental Impact Report (EIR)	\$20,932.95	
TENTATIVE PARCEL MAP		\$9,580.17	TPM
TENTATIVE TRACT MAP (\$1,000 screen check fee plus)		\$9,580.17	TTR
LOT LINE ADJUSTMENT		\$1,185.58	LLA
OTHER			
PERMANENT RECORD RETENTION FEE (all applications)	\$93.23		

DEPARTMENT USE ONLY ABOVE THIS LINE

APPLICANT TO COMPLETE

PROJECT INFORMATION

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS/LOCATION: \_\_\_\_\_

ASSESSORS' PARCEL NUMBER \_\_\_\_\_ TRACT/PARCEL MAP & LOT #: \_\_\_\_\_

ZONING: \_\_\_\_\_ GENERAL PLAN DESIGNATION: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS/CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

BILL TO: (person/company to receive refund or invoice for additional fees due) \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS/CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS/CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING LIST CERTIFICATION:  
In accordance with Section 9-92 of the City of Laguna Hills Development Code, I certify that the property owners list included with this application contains the names of all legal owner and tenants of all parcels of land within (300) feet of the exterior boundaries of the attached legally described parcel of land, as shown on the latest adopted Orange County Tax Roll

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## City of Laguna Hills

### Planning Application Filing Instructions

The following instructions are intended to assist you in putting together a complete application packet so that your project can be processed in the most expeditious manner possible. If you have any questions, you should consult a member of the Laguna Hills Planning Department. Your submittal shall include the following items in accordance with Section 9-92.050 of the Laguna Hills Development Code:

**PLEASE CHECK  
WHEN COMPLETED**

**SUBMITAL ITEMS**

- |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>1. Completed planning application form</b> with signature of applicant <u>and</u> owner of property. If the applicant is different than the owner, a letter of authorization must accompany the planning application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | <b>2. Application processing fee or deposit.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | <b>3. Completed Orange County Fire Authority Plan Submittal Criteria form.</b> If you answer "YES" to <i>any part</i> of questions 1 through 10, you will need to pay the OCFA Plan Check Administrative Fee and the OCFA Plan Check Fee at the time of submittal. The Administrative Fee is payable to the City of Laguna Hills and the OCFA Plan Check fee will need to be on a separate check payable to OCFA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | <b>4. Completed Environmental Application.</b> Depending upon the scope of your application you may need to submit a completed Environmental Application Form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | <b>5. Title Report.</b> One copy of a title report which have been prepared within six months from the date of application submittal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | <b>6. Letter of justification,</b> which explains in detail what is proposed. The letter of justification should also address the findings required for your specific application. The Planning Department will provide you with a copy of the appropriate findings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | <b>7. Six (6) hard copies &amp; one electronic copy (in PDF format provided on CD or memory stick) of plans. For projects that need to go to the Planning Agency or City Council, Ten (10) additional hard copies will be required once the application is deemed complete by City staff.</b> All plans shall be limited to 24" x 36" size and each set of plans shall be <u>folded</u> to be 8 1/2" x 11" in size. Submitted plans shall contain the following information: <table border="0" style="margin-left: 40px;"><tr><td style="vertical-align: top; width: 20px;"><input type="checkbox"/></td><td>a. Site plan, to scale, identifying all property lines and dimensions of building site(s), and including a North arrow.</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/></td><td>b. Vicinity map (use scale of approximately 4" = 1 mile).</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/></td><td>c. Title block (name and address of property owner of record and/or applicant).</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/></td><td>d. Ultimate street right-of-way lines, including existing striping on adjacent streets, and existing and proposed access ways from streets. Plans should also include street location, name, width, and existing improvements such as sidewalks.</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/></td><td>e. Location, dimensions, and purpose of all existing easements.</td></tr><tr><td style="vertical-align: top;"><input type="checkbox"/></td><td>f. Locations of all existing and proposed walls and fences, including height, type, and materials.</td></tr></table> | <input type="checkbox"/> | a. Site plan, to scale, identifying all property lines and dimensions of building site(s), and including a North arrow. | <input type="checkbox"/> | b. Vicinity map (use scale of approximately 4" = 1 mile). | <input type="checkbox"/> | c. Title block (name and address of property owner of record and/or applicant). | <input type="checkbox"/> | d. Ultimate street right-of-way lines, including existing striping on adjacent streets, and existing and proposed access ways from streets. Plans should also include street location, name, width, and existing improvements such as sidewalks. | <input type="checkbox"/> | e. Location, dimensions, and purpose of all existing easements. | <input type="checkbox"/> | f. Locations of all existing and proposed walls and fences, including height, type, and materials. |
| <input type="checkbox"/> | a. Site plan, to scale, identifying all property lines and dimensions of building site(s), and including a North arrow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | b. Vicinity map (use scale of approximately 4" = 1 mile).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | c. Title block (name and address of property owner of record and/or applicant).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | d. Ultimate street right-of-way lines, including existing striping on adjacent streets, and existing and proposed access ways from streets. Plans should also include street location, name, width, and existing improvements such as sidewalks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | e. Location, dimensions, and purpose of all existing easements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |
| <input type="checkbox"/> | f. Locations of all existing and proposed walls and fences, including height, type, and materials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                                                                                                                         |                          |                                                           |                          |                                                                                 |                          |                                                                                                                                                                                                                                                  |                          |                                                                 |                          |                                                                                                    |

- ☐ g. Existing and proposed grades and topography of site.
- ☐ h. Location of all existing and proposed building(s), including building size (in square feet), distance from all property lines, and proposed roof lines.
- ☐ i. Fully dimensioned elevations and cross sections indicating materials and colors to be used. Elevations should be provided from all four directions (i.e., East, West, North, and South).
- ☐ j. Parking layout; indicating typical stall size, show tabulation of the number of stalls required as per the Code vs number of stalls proposed, aisle widths, access ways, striping, whether continuous curbs or wheel blocks are used, and tabulations of how the landscaping requirements are met in accordance with Sections 9-44.040, 9-44.050, and 9-44.060 of the Laguna Hills Development Code.
- ☐ k. Hardscape treatment: Plans should indicate if special paving is proposed at street entrances, etc.
- ☐ l. Location of all signs, including sign type, height, dimensions, copy color, and type and level of illumination.
- ☐ m. Floor plan.
- ☐ n. Location of all trash and storage areas and method of screening.

**Note:** Depending upon the scope of your application, color graphics of all plans submitted may also be required.

☐ **8. Materials and Color Board.** Material and color boards are not required for all projects; please consult with a planner to determine if they are necessary.

☐ **9. Notification Map, Mailing List, and Labels:**

a. Preparation of the "Notification Map":

- 1) Obtain the property's Assessors' Parcel (AP) Number(s) from the County Assessors' office located in Room 142, Building 12 in the Civic Center Plaza located at 625 N. Ross Street, Santa Ana, California.
- 2) Locate the subject parcel on the proper page of the County Assessors' map books, or have a title company conduct the following research:
  - With the scale shown on the AP map, measure 300' from all of the exterior boundaries of the subject parcel to determine the A.P book pages required to prepare a "notification map". Draw the 300' line on all A.P. pages.
  - If the maps are the same scale, the most convenient method of determining the notification area is to "cut and paste" the maps together in such a manner that the subject parcel is in the center and all parcels and their numbers within 300' are clearly shown. Some adjustments or sketching may be

required when maps are of different scales.

b. Compilation of the "Mailing List":

- 1) A "Parcel List" must then be prepared by noting the AP numbers of parcels, all or part of which are within the 300' radius notification area. The numbers are to be listed in ascending numerical order, with the subject parcel number at the beginning of the list.
- 2) The "Mailing List" may be prepared in two ways:
  - Type the owner name and address (including zip code) for each parcel, as obtained from the County Assessors' numerical parcel list.
  - or
  - Purchase the list of owner names by pages from the Assessor with necessary assistance from the County Assessors' Public Service counter personnel. Make a check mark beside each name to be notified.
- 3) In addition, if the subject property is located in a Commercial or Industrial zone, provide the name and address of each tenant located on the site.
- 4) A certification letter must accompany the owner, and if applicable tenant list(s).

c. Preparation of the Labels:

- 1) The owner's name and address including zip code shall be typed on self adhesive press apply labels. Only one label need be prepared for property owners who own more than one parcel in the 300' radius area.
- 2) If the subject property is located in a Commercial or Industrial zone, the name and address of each tenant located on the site shall also be provided on self adhesive press apply labels.

## FILING

The owner or agent/applicant shall submit all the materials described above, to the Laguna Hills Planning Department, Located at 24035 El Toro Rd, Laguna Hills, CA 92653 between the hours of 1:00 PM to 5:30 PM Monday through Thursday and between 1:00 p.m. to 5:00 p.m. Fridays. After the Planning Department has accepted the application and plans, and the fees have been paid, the project will be deemed filed. Within 30 days of filing the application, the Planning Department will determine if the application is complete or incomplete for City processing. Should the application be deemed complete, staff will initiate processing of the application. Should the application be deemed incomplete, a letter will be sent to the applicant indicating what additional materials need to be submitted to determine the application complete for City processing.



# ORANGE COUNTY FIRE AUTHORITY

# COM

## Plan Submittal Criteria

### COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

#### INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer: - "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit [www.ocfa.org](http://www.ocfa.org) for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City
Project Scope/Business Description		

- YES NO
- ☐ ☐ Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
  - ☐ ☐ Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
  - ☐ ☐ Located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? *Methane Work Plan. (PR170)*
  - ☐ ☐ Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
  - ☐ ☐ Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
  - ☐ ☐ Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
  - ☐ ☐ Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (> 50 gal. electrolyte, > 1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
  - ☐ ☐ Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
  - ☐ ☐ Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
  - ☐ ☐ Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

#### Initial each of the following two items indicating that you have read and understand the statement:

- ☐ \*Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications.  
Initials \_\_\_\_\_
- ☐ Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements.  
Initials \_\_\_\_\_

#### I certify under penalty of perjury under the laws of the State of California that the above is true:

Print Name	Signature
Phone Number (       )	Date       /       /

**Building Department:** If you have verified that all of the questions have been answered accurately as "NO", and the project does not otherwise require OCFA review of sprinkler or alarm plans\*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA, please initial here \_\_\_\_\_ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.

10-08-14 EE

## APPENDIX H

### Environmental Information Form

Date Filed \_\_\_\_\_

#### General Information

1. Name and address of developer or project sponsor: \_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and Lot Number: \_\_\_\_\_
3. Name, address, and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_
6. Existing zoning district: \_\_\_\_\_
7. Proposed use of site (Project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

#### Project Description

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated projects.
15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

*Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).*

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, ect.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, ect.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

### Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

34. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, ect.), intensity of land use (one-family, apartment houses, shops, department stores, ect.), and scale of development (height, frontage, set-back, rear yard, ect.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_

Signature \_\_\_\_\_

For \_\_\_\_\_

# SECTION III

## PROJECT INFORMATION WORKSHEET

# Wireless Communication Facilities (New Sites in Public Right-of-Way)

## Project Information Worksheet

### Overview

To ensure City staff understands your project and to avoid delays in processing your application, it is important to provide as much information as possible on all aspects of the proposed project. In order to present a detailed project description, please provide the following information.

### Project Description

Please provide a brief summary of the proposed project.

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### Project Characteristics

Please provide the following information:

General Plan Land Use Designation: \_\_\_\_\_

Specific Plan (if any): \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Total Project Site Size (square feet/volume): \_\_\_\_\_

Describe existing structures or uses on site:

Structure or Area	Use(s)	Square Feet	Height	Other

Describe the existing development surrounding the project site. Describe the types of uses (e.g., residential, recreation, open space/vacant, retail, office), buildings, and structures adjacent to or across a roadway from the subject property:

	Use/Building/Structure
North	
South	
East	
West	

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## Project Purpose

1. Indicate the primary purpose of the project (check one or more):
  - ☐ Add network capacity without adding significant new RF coverage area
  - ☐ Provide significant new radio frequency coverage in an area not already served by radio frequency coverage
  - ☐ Increase the existing RF signal level in an area with existing radio frequency coverage
  - ☐ Add new LTE (700 MHz network coverage)
  - ☐ Other (attach a written statement fully and expansively describing purpose)
2. Is the project intended to close or reduce what the applicant asserts to be a “significant gap” in its network?
  - ☐ Yes
  - ☐ No (if no, proceed to the next page, “Alternative Sites”)
3. Attach a written statement fully and expansively describing the following:
  - A clear description of the geographic boundary of the claimed significant gap area; and
  - Attach a street-level map showing the geographic boundary of the claimed significant gap; and
  - Identify the size of the area, in units of square miles, of the claimed significant gap; and
  - Explain exactly the definition of the term “significant gap” as it applies to this project; and
  - Discuss in detail all of the following in relation to the claimed significant gap area only. Where you have relied on external data sources, identify those sources in your response.
    - Whether the claimed significant gap affects significant commuter highway, and if so, name each highway and how affected;
    - Describe in detail the nature and character of that area or the number of potential users in that area who may be affected by the claimed significant gap;
    - Describe whether the proposed facilities are needed to improve weak signals or to fill a complete void in coverage, and provide proof of either;
    - If the claimed significant gap covers well-traveled roads on which customers lack roaming capabilities, identify all such well-traveled roads by name within the claimed significant gap area and provide road use information about each such road;
    - If the claimed significant gap affects a non-residential zoning district, show the boundaries of the district on the map;
    - If the claimed significant gap poses a public safety risk, describe in detail the claimed risk, and discuss the basis for this claim; and
  - Provide all other relevant information you want the City of Laguna Hills to consider when evaluating your claim of a significant gap.
4. Based on the information provided above, is the proposed project the least intrusive means to close the significant gap?
  - ☐ Yes
  - ☐ No (if no, proceed to the next page, “Alternative Sites”)
5. Attach a written statement fully and expansively describing at a minimum:
  - Why this project is the least intrusive means to close the significant gap
  - Identify and discuss all alternative sites and means considered to close the significant gap
  - Whether two or more sites in lieu of the proposed site could close the significant gap, or to reduce the significant gap to be less than significant, with less impact on the community as compared with a single site? If the answer is no, please explain in narrative format the basis for that answer.
  - Whether requiring two or more sites in place of the proposed site would prohibit or have the effect of prohibiting the applicant from providing any interstate or intrastate telecommunications service.
  - If the response asserts that a prohibition or effective prohibition would occur, explain in detail in narrative form all of the reasons why it would.
  - Include any other information you believe would assist the City to make findings regarding whether the proposed project is the least intrusive means of closing the significant gap or to reduce the significant gap to be less than significant.

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## Alternative Sites

1. Will any portion of the project as proposed be visible to the public?

☐ Yes  
☐ No

If yes, what and where? \_\_\_\_\_

2. 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 proposed project site?

☐ Yes  
☐ No (if no, the form is complete; please sign and date the worksheet)

3. 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.

4. Is the proposed site the one and only one location within the City that can possibly meet the objectives of the Project?

☐ Yes  
☐ No (if no, the form is complete; please sign and date the worksheet)

5. Provide a technically detailed explanation supported as required by comprehensive radio frequency data and all other necessary information fully describing why the proposed site is the one and only one location within the City 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 that can be achieved only at this project site, and why.

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Signature

Date

## SECTION IV

### SUPPLEMENTAL INFORMATION CHECKLIST

# Wireless Communication Facilities (New Sites in Public Right-of-Way)

## Supplemental Information Checklist

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### Overview

This Supplemental Information Checklist identifies application items required in addition to the Filing Instructions Checklist.

These items will help ensure an accurate and complete project description, required technical information for consistency review with applicable policies, ordinances, and design guidelines, and adequate information to determine the type of environmental review.

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### Required Supplemental Information Items

- ☐ Colored Photo Simulations (before and after)
- ☐ Radio Frequency Coverage Maps (existing, project, cumulative)
- ☐ EME/NIR (RF Emissions) Study
- ☐ Utility Equipment Screening Plan
- ☐ Conceptual Landscaping Plan
- ☐ Cross-sections and/or Line-of-Sight Drawings