



APPLICATION INSTRUCTIONS FOR WIRELESS TELECOMMUNICATIONS FACILITIES

Prior to submitting any application for the construction, deployment, collocation, or modification of any wireless telecommunications facility, please ensure you have completed the correct forms, application, and provided the required materials, as specified in this packet. Incomplete applications cannot be accepted. If you need assistance completing an application, please contact the Planning Division before submittal as incomplete applications cannot be accepted. The Planning Division can be reached at (949) 362-4300 or Planning@cityoflagunaniguel.org.

1. Eligible Facilities Request (EFR)

This refers to deployment or modification of facilities meeting the criteria in Section 6409 of the Middle Income Tax Relief and Job Creation Act of 2012 (“Spectrum Act”).

The City processes EFR requests that qualify for streamlining under the Spectrum Act through a modified Changed Plan application. The following items are required for the application to be accepted:

- Completed [Wireless Modification Screening Form \(Form 231\)](#).
- Project Plans – one 11” x 17” copy and one PDF.
- Current photos of all existing wireless facility(ies) at the site.
- Copy of all prior discretionary approval(s) for wireless facility(ies) at the site.
- RF/EME Report demonstrating compliance with Maximum Permissible Exposures (for public and occupational, both for the individual facility and cumulative for the site) set by the FCC.
Fee: \$406 flat fee.

2. Emergency Standby Generator Additions to Existing Macro Sites

This refers to addition of a standby emergency generator to an existing wireless tower pursuant to the provisions of California Assembly Bill (AB) 2421. The City processes generator additions that meet the criteria under AB 2421 through an application for a Building Permit. The following items must be submitted with your application to be accepted:

- [Completed Building Permit Application](#).
- Completed [Wireless Emergency Generator Screening Form \(Form 232\)](#).
- Fee: Standard Building Plan Check/Permit fees apply. Consult the Building Division.

3. Small Cells in Right-of-Way

The City processes requests for small cells in the public right-of-way (ROW) through a Communication Facility Permit, pursuant to [Article 8 of the Laguna Niguel Municipal Code](#) and the City’s [ROW Communication Facilities Policy Guidebook](#). The following items are required for the application to be accepted:

- Completed [Communication Facility Permit Application \(Form 233\)](#).
- Letter of Authorization from Wireless Carrier.
- Fee: \$1,600 Deposit. Additional deposit funds may be required. Please see [Deposit Account Acknowledgement \(Form 202\)](#) for additional information.
- Project Plans - including site plan and construction drawings.

- Photo Simulations.
- Project Narrative and Justification Letter.
- RF/EME Report demonstrating compliance with Maximum Permissible Exposures (for public and occupational, both for the individual facility and cumulative for the site) set by the FCC.
- Regulatory Authorization.
- Municipal Facility License Agreement (for installations proposed on City-owned structures).
- Letter of Authorization from Property Owner (for installations proposed on structures not owned by the City).
- Acoustic Analysis.
- Justification for non-preferred location or structure if a non-preferred location or structure is proposed.

4. Modifications to Existing Facilities Not Covered Under 6409 or AB 2421

This refers to all modifications to facilities not meeting the criteria in Section 6409 of the Middle Income Tax Relief and Job Creation Act of 2012 (Number 1, above) or the criteria of California AB 2421 (Number 2, above).

The City processes modifications to existing approvals for wireless facilities as an application for a Changed Plan or an Amendment to the original discretionary permit approval. The following items are required for the application to be accepted:

- Completed [Discretionary Permit Application \(Form 201\)](#).
- Project Description Letter.
- Preliminary Title Report.
- Project Plans.
- Photo Simulations.
- RF/EME Report demonstrating compliance with Maximum Permissible Exposures (for public and occupational, both for the individual facility and cumulative for the site) set by the FCC.
- Coverage Maps.
- Fee: Changed Plan - \$406 Flat Fee. Amendment - \$4,000 Deposit (additional deposit funds may be required). Please see [Deposit Account Acknowledgement \(Form 202\)](#) for additional information.

5. New Telecommunications Facilities (not small cells)

The City processes requests for new wireless sites through an application for a Conditional Use Permit. Deployments that involve physical site or building changes also require a Site Development Permit. The following items are required for the application to be accepted:

- Completed [Discretionary Permit Application \(Form 201\)](#).
- Project Description Letter.
- Preliminary Title Report.
- Project Plans.
- Photo Simulations.
- Coverage Maps.
- RF/EME Report demonstrating compliance with Maximum Permissible Exposures (for public and occupational, both for the individual facility and cumulative for the site) set by the FCC.
- Fee: \$4,000 Deposit. Additional deposit funds may be required. Please see [Deposit Account Acknowledgement \(Form 202\)](#) for additional information.