



**WIRELESS
TELECOMMUNICATION
FACILITIES PERMIT**

**(CUP/WTF) APPLICATION CHECKLIST—SHORT FORM
(SECTION 6409(A) OF THE SPECTRUM ACT)**

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 (818) 597-7328 to make an appointment.

This checklist sets forth the application requirements for an eligible facilities request to modify an existing wireless telecommunications facility pursuant to Section 6409(a) of the Spectrum Act (short form). A checkmark on this checklist only serves to document the items submitted, which items are subject to further review by staff for determination whether the item is complete and whether the project qualifies for Section 6409(a) processing. It also identifies during the preliminary review additional items potentially 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.

The minimum requirements for filing an application for a Section 6409(a) modification to an existing Wireless Telecommunications Facility Permit/Conditional Use Permit (short form) are listed below.

- One (1) copy of the completed Master Planning Application.
- Filing fee and deposits.
- A digital copy of all the documents in a PDF format.
- One (1) copy of the Burden of Proof.
- Three (3) copies of the completed *Supplemental Application Form for Wireless Sites—Short Form*, with three (3) copies of each required attachment, unless a larger number is specified on this checklist.
- The *Supplemental Application Form for Wireless Sites—Short Form* requires a complete description of the proposed modification to an existing wireless telecommunication facility. That complete description must include sufficient information to justify a finding that the proposed project qualifies as an eligible facilities request for a modification of an existing wireless tower or base station that does not substantially change the physical dimensions of such tower or base station in accordance with Section 6409(a) of the Spectrum Act and federal regulations (47 C.F.R. § 1.40001).
- Three (3) copies of the property title report.
- Three (3) copies of the completed environmental questionnaire.

DATE _____

- Three (3) complete sets of plans per the Conditional Use Permit submittal requirements. Each set shall be stapled together as a single package and folded to 8½"X11".
 - All plans shall be drawn on uniform sheets, no larger than 24"X36". All plans/maps shall be clearly labeled with sheet title, project case number, name and location.
 - Sheets shall be reserved for the approved resolutions and conditions of approval.
 - Development Plans shall be prepared by an architect or civil engineer licensed to practice in the State of California.
 - **Site Plan**
The site plan shall include the following minimum information:
 - 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 Department);
 - Property boundaries, dimensions and area (square feet and acres);
 - Location, dimensions and total square footage of existing and proposed structures, clearly labeled;
 - Building setback dimensions from all property lines and adjacent structures (show partial outline of structures on adjoining parcels);
 - Type and use of each structure, both proposed and existing;
 - 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;
 - Proposed parking areas, including location, dimensions, and specifications for parking spaces, aisles, and driveway throats;
 - Location of street light poles 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;
 - Width and configuration of streets, 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;
- Name and street address and Assessor's Parcel 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; and
- Name, address and telephone number of the applicant.
- Show existing topography on site and within 200 feet beyond site boundaries, including contours, trees, drainage courses, streets, trails, open space, slopes, etc.

- **Floor Plan**
 - Scale: ¼" = 1' min.;
 - Room identification;
 - Room and building dimensions with fixed and movable fixtures indicated.
- **Exterior Elevations**
 - Scale: ¼" = 1' min.;
 - All elevations shall be shown, indicating proposed and existing colors & materials;
 - Height and width of buildings;
 - Proposed wall sign locations, if applicable; and
 - Please provide (1) full size black line set and (1) reduced to 8.5"x11" color set.
- **Roof Plan**
 - Scale: ¼" = 1' min.;
 - Roof Pitch;
 - 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 interesting 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 required plans reduced to 11"X17".
- Three (3) complete sets of before and after colored photo simulations. Minimum size of each photo simulation must be 8 ½ by 11 inches. The photos shall be taken from widely scattered positions, 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.

One (1) copy of the Color & Material Board

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 (US 101) Freeway, and may be applicable to other locations.

ADDITIONAL SUBMITTAL REQUIREMENTS

Any of the following items may be required, based on further review of the application:

- Three (3) copies of the hydrology report.
- Three (3) copies of the grading plan.
- Three (3) copies of the geological/geotechnical report.
- Three (3) copies of a conceptual landscape plan if applicable showing existing trees and all proposed landscaping, concealment and screening with a discussion of how the chosen material at maturity will screen the site.
- 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.
- Mock-up / Staking and Flagging
 A mock-up may be required to show the height and mass and the impact of the proposal on views or a scenic corridor.
- If it is determined that the project does not qualify for Section 6409(a) treatment, then applicant must provide all additional information required for a Wireless Telecommunication Facility Permit (Long Form Supplemental Application).
- Other

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