



ADMINISTRATIVE WIRELESS COMMUNICATION FACILITIES PERMIT

APPLICATION

INTRODUCTION

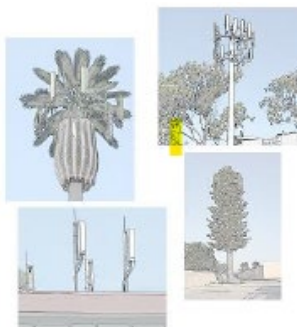
- ☐ Wireless Communication facilities that are fully assimilated to its surroundings, co-located on an existing antenna-supported structure may be approved with an Administrative Wireless Communication Facilities Permit. The purpose of the Administrative Permit is to provide the Community Development Director (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 shall be filed in-person with a Planner in the Community Development Department and appropriate fees paid. To schedule an appointment with a Planner, please contact the Community Development Department at the email or phone number below.
- ☐ The Director will make a decision on the completed application within thirty (30) 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 supporting structure shall require approval of a Conditional Use Permit (CUP) 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 a CUP.

PROCEDURES: CONDITIONAL USE PERMIT

- ☐ The 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 CUP or may determine that a full CUP is required. A separate application and fees are required for a CUP.



City of Fountain Valley
Community Development Department
10200 Slater Avenue
Fountain Valley, CA 92708 Tel: 714-593-4425
Email: planning.building@fountainvalley.org



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SUBMITTAL REQUIREMENTS:

Administrative Wireless Communications Facilities Permit:

- ☐ Name, address, email and telephone number for the applicant, property owner, wireless carrier, and the person responsible whom the City may contact at any time concerning the communications facility, should it be approved.
- ☐ 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.

Site Plan:

- ☐ A site plan drawn to scale.
- ☐ Roof plan (if applicable) showing locations of proposed antennas and associated equipment.
- ☐ Elevation drawings
- ☐ Photo simulations
- ☐ One (1) set of architectural plans (printed - 11" x 17" minimum)
- ☐ Coverage map indicating the area, which would be served by the proposed communications facility, and any significant gap, which will be filled by proposed installation.
- ☐ The applicant shall provide an electronic copy of the plans in a searchable PDF format; either by email or USB Flash Drive.

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.

Fee:

- ☐ See the [Fee Schedule](#) for up-to-date fees.

TO BE COMPLETED BY CITY STAFF ONLY



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PLEASE PRINT

		PERMIT NO.	DATE FILED:
ADDRESS/LOCATION		ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION		LEGAL DESCRIPTION	

PROJECT DESCRIPTION

APPLICANT INFORMATION

APPLICANT NAME	SIGNATURE		
APPLICANT ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME	SIGNATURE		
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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REVIEW AND APPROVAL:

FVMC 21.28.090

(d) Timeframe for Review.

(1) The city acknowledges federal and state shot clocks which may apply to a proposed wireless communication facility. Federal and state law provide time periods in which the city must approve or deny a proposed wireless communication facility. As such, the applicant is required to provide the city written notice of the expiration of any shot clock, which the applicant shall ensure is received by the city (e.g., overnight mail) no later than ten calendar days prior to expiration.

(2) All final decisions made pursuant to this chapter shall be in writing and based on substantial evidence in the written administrative record. The written decision shall include the reasons for any denial. The director may approve, or conditionally approve, an application only after the planning/building director makes the findings required in subsection.

(e) Findings. Approval of a wireless telecommunication facility shall require the following findings be made. These are in addition to any applicable sections or criteria outlined in this code. The planning commission or director shall determine that:

(1) There is adequate space on the property for the antenna and accessory wireless equipment without conflict with existing structures on the property, or reducing required parking, landscaping or other development standards;

(2) The design and placement of the antenna and accessory wireless equipment will not adversely impact the use of the property, other structures located on the property or the surrounding area or neighborhood;

(3) The antenna and accessory wireless equipment as proposed are consistent with the intent of this chapter and comply with the general standards for wireless telecommunication facilities and any special standards below; and

(4) The public right-of-way will not be adversely impacted and, for small cells, the proposed wireless telecommunications facility will comply with the adopted Small Cell Standards and Guideline Policy.

(f) Conditions of Approval. Conditions of approval may be imposed on any permit and architectural approval granted in compliance with this chapter. Permits shall not become effective until all applicable conditions of approval have been met. All conditions of



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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 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 parties, contact information and term 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 Community Development Director. Upon termination or expiration of the lease, the use permit for the facility shall be cancelled and the facility removed within ninety days.

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

(4) Noise Study. A noise study may be required subject to the determination by the Community Development Director. A noise study shall be prepared and certified by an engineer for the proposed facility and all associated equipment including all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators demonstrating compliance with the city's noise regulations. The noise study must also include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines.

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

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

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