



## **ADMINISTRATIVE WIRELESS COMMUNICATION FACILITIES PERMIT**

### **APPLICATION**

#### **INTRODUCTION**

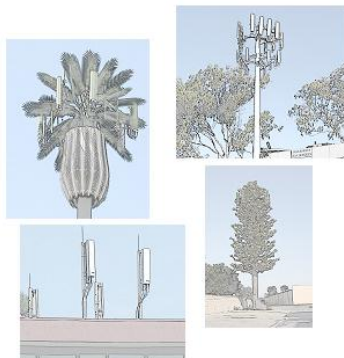
- Wireless Communication facilities that are fully assimilated to its surroundings, co-located in an existing antenna-supported structure or upon a light standard within the public right of way may be approved with an Administrative Permit. The purpose of the Administrative Wireless Communication Facilities Permit is to provide the Planning/Building Director review of wireless communication facilities to ensure they meet the intent of the Development Code and the General Plan.

#### **PROCEDURES: ADMINISTRATIVE PERMIT**

- An application for an Administrative Wireless Communication Facilities Permit should be filed with the Planning Department and appropriate fees paid.
- The Planning Director will make a decision on the completed application within fourteen (14) calendar days of receipt. This decision will be final and effective twenty (20) days following the date of the decision unless an appeal is filed in compliance with the Fountain Valley Municipal Code Chapter 21.60. A letter will be provided to the applicant describing the decision and any conditions of approval applicable to the project.
- A wireless communications facility that is not fully assimilated to its surroundings or co-located on an existing antenna or mounted on a light pole within the public right of way shall require approval of a conditional use permit by the Planning Commission.
- Satellite dishes smaller than 1.1 meter or less and located in a residential zone and 2.2 meters or less in a commercial/industrial zones in compliance with FVMC Ch. 21.28.080 are exempt from any Wireless Communications Facilities Permit or Conditional Use Permit.

#### **PROCEDURES: CONDITIONAL USE PERMIT**

- The Planning/Director may refer a request to the Planning Commission when the Director determines that the project's complexity or the public interest warrants the referral. The Planning Commission may determine that the application may be approved without a Conditional Use Permit or may determine that a full Conditional Use Permit is required. A separate application and fees are required for a Conditional Use Permit.



#### **City of Fountain Valley Planning Department**

10200 Slater Ave, Fountain Valley, CA 92708  
714-593-4425 | [planning@fountainvalley.org](mailto:planning@fountainvalley.org)



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#### **SUBMITTAL REQUIREMENTS:**

- Administrative Wireless Communications Facilities Permit:**
  - Name, address, email and telephone number of both the applicant and the owner of the communications facility.
  - Name, address, email and telephone number of the responsible person whom the City may contact at any time concerning the communications facility.
  - The applicant shall show legal authority to occupy and use for the purpose mentioned in the application, the streets, alleys, sidewalks or other public places where the excavation, placement, location or installation of the communications facilities is proposed to be made.
  
- Encroachment Permit:**
  - If the proposed wireless facility is to be located in a public right-of-way, prior to issuance of any Building Permits an Encroachment Permit will be required from the Public Works Department.
  - Contact the Public Works Department at 714-593-4433 for more information regarding the Encroachment Permit.
  
- Site Plan:**
  - A site plan drawn to scale.
  - Floor plan and or roof plan (if applicable) showing locations of proposed antennas and associated equipment.
  - Elevation drawings
  - Photo simulations
  - Three (3) full size set of architectural plans.
  - One (1) reduced set of plans (8 ½" x 11").
  - Coverage map indicating the area which will be served by the proposed communications facility and any significant gap which will be filled by proposed installation.
  
- Deposit:**
  - Prior to issuance of a building permit or encroachment permit for the facility, applicant shall provide a deposit or other security with the city for removal of the facility and any accessory wireless equipment if the facility is found to be abandoned or the facility is found in need of repair or graffiti abatement and reasonable notice and an opportunity to correct is provided.
  
- Fee:**
  - Administrative Wireless Communications Facilities Permit: \$1,740
  - Account # 11.3.31313.1.3527



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TO BE COMPLETED BY CITY STAFF ONLY

PERMIT NO.	DATE FILED:
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**PLEASE PRINT**

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	LEGAL DESCRIPTION	

### **PROJECT DESCRIPTION**


### **APPLICANT INFORMATION**

APPLICANT NAME	ADDRESS		
APPLICANT ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

### **PROPERTY OWNER INFORMATION**

PROPERTY OWNER NAME	ADDRESS		
PROPERTY OWNER ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

### **WIRELESS PROVIDER INFORMATION**

WIRELESS PROVIDER	ADDRESS		
CONTACT NAME	CITY	STATE	ZIP CODE
PHONE	EMAIL		



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#### **STANDARD CONDITIONS OF APPROVAL:**

(b) Conditions of Approval. Conditions of approval shall be imposed on any permit and architectural approval granted in compliance with FVMC 21.28.060. Permit shall not become effective until all applicable conditions of approval have been met. All conditions of approval shall be observed throughout the duration of the permit. Conditions shall include, but shall not be limited to the following:

(1) Indemnification. The applicant shall agree to indemnify, hold harmless and defend the city, its officers, agents and employees from any and all liability or claims that may be brought against the city from its approval of a permit.

(2) Terms of Lease. A letter outlining the terms of the lease, license or other agreement with the property owner shall be submitted to the city prior to issuance of a building permit for the facility. If the lease, license or agreement is extended or terminated, notice and evidence thereof shall be provided to the director. Upon termination or expiration of the lease, the use permit for the facility shall become null and void and the facility removed within ninety days.

(3) Certificate of Continued Use. Certificate of continued use of each approved facility shall be submitted on a yearly basis at the time of business renewal for as long as the facility remains in operation. The certification shall indicate that the facility is operating as approved and that the facility complies with the most current Federal Communications Commission (FCC) safety standards. Facilities which are no longer in operation shall be removed within ninety days after the date of discontinuation.

(4) Revocation. If no annual certification is provided, the use permit for the facility may be revoked by the director. Prior to revoking a permit, the director shall provide the owners of record written notice of their failure to provide the annual certification and an opportunity for hearing.

(5) Deposit. Prior to issuance of a building permit or encroachment permit for the facility, applicant shall be required to provide a deposit or other security with the city for removal of the facility and any accessory wireless equipment if the facility is found to be abandoned, the use permit is revoked by the director or the facility is found in need of repair or graffiti abatement and reasonable notice and an opportunity to correct is provided.

(6) Change of Ownership. Notice of change of ownership of the facility shall be provided to the city.

(7) Preliminary Engineering Report. Within ninety days of commencement of operation, applicant shall provide a preliminary report and/or field report prepared by a qualified engineer that shows the operation of the facility is in compliance with the standard established by the American National Standards Institute (ANSI) and Institute of Electrical and Electrical Engineers (IEEE) for safe human exposure to electromagnetic fields (EMF) and radio frequency radiation (RFR).



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(8) Changes and Modifications. All changes and modifications to an approved facility shall require prior approval by the city.

(9) Vandalism Repair. All graffiti and other forms of vandalism shall be promptly removed and/or repaired within twenty-four hours.

***Refer to Fountain Valley Municipal Code Chapter 21.28 Wireless Communications for further details.***