



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
www.encinitasca.gov
Phone: 760-633-2710
Email: planning@encinitasca.gov

WIRELESS COMMUNICATION FACILITY APPLICATION SUPPLEMENT

These items listed below must be completed and presented in their entirety at the required scheduled pre-submittal “Intake” appointment with the Development Services Department. You may contact the Development Services Department at (760) 633-2710 or at planning@encinitasca.gov to schedule your appointment. If these materials are found adequate at the initial intake appointment along with the items needed as part of the standard Planning Application, including all fees and deposits, **then a confirmation email will be sent to the applicant by the assigned Project Planner stating the project has been submitted. If no email is received, the project is not considered submitted.**

Once the application has been submitted, the application will be reviewed in conformance with Encinitas Municipal Code requirements, State Law requirements and Federal Regulations. Once the plans have been deemed complete, then a formal decision will be prepared and signed by the Development Services Planning Manager. All decisions are subject to a 15-day appeal period once the final decision has been approved by the Development Services Department.

All equipment associated with a new or modified wireless telecommunications facility (including the addition of a new emergency generator) shall be accompanied with a noise study demonstrating compliance with [Chapter 30.40 \(Performance Standards\)](#).

All wireless facilities located on City owned property shall first obtain a letter of authorization from the City prior to scheduling an “intake” appointment with the Development Services Department.

APPLICATION MATERIALS REQUIRED ([Section 9.70.080 of the Encinitas Municipal Code](#)):

All applications must include the following materials concerning the proposed wireless communications facility with the initial intake appointment. The city retains a third-party consultant, at the applicant’s expense, to review and assess technical data. All items need to be provided in a **PDF format** according to the City’s Document Submission Standards (<https://www.encinitasca.gov/government/departments/applications-and-information>)

- ☐ Planning Application (A), Application Supplement (S), Evidence of Legal Parcel (L), Disclosure Statement (D) (see Planning Application)
- ☐ Major Use Permit Supplement (Required for a Major Use Permit or Major Use Permit Modification)
- ☐ If the project is a qualified project under 6409(a) contained within the Middle-Class Tax Relief and Job Creation Act of 2012, please provide the documentation and evidence as to why.
- ☐ Emergency Generators qualifying under AB 2421 Section 65850.75 may be exempt from this process depending on their location and if they are “backing up” an existing wireless telecommunications facility. The emergency generator would, however, require a separate City Building Permit with proof of noise compliance through a noise study. Please indicate if your project qualifies under this provision.
- ☐ Wireless Deposit Check for Third Party RFE review and compliance.
- ☐ Current Vesting Grant Deed
- ☐ Preliminary Title Report with Current Owner Listed (6 mos. or less old at the time of the application submittal)
- ☐ Colored site photos

- ☐ Letter of Authorization(s) (required from the property owner(s) and cell provider if a representative consultant is processing the project)
- ☐ Project Plans (Site Plan, Floor Plans, Dimensioned Elevations, Antenna and Equipment Specifications, Required Signage Notification Specifications, etc.)
- ☐ Stormwater Intake Form
- ☐ Location (Site Address and Carrier Site Number) and Type of Facility
- ☐ Capacity
- ☐ Field strength or power density (include three copies of a Radio Frequency Emission (RFE) report). A cumulative report is required if multiple carriers are present on the subject location. All antennas proposed as well as existing antennas from other carriers need to be shown and accounted for in the RFE report.
- ☐ Calculated geographic service area (shown in a map format). This map shall clearly delineate the coverage area to be gained by the proposed wireless communications facility.
- ☐ A noise study demonstrating compliance with [Chapter 30.40 \(Performance Standards\)](#) of the Encinitas Municipal Code for the proposed or replaced equipment powering the proposed or existing wireless communications facility to be modified. Any exceptions shall be approved in writing by the Project Planner.
- ☐ Documentation that the Applicant/Permittee has obtained and is in compliance with all applicable licenses, permits or authorizations required by the Federal Communications Commission (FCC).
- ☐ Provide a map and description showing the location of all existing, proposed and anticipated wireless communications facilities in the Applicant/Permittee's network located in the city and within one-half mile of the City's corporate limit in any direction.
- ☐ A description of how the proposed facility fits into, and is a necessary part of, the Applicant/Permittee's network.
- ☐ If the proposal does not include collocation, written documentation of all efforts made to collocate at another site, and justification for the decision not to collocate.
- ☐ Show the location of the proposed wireless communications facility, relative to elementary schools, middle schools, child day care centers, hospitals and residential dwellings. Drawings shall include the locations of all elementary schools, middle schools, child day care centers, hospitals and residential dwellings within 100 feet of the antenna array. Provide a 100-foot radius (measured from the antenna face), around all proposed antennas on the project site plan.
- ☐ In the instance where a facility is proposed within 100 feet of an elementary school, middle school, child day care centers, hospitals and residential dwellings, the Applicant/Permittee shall submit a narrative description of alternative sites considered, if any, and include specific reasons these alternative sites were not chosen.