



STAFF APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE:** Staff signature will be provided at the time an EFP Checklist has been determined complete and approval of the EFP request has been granted.

## EFP CHECKLIST

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it may not be necessary to submit all of the listed materials. Consult with the Development Assistance Center if you have questions. Please do not submit your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist.

### **SECTION A: PRE-SUBMITTAL MEETING (NOT REQUIRED, BUT RECOMMENDED)**

- A meeting with a staff planner to discuss the project and required submittal materials.

### **SECTION B: SUBMITTAL REQUIREMENTS**

- A complete Application signed by the property owner or authorized representative (may be found on page 1 of this checklist).
- A complete Deposit Case Set-up form signed by the authorized representative.
- A completed Substantial Change Criteria Questionnaire form.
- A project description letter including the following information:
- An accurate chronological history of the project to include approval dates, City case numbers, and project description relating to any underlying project approvals or subsequent modifications.
  - An accurate project description detailing the proposed change in dimension, service, or attachments.
  - A narrative description and accompanying evidence to show how the project will satisfy the findings in Section 2-37.6-7 of the ZO for an EFP.

### **SECTION C: PROCESSING FEES**

- A deposit of \$1,500 is required for Planning Division review. You will receive a billing invoice after initial submittal to the Online Plan Submittal portal ([irvineready.com](http://irvineready.com)).

### **SECTION D: PROJECT PLANS**

- PDF-formatted construction quality plans of the proposed project wet stamped by a professional engineer, showing the entire proposed structure in plan and elevation views, all proposed changes in plan and elevation views, and all utility runs and points of contact. The plans must be drawn at 1" = 20' or a comparable scale, and shall include the following information:\*\*
- Location, dimensions, and height of the existing wireless facility.
- Location, type, dimensions, height, number, color, and technical specifications of proposed antennas and existing antennas.
- Location, type, dimensions, gross floor area, height, materials, and color of proposed equipment structure. Location of exhaust ports or outlets.

\*\* For facilities to be located on an existing structure, some items below may be waived during the discretionary pre-submittal meeting.

## **PROJECT PLANS** (continued)

- Location of existing and proposed power, telephone, and other utilities serving the site.
- Specific landscape, screening, and fencing materials. Landscape plans shall include size, species, location, distance apart, plus irrigation and maintenance plans.
- Proposed setbacks from property lines, nearest residential unit, and residentially zoned properties.
- Location of adjacent roadways and proposed means of access.
- Location and extent of any streams, wetlands, or landslide hazard areas on or within 100 feet of the underlying property.
- Lot size and lot coverage calculations for the underlying property.

## **SECTION E: SUPPORTING DOCUMENTS**

- Prior Approvals.* PDFs of the approved plans, both building permit and discretionary, photo simulations, staff report/resolution, and/or approval letters from the original discretionary approval along with the most recent discretionary approval affecting the project.
- Photo simulations showing the existing condition and proposed changes. Photos of the existing facility at the time of application, if the modification includes the addition of antennas. Identify all carriers using the facility.
- An assessment of noise that shows compliance with City noise standards if new equipment cabinets, generators, or any other ground equipment components are being proposed.
- Noticing materials per Section 2-23-1 of the ZO. Noticing shall be required only in the event an applicant appeals a decision made by the Community Development Department to deny an EFP. In such case, the EFP shall go before the Planning Commission for review and action.

## **SECTION F: OBJECTIVE STANDARDS**

- The following notes shall be added to the cover sheet of the plan set:
  - Each such repaired, replaced, or modified facility shall demonstrate compliance with the City's applicable building, structural, electrical, and safety codes.
  - Each such repaired, replaced, or modified facility shall demonstrate compliance with the City's Noise Ordinance, pursuant to Section 3-8-2 of the ZO.
  - Each such repaired, replaced, or modified facility shall comply with the Federal Communication Commission regulations regarding radio frequency emissions, as they may be amended from time to time.
  - Each such repaired, replaced, or modified facility shall not prevent the City of the Irvine from having adequate spectrum capacity on the 800 MHz radio frequencies used by the City. If notified by the City's Police Department that operation of such repaired, replaced, or modified facility is impeding the City's use of the 800 MHz radio frequencies used by the City, the applicant shall modify the operation of such repaired, replaced, or modified facility to eliminate any material interference.

## **OBJECTIVE STANDARDS** (continued)

- The applicant shall pay all charges related to the processing of the EFP within 30 days of the issuance of the final invoice for this project. Failure to pay all charges shall result in delays in the issuance of required permits or may result in the revocation of the approval of this application.
  - Any EFP may be reconsidered by the original approval authority at the end of a specified time period (to be no less than ten (10) years) from the date of the original permit approval. Items to be reviewed may include, but are not limited to, conformance with all conditions of approval, availability of new technologies, conformance with the concealment elements imposed on the repaired, replaced, or modified facility, operation of the repaired, replaced, or modified facility in its intended manner, conformance with all applicable radio frequency standards and regulations (as they may be amended from time to time), and compliance with the City's Noise Ordinance.
- Each such repaired, replaced, or modified facility shall comply with the conditions of approval applicable to the facility as it existed immediately prior to the proposed repair, replacement, or modification.
- Each such repaired, replaced, or modified facility shall demonstrate compliance with all applicable development standards specified in the zoning district (Chapter 3-37) of the ZO in which the project is located.

## **SECTION G: OBJECTIVE CONCEALMENT STANDARDS**

- The request demonstrates compliance with all applicable Objective Concealment Standards as specified in Chapter 3-8-5.3 of the ZO. EFP requests processed pursuant to Chapter 2-37.6 of the ZO shall not result in a reclassification of an existing facility to a higher antenna class level (i.e., Class 3 to a Class 6 or Class 6 to a Class 11).
- Notes have been placed on the cover sheet of the EFP plan set listing all concealment elements from Chapter 3-8-5.3 of the ZO that apply to the facility based on its antenna classification.