

**WIRELESS COMMUNICATIONS FACILITIES WITHIN COUNTY HIGHWAYS  
SUBMITTAL PACKAGE PREPARERS/REVIEWERS CHECKLIST**

*The County of Orange Wireless Communications Facilities Within County Highways Ordinance encourages collocation of wireless communications facilities, and requires the use of natural and architectural screening in a manner that is compatible with the existing development policies and constraints that have been applied uniformly and historically throughout the unincorporated area.*

*The County of Orange Wireless Communications Facilities Within County Highways Ordinance is limited to the review of the location and aesthetic development of wireless communications facilities and establishing reasonable time, place and manner limitations. These regulations comply with the Communications Act of 1934, as amended by the Telecommunications Act of 1996, applicable regulations of the Federal Communications Commission, and state law. These regulations are not intended to unduly restrict the development of necessary wireless communications facilities or conflict with existing public utility franchises. These regulations are designed to be consistent with the County’s authority to regulate County highways pursuant to the Streets & Highways Code and Vehicle Code, and do not supersede such authority.*

ELEMENTS OF SUBMITTAL PACKAGE		SATISFIED			COMMENTS
		YES	NO	N/A	
<b>CONSTRUCTION PLANS</b>					
Scale of not less than “one inch is forty (40) feet,” aerial photos and/or renderings may augment the overall plan view					
1	Date of preparation and last revision				
2	Project name				
3	Vicinity Map				
4	Location Map				
5	Street address and Assessor Parcel Number (APN) of site				
6	Proposed or existing lease area (include dimensions)				
7	Site boundary				
8	Site dimensions				
9	Scale and North Arrow				
10	Title block with developer/owner name and preparer name and contact information.				
11	Indicate pole number, height, and material type (wood/concrete/steel) on plans.				
12	All buildings and outdoor use areas, both existing and proposed, including utilities, water, and sewer, either public or private shall be labeled and clearly distinguishable. All building footprint dimensions and lot line setbacks should be shown; include approximate building heights.				
13	Adherence to Public Works Maintenance Access requirements including provision of a 20 foot clear zone from the channel hinge point or flood wall to the right of way/property line. Where only one maintenance road exists, a 5 foot clear zone walking path shall be provided on the opposite side of the channel (if applicable).				
14	Location and width of all interior roads or driveways and existing and proposed driveway entrances and exits onto public and private roadways. Clearly indicate traffic flow patterns.				

15	Zoning district boundaries of the subject property and adjacent properties (clearly label all districts).				
16	Indicate all building uses within 300 feet of proposed facility. Indicate location and distance from the proposed tower to residences on both the subject property and adjacent properties.				
17	All existing natural features of the subject property, including two-foot contours, cropped areas, woodlands, lakes, ponds, streams (including intermittent streams), significant drainage courses, general areas of slopes in excess of 20 percent, flood zones, and wetlands. For woodland areas, identify the dominant species and the approximate average height of trees in the area.				
18	Identify other significant features, such as existing lighting, signs, and refuse dumpsters.				
19	Indicate possible future expansion areas (if anticipated).				
20	Scaled elevation drawing of the proposed tower and the location and elevation of each proposed antenna array, future anticipated arrays, and lighting (if required by FAA, FCC or building code).				
21	Schematic of the primary antenna orientation (azimuth)/downtilts.				
22	Certification that the proposed project complies with all Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) rules and regulations.				
23	"Wet" signature(s) and stamp(s) of Licensed California Professional Engineer on all sheets of final set.				
24	Underground Service Alert including contact information.				
25	Index of all package sheets.				

MASTER PLAN		SATISFIED			COMMENTS
		YES	NO	N/A	
26	<p>An applicant may elect to submit a master plan that contains more than one (1) wireless communications facility. The Master Plan may contain new towers, collocations or a combination of both. The facilities contained in the Master Plan shall meet all requirements set forth in this section and an encroachment permit shall be issued for each wireless communications facility. If the Master Plan proposes a deviation from any performance or site development standard, it shall demonstrate to the satisfaction of the Director that it would be technically infeasible to meet such standard. The Director shall make the following findings prior to final section:</p> <ul style="list-style-type: none"> <li>a) It has been demonstrated that adherence to applicable zoning regulations will make one (1) or more of the wireless communications facilities contained in the Master Plan technically infeasible.</li> <li>b) It has been demonstrated that adherence to applicable zoning regulations will make one (1) or more of the wireless communications facilities contained in the Master Plan technically infeasible.</li> <li>c) The proposed wireless communications facilities in the Master plan are the least intrusive means by which to locate and design the facilities.</li> </ul>				

27	Subsequent to approval of a Master Plan, any proposed deviation to a wireless communications facility contained in that Master Plan shall make that facility subject to section 6-6-1, unless an alternative approval process for deviations has been specified in the approved Master Plan.				
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WIRELESS FACILITY DESIGN STANDARDS		SATISFIED			COMMENTS
		YES	NO	N/A	
28	The applicant shall demonstrate to the satisfaction of the Director that the wireless communications facility is the least intrusive means by which to locate and design the facility. "Least intrusive means" means that all new wireless communications facilities and substantial change shall be designed to minimize aesthetic and visual impacts, and shall include appropriate stealth or camouflage techniques given the proposed location, design, visual environment and nearby uses and/or structures. Wireless facilities shall be located in areas where existing topography, vegetation, buildings or other structures naturally conceal the facility. An applicant may be required to provide an alternative site and design analysis and demonstrate why other suitable locations do not exist.				
29	New towers shall be stealth when adjacent to or within one hundred (100) feet of residential and commercial districts as measured from the parcel line.				
30	A new tower visible by a motorist driving on a scenic highway (including landscape corridors and viewscape corridors as defined in the Orange County General Plan) shall be stealth and placed or constructed so that the entire wireless facility is below any major ridgeline (as defined by the General Plan or Specific Plan).				
31	If the applicant demonstrates to the satisfaction of the approving authority that stealthing the facility is infeasible then the applicant shall be required to camouflage the facility.				
32	Modifications to existing wireless communications facilities shall match the level of stealth or camouflage of the facility, as applicable.				
33	All new wireless communications facilities shall collocate on an existing wireless communications facility or other existing structures to the maximum extent feasible.				
34	Wireless communications facilities are prohibited in all center street medians.				
35	All transmission equipment and associated enclosures for new wireless communications facilities and substantial changes shall be designed to include appropriate stealth or camouflage techniques given the proposed location, design, visual environment, and nearby uses and/or structures. In addition, it shall also be situated in a manner that utilizes existing natural or man-made features including, but not limited to, topography, vegetation, buildings or other structures to visibly conceal it from roads and residences.				

36	Ground-mounted transmission equipment and associated enclosures for new wireless communication facilities and substantial changes shall be located either underground or completely within a fenced area. Such fence shall not exceed a maximum height of six (6) feet unless the applicant demonstrates a valid safety consideration that justifies a taller fence. No transmission equipment or associated enclosures shall protrude above the fence. Any chain link fence shall be concealed with landscaping that extends the full length and width of the fence. If technically infeasible to locate the structures underground or within a fenced area, they shall be designed to include appropriate stealth or camouflage techniques given the proposed location, design, visual environment, and nearby uses and/or structures.				
37	All pole-mounted or wireless tower-mounted transmission equipment shall be mounted as close as technically feasible to the pole or tower so as to reduce the overall visual profile, and shall be painted with non-reflective colors and textured to match the support pole or wireless tower.				
38	On all new wireless communication facilities and substantial changes, all cables, jumpers, conduits and other connections between transmission equipment and/or associated structures shall be either completely enclosed or placed underground to the maximum extent feasible.				
39	All wireless communications towers shall be designed to prevent climbing within the first twelve (12) feet from the ground.				
40	All wireless communications towers shall be constructed from concrete, steel, or wood.				
41	All wireless communications facilities shall be painted or treated with non-reflective colors to provide concealment of the facility and to minimize visual disruption.				
42	No tower shall exceed the maximum permissible height for structures in the immediately adjacent zoning district.				
43	A tower located adjacent to or within one hundred (100) feet of a residential or commercial district as measured from the parcel line, or across the street and within the ultimate right-of-way if greater than one hundred (100) feet, shall be designed to the lowest feasible height to reasonably achieve the applicant's technical objective.				
44	There shall be a minimum of three hundred (300) feet between any two wireless communications facilities. This separation requirement does not apply to collocated equipment.				
45	Unless the County explicitly allows otherwise on a case-by-case basis, no sign shall be attached to the facility, except signs that identify the wireless communications facility owner and/or operator, and are required to comply with state or federal law.				
46	Lighting shall be prohibited unless otherwise required under Federal Aviation Administration ("FAA") regulations. Applicants shall install only timed or motion-sensitive lights and design all lights associated with the wireless communications facility so that direct light rays shall be confined to the premises.				

47	The facility shall comply with all applicable FAA requirements of Part 77 of Title 14 of the Code of Federal Regulations regarding installations close to airports, and the State Aeronautics Act (Part 1 (commencing with Section 21001) of Division 9 of the Public Utilities Code). If a proposed wireless communications facility is within an Airport Planning Area, the Director shall submit the application to the County Airport Land Use Commission (ALUC).				
48	Any permit application that includes a request for a deviation from any performance or site development standard shall demonstrate to the satisfaction of the Director that it would be technically infeasible to meet such standard. The Director shall make the following findings prior to final action: <ul style="list-style-type: none"> <li>a. It has been demonstrated that adherence to applicable zoning regulations will make the project technically infeasible.</li> <li>b. The proposed wireless communications facility is the least intrusive means by which to locate and design the facility to the extent feasible.</li> </ul>				
49	A grounding system including grounding electrodes (rods), a ground ring(s), radial (counterpoise) conductors, either individually or in combination. (Note: To provide the best possible protection, a combination of all items should be used. Actual design should be determined based on lightning exposure, soil resistivity, as well as location and design of site.)				
50	Location and height of associated support equipment/structures. Equipment either within fenced and landscaped planter, or underground, or on rooftop. Maximum allowable height of fence is six (6) feet.				
51	Traffic control plan for tower construction prepared in accordance with the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD).				
52	Written report, signed/sealed by Licensed California Professional Engineer or Surveyor, of findings as to the proximity of the site to flood hazard areas.				

PUBLIC NOTICE		SATISFIED			COMMENTS
		YES	NO	N/A	
New towers and substantial changes to existing wireless communications facilities shall be subject to a public notification process.					
53	If the wireless communications facility will be located within one thousand (1,000) feet from a military installation, within special use airspace, or beneath a low-level flight path as defined by California Government Code section 65940, the applicant shall be required to comply with California Government Code section 65944.				
54	At time of encroachment permit application submittal for the installation of new tower or substantial change to an existing wireless communications facility, the applicant shall distribute and provide evidence of the distribution of a "Notice of Application" by registered mail to owners of abutting and adjoining properties, properties located across				

	the highway from the abutting and adjoining properties, applicable resident organizations and homeowners associations. The "Notice of Application" shall include a description and photo simulation of the proposed wireless communications facility, name and phone number and email address of contact person for applicant, listing of requests for deviation(s) from site development standards and instructions on how to submit comments/questions.				
55	Applicant shall also post the "Notice of Application" at the proposed installation site				

SUBSTANTIAL CHANGE		SATISFIED			COMMENTS
		YES	NO	N/A	
Any modification to a wireless communications facility or any collocation to an existing structure that substantially changes the physical dimensions of the existing facility or structure. Shall have the same meaning as the term "substantial change" or "substantially change" as defined in Title 47, Code of Federal Regulations, section 1.40001(b)(7), as may be amended, which is any of the following criteria:					
56	It increases the height of the tower or base station by more than 10% or 10 feet, whichever is greater				
57	It protrudes from the edge of the structure more than 6 feet				
58	It involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets				
59	It entails any excavation or deployment outside the current site of the tower or base station				
60	It does not comply with conditions associated with the prior approval of construction or modification of the tower or base station unless the non-compliance is due to an increase in height, increase in width, addition of cabinets, or new excavation that does not exceed the corresponding "substantial change" thresholds identified above.				
61	<b>Minor Change</b> - Any modification to an existing wireless communications facility or any collocation to an existing structure that does not meet the definition of substantial change.				