

# LAND USE APPLICATION CHECKLIST - SMALL CELL FACILITIES ("SCF"), COLLOCATIONS AND ELIGIBLE FACILITIES REQUESTS ("EFR")

## INFORMATION:

An online **DRP – Base Application – Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to "File an Application" ([planning.lacounty.gov/how-do-i/file-an-application](https://planning.lacounty.gov/how-do-i/file-an-application)).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or [info@planning.lacounty.gov](mailto:info@planning.lacounty.gov).

## REQUIRED ITEMS

### 1. [Owner Acknowledgement Form](#)

### 2. Architectural Plans

Planning set must be drawn to either architect's or engineer's scale combined into one PDF. Include title sheet, site plans, and elevations. Depict the following:

- Project Address and Assessor's Parcel Number, or\_ latitude/longitude for ROW structures;
- Address, phone number and email address for owner, applicant, and agent;
- Name and contact information of the wireless carrier, if different from the applicant;
- Sheet Number(s);
- Date of Plans;
- Vicinity map;
- Revision Number(s);
- Scale, North Arrow, Dimensions;
- Scope of Work;
- Surrounding streets to the centerline, on-site access roads, elevations to depict height of structures, ROW cross section, etc.;
- Total cubic feet of installation (not to exceed 28 c.f. for a SCF); and
- Design standards, as instructed by the checklist, and a legend/key showing where the design standards are depicted on the plans.

### 3. Color Photos or Graphic Simulations

Color photos or graphic simulations of proposed facility "before" and "after."

### 4. Letter of Authorization

If proposed on private property, provide a letter from the property owner authorizing you to install the facility and act on behalf of property owner with regards to the Application.

### 5. Proof of Ownership

If the project site is owned by an LLC, corporation, partnership, or trust, an ownership disclosure is required. This disclosure must list the name and addresses of the principal owners (holding 25% or greater interest) and attach a copy of the recorded corporate articles of incorporation, partnership agreement, or trust document, as applicable.

### 6. Radio Frequency Emissions Reports

Radio Frequency Emissions (RFE) report that quantifies the radio emission levels generated by the facility within the coverage area. The RFE report shall include a cumulative analysis that accounts for other wireless facilities operated by others within the coverage area and lists the exposure levels for both pre and post-installation conditions.

### 7. FCC License or Permit

Copy of the FCC license or FCC Construction Permit applicable for the intended use of the proposed facility.

### 8. Fire Hazard Reports

If the facility to be installed is within a Fire Hazard Severity Zone as determined by Cal Fire

<https://osfm.fire.ca.gov/fhsz-maps>, a report that details measures employed to mitigate any fire hazards posed by the facility to surrounding vegetation and/or structures.

**9. Previous Approval(s), if applicable**

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**10. Historic Resource Assessment**

If the proposed facility will be located on property containing a historic resource, a Historic Resource Assessment may be required.

**11. Proof of insurance**

Operator of a facility shall maintain and require its subcontractors that perform any work pursuant to this approval to maintain substantially the same insurance as required of the Operator, insurance coverage as described below:

- **Commercial Automobile Liability Insurance** providing coverage for bodily injury, including death and property damage, with combined single limits of Two Million dollars (\$2,000,000) each accident covering all owned, non-owned and hired autos.
- **Commercial General Liability Insurance** with a limit of Five Million dollars (\$5,000,000) per occurrence for bodily injury and property damage and Five Million dollars (\$5,000,000) general aggregate including contractual liability and products and completed operations coverage. Such insurance shall (i) include the County its officers, and employees as additional insureds as their interest may appear under this approval, but only for Operator’s negligent acts or omissions; (ii) be primary for all purposes; and (iii) contain standard cross-liability provisions.
- **Workers' Compensation Insurance** with statutory limits, in accordance with the laws of the State of California, and employer's liability insurance with limits of One Million dollars (\$1,000,000) each accident/disease/policy limit. Operator shall require its insurer to waive all rights of subrogation against the County, its officers, agents and employees.

Insurance is to be placed with insurers with a Bests' rating as approved by County’s Executive Officer, but in no event less than a A.M Best rating of at least A-VII. Upon receipt of notice from its insurer, the Operator will provide the County with thirty (30) calendar days prior written notice of cancellation of any policy required herein. The insurance required hereunder shall be maintained until the facility has been removed from the project site.

Please indicate whether this application is for a  SCF  Collocation or  EFR

**12. Design Standards for SCF**

Small Cell Wireless Communications Facilities ("SCF"), as defined by the Federal Communications Commission ("FCC") (47 C.F.R. § 1.6002(l)), shall comply with the County of Los Angeles Department of Regional Planning (“Regional Planning”) design standards. The Director of Regional Planning retains the discretion to determine whether the proposed SCF is in compliance with the design standards set forth below. A maximum of one (1) SCF per support structure is allowed. The SCF approved hereby is a one-time approval and any future modification to the SCF will require a new application for Zoning Conformance Review (“ZCR”) by Regional Planning.

If the proposed SCF is to be mounted on an existing or new building/structure that is not in a public right-of-way, review the following design standards and confirm compliance by initialing each standard.

<b>Applicant’s Initials</b>	<b>BUILDING/STRUCTURE MOUNTED INSTALLATIONS (NOT IN PROW)</b> *A permit from DPW Building and Safety is required*
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	1. The SCF is concealed and designed to aesthetically match the existing or proposed structure or building, including colors. <b>(Depict on site plan with this corresponding numbered standard)</b>
	2. Any ground level equipment is placed on or inside the building or structure in an underground vault or otherwise disguised completely from view from the PROW. <b>(Depict on site plan with this corresponding numbered standard)</b>
	3. The overall height of the SCF does not exceed the height as defined in Section 22.14.230 for a “small cell facility.” <b>(Depict on site plan with this corresponding numbered standard)</b>
	4. The SCF is not placed within any required setbacks. <b>(Depict on site plan with this corresponding numbered standard)</b>
	5. The SCF complies with all County Building and Fire Codes relating to fire hazards and building safety.
	6. The SCF will continuously comply with and not exceed all FCC standards for radiofrequency emissions (RFE) for general population/uncontrolled exposure limits.
<p>With my initials above and signature below, I acknowledge, represent, and warrant that the proposed collocation will comply with the County's SCF design standards as set forth herein. Any misrepresentation or failure to comply with the SCF design standards may result in denial or revocation of authorization, in addition to other legal remedies available to the County. Incomplete applications may incur additional review and processing time. I further acknowledge, represent, and warrant that the proposed modification qualifies as a SCF as defined by the FCC (<a href="#">47 C.F.R. § 1.6002(l)</a>).</p> <p>Name: _____ For (company): _____</p> <p>Signature: _____ Date: _____</p>	

**13. Design Standards for Collocations**

If a collocation is proposed to be mounted on an existing structure, review the following design standards and confirm compliance by initialing each standard.	
<b>Applicant's Initials</b>	*A permit from DPW Building and Safety is required*
	1. The collocation is not placed within any required setbacks. <b>(Depict on site plan with this corresponding numbered standard)</b>
	2. The collocation conforms to all development standards pursuant to Section 22.140.760.E, including location, height, design standards, and safety.

	3. The collocation complies with all County Building and Fire Codes relating to fire hazards and building safety.
	4. The SCF will continuously comply with and not exceed all FCC standards for radiofrequency emissions (RFE) for general population/uncontrolled exposure limits.
<p>With my initials above and signature below, I acknowledge, represent, and warrant that the proposed collocation will comply with the County's design standards as set forth herein. Any misrepresentation or failure to comply with the design standards may result in denial or revocation of authorization, in addition to other legal remedies available to the County. Incomplete applications may incur additional review and processing time.</p> <p>Name: _____ For (company): _____</p> <p>Signature: _____ Date: _____</p>	

**14. Section 6409(a) Checklist for Eligible Facilities Requests**

<p>If an Eligible Facilities Request per Section 6409(a) of the Spectrum Act is for a proposed modification of an existing tower or base station, which may include a collocation, removal, or replacement of transmission equipment that does not substantially change the physical dimensions of such tower or base station, review the following design standards and confirm compliance by initialing each standard. If the Eligible Facilities Request is for a SCF in the public right-of-way, submit application directly to Department of Public Works (DPW). If the applicant cannot satisfy any of these standards below, the project is considered a substantial change and does not qualify as an Eligible Facilities Request.</p>	
<b>Applicant's Initials</b>	<p style="text-align: center;">*A permit from DPW Building and Safety is required*</p> <p style="text-align: center;">*If the tower or base station is located in the public right-of-way, a permit from DPW Road Encroachment is required*</p>
	<p>1. For a <u>tower on private or public property</u>, the proposed modification increases the overall height by no more than 10% or the height of one additional antenna array not to exceed 20 feet, whichever is greater. <b>(Depict on site plan with this corresponding numbered standard and include original and proposed dimensions)</b></p>
	<p>2. For a <u>tower on private or public property</u>, the proposed modification increases the overall width by no more than 20 feet from the edge of the tower, or no more than the width of the tower at the level of appurtenance, whichever is greater. <b>(Depict on site plan with this corresponding numbered standard and include original and proposed dimensions)</b></p>
	<p>3. For a <u>tower in the public right-of-way, or for a base station</u>, the proposed modification increases the overall height by no more than 10% or 10 feet, whichever is greater. <b>(Depict on site plan with this corresponding numbered standard and include original and proposed dimensions)</b></p>

	4. For a <u>tower in the public right-of-way, or for a base station</u> , the proposed modification increases the width by no more than six feet from the edge of the tower or base station. <b>(Depict on site plan with this corresponding numbered standard and include original and proposed dimensions)</b>
	5. The proposed modification will propose to install new equipment cabinets that will not exceed: ___ for a tower on private or public property, four new cabinets, or ___ for a tower on public right-of-way or base station, one new cabinet on the ground, if there are other existing cabinets present, with dimensions of no more than 10% increase in size of any existing cabinets on the ground. <b>(Depict on site plan with this corresponding numbered standard and include original and proposed dimensions)</b>
	6. The proposed modification does not alter or defeat existing stealth or other concealment elements of the tower or base station. <b>(Depict on site plan with this corresponding numbered standard)</b>
	7. The proposed modification will have its excavation entirely within the leased area, or, if located in the public right-of-way, in close proximity to the ground-mounted equipment <b>(Depict on site plan with this corresponding numbered standard)</b>
	8. The proposed modification does not violate any prior conditions of approval, except for conditions relating to height, volume, equipment cabinets, or excavation that are within the thresholds stated in items 1 through 7 above.
	9. The base station or tower is not within any required setback and the proposed modification does not encroach into any required setback. <b>(Depict on site plan with this corresponding numbered standard)</b>
	10. The base station or tower and the proposed modification complies with all County Building and Fire Codes relating to fire hazards and building safety.
	8. The base station or tower and the proposed modification will continuously comply with and not exceed all FCC standards for radiofrequency emissions (RFE) for general population/uncontrolled exposure limits.

With my initials above and signature below, I acknowledge, represent, and warrant that the Eligible Facilities Request will comply with the standards as set forth herein. Any misrepresentation or failure to comply with the design standards may result in denial or revocation of authorization, in addition to other legal remedies available to the County. Incomplete applications may incur additional review and processing time. I further acknowledge, represent, and warrant that the proposed modification qualifies as an Eligible Facilities Request as defined by the FCC ([47 C.F.R. § 1.6100\(b\)\(3\)](#)).

Name: \_\_\_\_\_ For (company): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Checklist Certification:** *I certify that all requested materials have been submitted with my application and the checklist is complete. I understand that failure to submit required information may cause delay. I also understand that additional items may be requested after the application is submitted and reviewed.*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT  
NAME: \_\_\_\_\_CHECK ONE:  Owner  Applicant  
 Agent

**Mailing Label and Ownership Map Authorization:** *I hereby grant the Department of Regional Planning authorization to provide the certified mailing list, mailing labels, ownership and vicinity maps as required by [Title 22 \(Zoning Ordinance\) of the Los Angeles County Code](#).*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT  
NAME: \_\_\_\_\_CHECK ONE:  Owner  Applicant  
 Agent