



**WIRELESS TELECOMMUNICATION FACILITIES  
(CUP/WIRE) PERMIT APPLICATION CHECKLIST  
FOR SMALL WIRELESS FACILITIES**

An in-person appointment with planning staff is required when submitting a wireless telecommunications facilities permit application and when re-submitting a previously submitted application that was deemed incomplete. Please call the Planning Division at (818) 597-7328 to make an appointment.

This checklist sets forth the application requirements for small wireless facilities.

A checkmark on this checklist only serves to document the items received by the City that will be reviewed for completeness. Upon review, there may be additional items required based upon the unique characteristics of the site and specific project proposed. City staff will follow-up with a letter documenting incomplete items, if any.

- One (1) completed Wireless Planning Application
- One (1) Right-of-Way Agreement
- One (1) completed Encroachment Permit Application with insurance listing the City as additional insured, and appropriate endorsements.
- One (1) completed Building & Safety Permit Worksheet
- One (1) completed Business License for the contractor
- Filing fee and deposits for Planning/Engineering/ Building & Safety Divisions.
- A digital copy of all the documents in a PDF format.
- One (1) copy of the written project narrative.

**Construction Drawings**  
[1 planning/2 engineering/2 building & safety]  
The applicant shall submit true and correct construction drawings electronically and on plain bond paper, prepared and signed and stamped by a California licensed registered civil and/or structural engineer, depicting all the existing and proposed improvements, equipment and conditions related to the proposed project. They shall include:

- **Site Plan/Survey**.....  
The site plan shall be signed and stamped by a California licensed and registered surveyor and shall include the following minimum information:
  - Name and street address and Assessor's Identification No. of the project;

- Name, address, telephone number, date of plan and wet stamp of the architect or other licensed professional who prepared the plans;
- Name, address and telephone number of the applicant;
- Vicinity Map locating the proposed development or use;
- Scale: 1" = 40 feet and north arrow (an alternate scale may be used if allowed by the Planning Division);
- All existing boundaries, right-way and/or property lines, encroachments, buildings, walls, fences, structures, public street improvements, including but not limited to, wet and dry utilities, sidewalks, curbs, street trees, street lights, storm drain structures, etc. within 200 feet from the proposed project site;
- Show existing topography on site and within 200 feet beyond site boundaries, including contours, trees, drainage courses, streets, trails, open space, slopes, etc.;
- Property boundaries, dimensions and area (square feet and acres);
- Type, location, dimensions and total square footage of existing and proposed structures, clearly labeled;
- Building setback dimensions from all property lines and adjacent structures;
- ADA compliance dimensions if proposed structures are proposed within the public walkways.
- Location and dimensions of walls and fences;
- Location and identification of existing on-site and off-site trees;
- Locations and dimensions of existing and proposed landscape planters and total square footage of each planter;
- Benches, trash cans, mailboxes, kiosks and other street furniture;
- Proposed parking areas, including location, dimensions, and specifications for parking spaces, aisles, and driveway throats;
- Location of street light poles, decorative poles, traffic signals, permanent signage, and on-site lighting standards;
- Location and dimension of existing and proposed curb cuts on the site, within fifty (50) feet of the project boundaries, and across the street from the site;
- Location, identification, and dimensions of easements on, adjacent to, or otherwise affecting the property;
- Dimension from property line to center of adjacent streets;
- Identification and dimensions of existing and proposed sidewalks, curbs and streets, driveways, parkways, curbs, gutters and storm drains;

- Width and configuration of streets lanes, including striping, left turn pockets and median identification from which the proposed development has access;
  - Type and color of paving materials proposed, including scored concrete and other enhanced pavement;
  - Location of above-ground utility lines, vaults, transformers and other facilities; and encroachments
  - Fire hydrants, roadside call boxes and other public safety infrastructure.
- **Exterior Elevations** .....
    - Scale: ¼" = 1' min.;
    - All elevations shall be shown, indicating proposed and existing colors & materials;
    - Height and width of buildings; and
    - Proposed wall sign locations, if applicable.
  - **Roof Plan** .....
    - Scale: ¼" = 1' min.;
    - Roof Pitch; and
    - Cross-section of parapet wall and roof-mounted equipment.
  - **Cross Sections** .....
 

The cross-sections apply to building details as well as screen walls details. They should include but are not limited to exterior transitions between construction materials, roof overhangs, walls depths, most important penetration points, architectural features.

    - Scale: 3/4"=1' min.;
    - Provide dimensions.
- Three (3) complete sets of detailed specifications for the antennas and related equipment, including size, shape, materials, color(s), construction, anchoring, wiring, etc.**
  - Three (3) complete sets of before and after colored photo simulations.**

Minimum size of each photo simulation must be 8.5x11 inches. The photos shall be taken from widely varied locations, with an accompanying map showing where each photo was taken. All elements of the proposed project must be shown in one or more close-in photo simulations.
  - Three (3) copies of an RF Emission Report**
  - Three (3) copies of the wireless provider's CPCN**
  - Three (3) copies of a Site Agreement partially executed**
  - Three (3) copies of the property owners' permission on the application or as a separate document noting that the property owner has reviewed the plans and agrees to the maintenance program.**
  - Three (3) copies of an Acoustic Analysis**
  - Three (3) copies of the Location Justification**
  - Three (3) copies of the Liability Insurance Certificate for the site**

- Three (3) copies of the View / Line of Sight Study**  
A View / Line of Sight Study may be required to show the screening of a project and to analyze the impact of the proposal on views or a scenic corridor. This study is required for those projects visible from the Ventura (U.S. 101) Freeway, and may be applicable to other locations.
- Three (3) copies of an Oak Tree Report.....**  
**(For oak trees within 250 feet of the project boundaries)**  
An Oak Tree Report, prepared by a certified arborist with experience with oak trees, will be required for those projects that could result in the impact of or removal of existing oak trees. Refer to Section 9657 and Appendix A of the City Municipal Code pertaining to Oak Tree Report Requirements.
- Three (3) copies of Traffic Control Plan**  
A Traffic Control Plan, prepared by a state licensed traffic engineer for any proposed work that requires temporary or permanent encroachment into the public right-of-way or roadway system. Plans shall be in conformance with the latest version of the California MUTCD, unless otherwise approved by the City Engineer.
- Street Improvements Plans**
- Other** .....
- Fees for 2019:**
  - **Planning**
    - **WIRE Permit** \$500
    - **Environmental Review** \$812
  - **Consultant** \$5,000
  - **Engineering**
    - **Encroachment** \$147
    - **Sidewalk Cut** \$182
    - **Trench 1-25 Ft** \$522
    - **Traffic Control Plan** \$1,772
  - **Building and Safety**
    - **Plan Check Review** 2x(\$233/hr)
    - **Building Permit** upon approval
    - **Electrical Permit** upon approval

**DECLARATION**

I hereby certify that the plans and information provided present all of the data and information required by this checklist, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist and any incompleteness letter may result in this application not being accepted as complete for filing and/or processing. This application is being signed under penalty of perjury by a person of legal authority to bind the applicant and the project owner.

Signature .....

Staff Initials .....