



New Wireless Communication Facilities (WCFs)

For a New (visible, disguised, or concealed) WCF, submit for a [Minor Commercial Final Site Plan](#) on our [Electronic Plan Review \(EPR\)](#) portal. After the Minor Site Plan is reviewed, submit the Construction Drawings (CDs) separately.

New WCFs are subject to the Zoning Ordinance [Section 715](#); Federal Communications Commission (FCC) 6409(a) exemptions do not apply to new WCFs. Based on a Zoning Review by Site Planning staff, you may be required to submit for a [Variance or Use Permit with the Zoning Division](#).

For Minor Commercial Site Plans ([see checklist](#)) the Minor Site Plan drawing sets should include the following:

- 1) Cover Sheet with scope of work, Assessor's Parcel Number (APN) & Address;
- 2) [Application](#);
- 3) Survey Sheet;
- 4) Site Plan, a "complete" Site Plan with property lines shown (drawn to scale) and new location coordinates of the WCF;
- 5) Elevation Sheet(s) showing proposed conditions;
- 6) Detail Sheets. Multiple detail sheets can be submitted (e.g. enclosures, diesel generator, or new ground mounted cabinets);
- 7) Enlarged plan view of the proposed WCF; and,
- 8) Enlarged plan view of the proposed enclosure;
- 9) Upload any clearance documents: [Floodplain Clearance](#) and/or FAA Clearance ([Form 7460-1](#)).

Advisory Comment: Disturbance of any existing vegetation may require additional review and possibly replacement of the vegetation. For undeveloped lots or parcels, a new wireless communications facility would be the primary use on the parcel and may require additional improvements beyond what is typically required for a wireless communications facility.

New Co-locations or Modifications to Existing WCFs

For new co-locations (pole or building mounted): antennas, arrays, dishes, or ground enclosure modifications on an existing WCF, a [Minor Commercial Final Site Plan](#) will be needed.

- Elevations must show both existing and proposed conditions.

New co-locations to WCFs are subject to the Zoning Ordinance [Section 715](#), and the FCC 6409(a) exemptions may or may not apply to the modified WCF. The FCC 6409(a) exemptions only apply when the maximum height or width increases by 20 feet or 10%, whichever is greater. Based on a Zoning Review by Site Planning staff, you may be required to submit for a [Variance or Use Permit with the Zoning Division](#). The same sheets are required as shown above for new Co-locates or Modified WCFs.