



ADMINISTRATIVE SIGN OFF:

ADMINISTRATIVE CLEARANCE: WIRELESS TELECOMMUNICATIONS FACILITIES

This Section For Department of City Planning Use Only

Case Number: _____

Condition Number(s): _____

Site Address: _____

Carrier: _____

For Modification Of Antenna And Associated Equipment

- Administrative Sign Off
- Administrative Plan Approval (6409(a))

Notes: _____

Reviewed and accepted by the undersigned on this date: _____

Print Name: _____

Signature: _____

PRE-FILING REVIEW: Applicants for WTFs must make an appointment with the wireless coordinator at City Planning’s Metro Development Services Center, prior to application filing, in order to determine the appropriate review process. The following basic materials are required for this review:

1. Two sets of plans (11” x 17” reduced size).
2. A copy of any original decision letter or other entitlements that are relevant to the proposed project.

ZA MEMORANDUM NO. 130 (September 3, 2013) defines policies and procedures to implement the federal Middle Class Tax Relief and Job Creation Act of 2012 (“Act”). Section 6409(a) of the Act applies to collocation, removal, or modification of equipment on an existing wireless tower or base station facility where substantial change in physical dimensions of said facility does not occur. The following basic materials are required for this review:

1. Two sets of plans (11” x 17” reduced size).
2. A copy of any original decision letter or other entitlements that are relevant to the proposed project.

3. Photo-simulations.
4. If the project meets the review standards for Administrative or Administrative Plan Approval (as specified in ZA Memorandum 130) fees related to the review procedures per Article 9, Section 19.01 E of the LAMC must be paid at the time of review.
5. Request letter from the applicant indicating the project's scope of work.

SPECIALIZED QUESTIONS: The items below cover important information which will help acquaint City Planning staff with your request. The information is required but should not be considered as a limitation upon material to be submitted, and the applicant is encouraged to include any additional material you feel is relevant. In the space below, or on separate paper if necessary, complete the following:

1. What type of WTF is proposed (rooftop antenna, monopole, tower, etc.)? _____
2. Height:
 - a. What is the height of the existing structure? _____
 - b. What is the height of the proposed project (including WTF equipment)? _____
3. Will there be an emergency generator? YES NO
 If YES, specify location, type and size (i.e. fuel/kw): _____
4. Is screening proposed/existing? YES NO
 If YES, describe type: _____
5. Describe type and location of ancillary equipment (e.g. cabinets etc.): _____

6. What is the total square-footage of your leased area? _____
7. Sector/Equipment Breakdown: Complete this table following the format given in the example:

Sector " <i>Example</i> "	Sector ____	Sector ____	Sector ____
4 Antennas 4 RRUs 1 GPS 1 Microwave Dish <p style="text-align: center;">Northerly side</p>			