



TELECOMMUNICATION FACILITIES APPLICATION INSTRUCTIONS (TELECOM PERMIT)

MBMC CHAPTER 13.02

CITY OF MANHATTAN BEACH COMMUNITY DEVELOPMENT
DEPARTMENT

DEFINITION

Telecommunication facilities are facilities used or related to the provision of telecommunications including but not limited to, wires, optical fiber, antennae, cabinets, pedestals, transmitters, repeaters, cellular transmission or relay sites and other telecommunications related equipment. (13.02.020)

GENERAL INFORMATION

The following are the procedures and regulations for telecommunication facilities. Telecommunication facilities are encouraged to be located on existing utility poles or other facilities in the public right of way, with the exception of The Strand and walk streets. The Director of Community Development or his or her designee shall have the authority to issue such a permit administratively as long as the facility complies with all Federal, state, and city wide department regulations.

TYPES OF FACILITIES

Public Right-of Way

A. Standard Facilities

A "Standard Facility" may be approved by the Director of Community Development **without** notice. A Standard Facility is any telecommunications facility located in the right of way which complies with **all** of the following criteria (13.020.030C):

1. Only existing utility poles or light standards are used.
2. The proposed telecom facility is at a lower elevation than the highest existing utility transmission lines, equipment or facility.
3. The size of an individual antenna is the smallest based on available technology, not to exceed 36 inches in height, 12 inches in width and 2 inches in depth;
4. The total number of antennas does not exceed four.
5. The size of any vault, cabinet or other equipment shall be the smallest or least amount based on available technology, not to exceed 48 inches in height.
6. No exterior facility lighting or fencing unless required by federal regulations or by the Director for safety purposes.



7. The telecommunications facility is adequately integrated into the existing utility pole or light standard, including but not be limited to: matching paint color, planting landscaping materials, or installing a hardscape or other material that will help blend and disguise the facility as best as possible.

B. Non-Standard Facilities

A Non-Standard facility is any facility which does not comply with the criteria listed above. The Director may issue a permit administratively for a Non-Standard Facility. Notice shall be given to all property owners within five hundred (500) feet of the proposed location of a pending application both prior to and after a final decision of the Director. No published notice shall be required. Non-Standard facilities are subject to additional conditions which may be imposed by the Director or Planning Staff. (13.02.030D)

C. Facilities on Walk Streets and The Strand

Telecommunication facilities are not permitted within the right of way of a walk street or The Strand unless there are no other feasible sites available for the facility (feasibility study may be required). (13.02.030E)

D. Non-Telephone Telecommunications Facilities

Any entity which does not have a "CPCN" or "WRI" from the California Public Utilities Commission as a telephone company and wishes to install any kind of telecommunication facility in the public right of way must obtain a franchise and approval from City Council. (13.02.040)

E. Franchise Required for Other Utilities

The placement of any utility in the public right of way, with the sole exception of telephone lines, shall require a franchise to be approved by City Council. Any franchised utility is required to obtain an encroachment or right of way construction permit. Each utility shall receive an equal playing field to ensure a level playing field for competing enterprises. (13.02.050)

City Property

Any telecommunication facilities wanting to locate on public property belonging to or in the possession of the City, must obtain consent from the City Council. City Council may require rent or some form of compensation for the use of said area. All applications should be submitted to the City Manager's office for review. Once submitted, public notification will be provided to property owners within five hundred (500) feet of the proposed site and the decision of City Council regarding the lease or use of property shall be final. (13.02.060)

Telecommunication Services by Franchised Cable Operators

Cable Television franchises shall not permit any other activity other than what it is authorized by their franchise agreement. Any entity that is franchised to provide cable television services within the City and has received their "CPCN" or "WRI" as a telephone company and wishes to provide additional telecommunication



services must amend its franchise agreement to include authorization to provide such a service and obtain permits required under 13.02.030. (13.02.070)

Underground Utility Districts

Any telecommunication facility may be required to locate new and existing equipment underground if information of an underground utility district is pending. If an underground utility district is approved the City may ask the owner of the facility to relocate, place underground, or remove any equipment at the owners expense upon the formation of a underground district. (13.02.080)

Private Property and Public Property Not Owned by the City

All telecom permits applied for under this section shall be administrative permits to be issued by the Director of Community Development and will follow the same process as telecom permits within in the right of way. There shall be no telecom permits issued for a facility in which is located on non-commercially zoned parcels (RS, RM, RH, RPD, RSC, and PS districts) unless there are no other feasible sites (feasibility study may be required). (13.02.090)

SUBMITTAL REQUIREMENTS

The following materials shall be submitted with an application request for a telecommunications facility/permit:

1. Completed Master application form and applicable fees.
2. A request letter describing the proposed facility and intent of the project.
3. A list or chart that shows how the proposal is in compliance with all of the applicable provisions of Chapter 13.02 of the MBMC.
(<https://www.citymb.info/home/showdocument?id=139>)
4. Site plan, and vicinity map, dimensioned and to scale, which shall include distance from the proposed telecom facility and equipment to the nearest residential building(s) on any adjoining private property (10 foot minimum required), and shows all adjacent private and public right of way improvements. (survey may be required);
5. **4 Full Size Sets** of Elevation drawings and construction plans
6. Color renderings, or photographs including simulations or computer generated images or non-site mock-ups showing the existing and proposed site conditions (unless waived by staff);
7. An updated wireless master plan, detailing the exact nature, coverage areas/maps and location of all existing and proposed future facilities (anticipated build-out) within the City, if applicable;
8. Provide verification that the proposed facility complies with all applicable rules, regulations, and licensing requirements of the FCC. Provide a copy of the "CPCN" or "WRI" including a report which quantifies the project's radio frequency (RF) exposures and compares them to the FCC adopted standards;



9. Provide information demonstrating compliance with applicable building, electrical, mechanical and fire codes and other public safety regulations;
10. Provide a study evaluating the feasibility and availability, of alternate sites;
11. A construction schedule showing start and end dates, project milestones, and Emergency contact information to the satisfaction of the Director prior to issuance of the permit;
12. Radius Map Packet-(Required for most proposed facilities, except for Standard Facilities within the right of way).
Two sets of labels of property owners' names and addresses within 500' of the subject property keyed into the map (City to place on envelopes), 1 photocopy of labels, a map scaled to no smaller than 1"-300' with a 500' radius drawn around the subject and keyed into the labels, and a completed preparers affidavit.
13. Projects located within the Coastal Zone may require submittal of a Coastal Development Permit which has additional requirements.
14. Provide a copy of the current lease agreement with the City or the current property owner if applicable.
15. Additional information as may be required by staff.

When you have the required information has been put together set up an appointment with Planning staff to review the application PRIOR to formal submittal. Projects located within the Coastal Zone may require submittal of a Coastal Development Permit. After staff reviews the plans and materials for completeness and obtains approval from other City Departments, staff will determine on how to process the telecom permit request. If the proposed location is not within the City Council authority, the Director shall prohibit, limit, or approve the placement of new or additional facilities in the right of way. Please reference Chapter 13.02.030G for complete standards on the review process.

If you have any questions, please call the Planning Division at (310) 802-5520, set up an appointment with Planning staff, visit the city's web site at www.citymb.info, or visit the Community Development counter between 7:30AM and 5:30PM, Monday through Thursday or between 7:30AM and 4:30PM, on Fridays.

