



City of Camarillo

Department of Community Development

WIRELESS COMMUNICATION FACILITY Application

SUBMITTAL	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: comdevemail@cityofcamarillo.org	Staff Use	Project Type	Checklist	Project No. _____
			<input type="checkbox"/> CUP	A	Received by _____
			<input type="checkbox"/> CUP Admin Mod	B	Date Filed _____
			<input type="checkbox"/> CUP Mod	B	HTE No. _____
			<input type="checkbox"/> Admin Permit	AC	Fee _____
			<input type="checkbox"/> Admin Mod	AC	(Attach receipt to application)

PROCESS	<p>CUP: New wireless communication facilities <u>not</u> in the public right-of-way. (CMC 19.76.040A.1)</p> <p>CUP Administrative Modification: Collocations on or modifications to existing wireless communication facilities <u>not</u> in the public right-of-way that <u>do not</u> constitute a substantial change. (CMC 19.76.040B.1)</p> <p>CUP Modification: Collocations on or modifications to existing wireless communication facilities <u>not</u> in the public right-of-way that constitute a substantial change. (CMC 19.76.040B.2)</p> <p>Administrative Permit: New wireless communication facilities in the public right-of-way. (CMC 19.76.040A.4)</p> <p>Administrative Modification: Collocations on or modifications to existing wireless communication facilities in the public right-of-way. (CMC 19.76.040B.3)</p>
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INSTRUCTIONS	<ul style="list-style-type: none"> ➤ Prior to submittal of the application, it is advised that the applicant submit a Pre-Application to the Department of Community Development to ensure the project complies with Ordinance requirements. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development. ➤ <u>An appointment must be scheduled to submit your application</u> to the Department of Community Development. Appointments may be scheduled Monday through Friday, 8am-3pm. ➤ Agenda reports will be emailed to all applicants and representatives.
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APPLICANT	APPLICANT _____ Contact Person _____
	Email (required) _____
	Address _____ City _____ State _____ Zip _____
	Phone (8 am – 5 pm) _____ Cell _____ Fax _____
	ENGINEER/ARCHITECT _____ Contact Person _____
	Email (required) _____
	Address _____ City _____ State _____ Zip _____
	Phone (8 am – 5 pm) _____ Cell _____ Fax _____
	PROPERTY OWNER _____ Contact Person _____
Email (required) _____	
Address _____ City _____ State _____ Zip _____	
Phone (8 am – 5 pm) _____ Cell _____ Fax _____	

REQUEST	Description of proposed project being applied for: _____ _____ _____ _____ _____ Is the project located in the public right-of-way: Yes No
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PROPERTY DESCRIPTION	Property Location _____ Assessor's Parcel No. _____ Cross Street(s) _____ Legal Description _____ Property Acquired (date) _____ Dimensions of Parcel: Width _____ Depth _____ Current Zoning _____ Parcel Area _____ General Plan Designation _____ Current Use of Property _____ Related Applications _____										
UTILITIES	<table border="0"> <tr> <td><u>Utility Services:</u> Location / Size of Line</td> <td><u>Source:</u> Company / Agency</td> </tr> <tr> <td>Water _____</td> <td>_____</td> </tr> <tr> <td>Electricity _____</td> <td>_____</td> </tr> <tr> <td>Gas _____</td> <td>_____</td> </tr> <tr> <td>Sanitation _____</td> <td>_____</td> </tr> </table>	<u>Utility Services:</u> Location / Size of Line	<u>Source:</u> Company / Agency	Water _____	_____	Electricity _____	_____	Gas _____	_____	Sanitation _____	_____
<u>Utility Services:</u> Location / Size of Line	<u>Source:</u> Company / Agency										
Water _____	_____										
Electricity _____	_____										
Gas _____	_____										
Sanitation _____	_____										
EXISTING / PROPOSED SITE FEATURES	Access _____ Parking Spaces _____ Loading Spaces _____ Proposed Grading _____ Existing Features (please describe existing and proposed changes) Buildings _____ Topographical / Vegetation _____ _____ Existing Building Square Footage _____ Proposed Building Square Footage _____ Building Coverage _____ % of Site Landscaping _____ % of Site Paving _____										
BUILDINGS	Building Height _____ Building Materials: Roofing _____ Walls / Colors & Materials _____ Windows / Tint / Frames _____ Trim / Color & Materials _____ Type of Construction _____										

THIS SUPPLEMENTAL QUESTIONNAIRE MUST BE COMPLETED FOR ALL PROPOSED COLLOCATIONS ON AND MODIFICATIONS TO EXISTING WIRELESS COMMUNICATION FACILITIES

SUPPLEMENTAL QUESTIONNAIRE

Height

Height of existing facility: _____

Height of proposed facility: _____

Height increase: _____

Percent increase: _____

Width

Width of existing facility: _____

Width of proposed facility: _____

Width increase: _____

Cabinets

Number of existing cabinets: _____

Number of new cabinets proposed: _____

Would the proposal involve excavation or deployment of equipment outside the current wireless communication facility site? (i.e.: outside the lease boundaries or outside the proximity of the footprint of ground mounted equipment within a public right-of-way.)

Would the proposal defeat the originally approved stealth or camouflaged design elements?

Would the proposal violate any existing, approved conditions of approval?

Would the proposal alter access, parking, or landscaping from that shown on the approved site plan?

Would the proposal replace the wireless tower or foundation?

APPLICANT SIGNATURE

NOTE: An application may be filed only by the owner of the property, or by a person with written owner's authorization, or by the attorney-at-law representing the owner.

- I am the owner of the property.
- I have the authority to file this application from the property owner authorizing the application and a copy of the authorization is attached.
- I am the attorney-at-law representing the owner and a copy of the authorization is attached.

I/We, _____, being duly sworn do depose and say that I/we am/are the owner(s) or applicant herein named and that the foregoing statement and answers herein contained and the information herein submitted are in all respects true and correct to the best of my/our knowledge and belief.

Signature **Name (Please print)** **Date**

CHECKLIST

- No project application will be considered complete unless the following items are provided. Additional materials may be required depending on the nature and location of the request. If you have any questions on the required submittal items, contact the Department of Community Development. Refer to page 6 for a description of the application items.
- In addition to the following items, each application must complete the applicable checklist(s) on page 5.

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Completed Application (pages 1-5)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Development plans (folded and collated) Number of copies required: _____
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Required items on Checklist: A / B / C (circle all that apply)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Approved Post-Construction Stormwater Management Plan (PCSMP)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing fees
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Environmental Assessment Questionnaire
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	8½" x 11" reduction of the development plans
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	300-foot radius map
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of property owners within 300 feet * (one copy plus 2 sets on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Certification of property owners list
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of adjoining property owners (one copy plus 1 set on self-adhesive labels – see sample.) Required if project is not exempt from CEQA
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of adjoining occupants (one copy plus 1 set on self-adhesive labels – see sample.) Required if project is not exempt from CEQA

CONTINUE TO PAGE 5 FOR ADDITIONAL CHECKLIST ITEMS THAT ARE REQUIRED TO BE SUBMITTED.

➤ All wireless communication facilities and modifications require additional submittal items under CMC section 19.76.050, based on the type of application applied for. Consultation with staff is advised to determine which checklist(s) apply. Other information may be required by the Director of Community Development in order to demonstrate that the proposed facility will not be detrimental to the public health, safety or welfare. No project application will be considered complete unless all required materials are provided. Refer to pages 7-8 for a description of the application items.

CHECKLIST A	New Facility NOT in the Public Right-Of-Way	Staff Use	LIST
		<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd. <input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Evidence of Legal Authority Property Owner Consent Statement of Purpose Alternative Sites Analysis Collocation Statement Height Certification Photo-Simulations Installation Explanation Radio Frequency Exposure Compliance Report Noise Study Landscape and Irrigation Plans Deposit for Third Party Peer Review Other _____
CHECKLIST B	Modification or Collocation on Existing Facility NOT in the Public Right-Of-Way	Staff Use	LIST
		<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd. <input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Evidence of Legal Authority Property Owner Consent Photo-Simulations Installation Explanation Radio Frequency Exposure Compliance Report Noise Study Landscape Plans Deposit for Third Party Peer Review Other _____
CHECKLIST C	New Facility, Modification or Collocation on Existing Facility IN the Public Right- Of-Way	Staff Use	LIST
		<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd. <input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Items required in Checklist A Evidence of right to install facility in the public right-of-way Complete Encroachment Permit application Executed Right-of-Way Agreement Written Authorization from Utility Company for Collocation Additional information on site plan required under CMC 19.76.050.C.5. Plan of all conduit locations Landscape and Irrigation Plans Approved Long-Term Landscape Maintenance Agreement Traffic Visibility Analysis Other _____

APPLICATION ITEM DESCRIPTIONS

DEVELOPMENT PLANS

The development plans shall include site plans, floor plans, exterior elevations, building sections and roof plan. The site plan shall show any existing wireless communication facilities with all existing transmission equipment and other improvements; the proposed facility with all proposed transmission equipment and other improvements; legal boundaries of the property surrounding the proposed facility; any access or utility easements related to the site; all areas proposed for landscaping, parking, circulation, loading, pedestrian areas, building areas, walls and grading. The site plan shall be supported by scale, north arrow, legend, title, engineer’s name and address, information and data (such as lot coverage percentages, number of parking spaces, zone classification, etc.), easements, setback dimensions, and property dimensions. **Development plans shall be 24” x 36” collated, stapled, and folded.**

Number of copies: 20 sets required, except an Administrative Modification requires 5 sets.

MATERIALS BOARD

The materials boards shall indicate the colors, finishes and textures for walls, trim, roofs, paint, glass, window frames, and walls. **The maximum size of a materials board shall be a flat 9” x 15”.** Once submitted, the materials board will be kept on file with the Community Development Department.

POST CONSTRUCTION STORMWATER MANAGEMENT PLAN (PCSMP)

(Electronic copy on CD plus one hard copy)

For developments identified in the Ventura County Municipal Stormwater Permit (Order 2010-0108), a Post Construction Stormwater Management Plan (PCSMP) shall be submitted along with applicable attachments as identified in the PCSMP. Refer to page 10 for list of developments that are required to submit a PCSMP. The PCSMP form can be downloaded from the City of Camarillo’s website at www.cityofcamarillo.org. The PCSMP must be submitted to the Public Works Department for review and approval before acceptance of the application. The Public Works Department will require an electronic copy as well as one hard copy of the PCSMP and related attachments. For more information on the PCSMP, contact the City’s Stormwater Program Manager at 805.383.5659.

RADIUS MAP

A radius map is required for a public hearing item. The map shall be prepared on a single sheet with a scale of 1” equals 100 feet or as appropriate for the size and configuration of the subject parcel. The parcel shall be shown with a dark boundary along with all parcels within 300 feet of the subject parcel. The 300-foot radius line shall be indicated and any parcel within the area shall be identified with a number or letter to be keyed into a listing of the property owners. The map shall indicate the name of the person who prepared the map, the date of preparation, north arrow, scale, the application number, and for whom the map was prepared. Accuracy is important to ensure that all persons are notified. Two copies of the map are required.

LISTING OF PROPERTY OWNERSHIP (1 copy plus 2 sets on labels)

A listing indicating the owner’s name and address of each of the parcels within the 300-foot radius of the subject parcel as identified on the radius map shall be submitted along with the map. The listing of the property ownerships shall be taken from the latest equalized assessment rolls from the County Assessor’s office and a statement of certification by the person who prepared the listing and the map shall be attached. The list shall be printed on self-adhesive address labels (according to the sample). The label shall include the reference number or letter from the map, the Assessor’s parcel number, then the owner’s name and full address, including the ZIP code. A copy of the list shall be provided for reference with the certification statement attached.

LISTING OF ADJOINING PROPERTY OWNERS AND ADJOINING OCCUPANTS (1 copy plus 2 sets on labels)

A complete ownership and occupant list (printed on self-adhesive labels – according to the sample) and a map indicating all abutting properties shall be submitted.

Evidence of Legal Authority. Evidence that the applicant has all current licenses and registrations from the FCC, the CPUC, and any other applicable regulatory bodies necessary to provide wireless communication services utilizing the proposed wireless communication facility.

Property Owner Consent. A copy of the fully executed lease, license, or other instrument granting the right to use the proposed location or a letter from the record owner of the property consenting to the application.

Statement of Purpose. A written statement that includes: (a) a description of the technical objectives to be achieved; (b) an annotated topographical map that identifies the targeted service area to be benefitted; (c) the estimated number of users in the targeted service area; and (d) full-color signal propagation maps with objective units of signal strength measurement that show the applicant's current service coverage levels from all adjacent sites without the proposed site, predicted service coverage levels from all adjacent sites with the proposed site, and predicted service coverage levels from the proposed site without all adjacent sites.

Alternative Sites Analysis. A map that indicates existing, identifiable wireless communication facilities within a one mile radius of the proposed location of the new wireless communication facility, and an explanation of why collocation on these existing facilities, if any, is not feasible. This explanation must include such technical information and other factual justifications as are necessary to document the reasons why collocation is not a viable option. The applicant must provide a list of all existing structures considered as alternatives to the proposed location, together with a general description of the site design considered at each location. The applicant must also provide a written explanation for why the alternatives considered were unacceptable or infeasible, unavailable, or not as aesthetically desirable as the proposed location. This explanation must include such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable, or not as aesthetically desirable as the proposed location. If an existing wireless communication facility is listed among the alternatives, the applicant must specifically address why the modification of such wireless communication facility is not a viable option. The written explanation must also state the radio frequency coverage and capacity needs and objectives of the applicant, and must include maps of existing coverage and predicted new coverage with the proposed facility.

Collocation Statement. A statement that the proposed wireless communication facility is available for collocations, or an explanation of why future collocation is not technically feasible or potentially available.

Height Certification. A certification prepared by a licensed engineer that provides technical data sufficient to justify the proposed height of any new monopole or building mounted facility.

Photo-Simulations. Photo-simulations showing the proposed facility in context of the site from reasonable line-of-sight locations from public streets or other adjacent viewpoints, together with a map that shows the location of each view angle.

Installation Explanation. A detailed explanation of the manner of installation of the proposed facility.

Radio Frequency Exposure Compliance Report. A radio frequency (RF) report prepared and certified by an RF engineer acceptable to the city that certifies that the proposed facility, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits. The RF report must include the frequency and power levels (in watts ERP) for all existing and proposed transmitters at the site and exhibits that show the location and orientation of all transmitters and the boundaries of areas with exposures in excess of the uncontrolled/general population limit and the controlled/occupational limit.

Noise Study. A noise study prepared and certified by an engineer for the proposed facility and all associated equipment including all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators demonstrating compliance with the city's noise regulations. The noise study must also include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines.

Landscape and irrigation plans. Must be in compliance with the City's Landscape and Irrigation Guidelines and the City Water Efficient Landscape Ordinance.

Deposit. A cash or other sufficient deposit for any third party peer review determined by the Director of Community Development to be necessary to ensure compliance with the technical requirements of this chapter.

APPLICATION ITEM DESCRIPTIONS FOR CHECKLISTS A, B, AND C

Evidence of right to install facility. The applicant must provide a written justification for the claimed right to permanently install a facility in the public right-of-way. In cases where the applicant claims a right based on a franchise or a certificate of public convenience and necessity (CPCN) issued by the CPUC, a copy of the franchise agreement or CPCN must be provided, including a copy of the certified environmental document from the CPUC covering the applicant’s proposed wireless communication facilities within the city, including all mitigation measures as required by the CPUC pursuant to the required environmental analysis. Any applicant that, prior to 1996, provided communication service under administratively equivalent documentation issued by the CPUC may submit copies of that documentation in lieu of a CPCN.

Complete encroachment permit. A complete application for an encroachment permit is required under Chapter 13.04, if any proposed facility may impact traffic.

Executed right-of-way agreement. Submit an agreement or proof that the applicant has previously entered into such right-of-way agreement with the city and that such agreement remains valid.

Written authorization from utility company. Required for the collocation on a streetlight pole, utility pole, or other utility apparatus.

Additional information on site plan. The site plan must illustrate the following information within 150 feet of the proposed wireless communication facility:

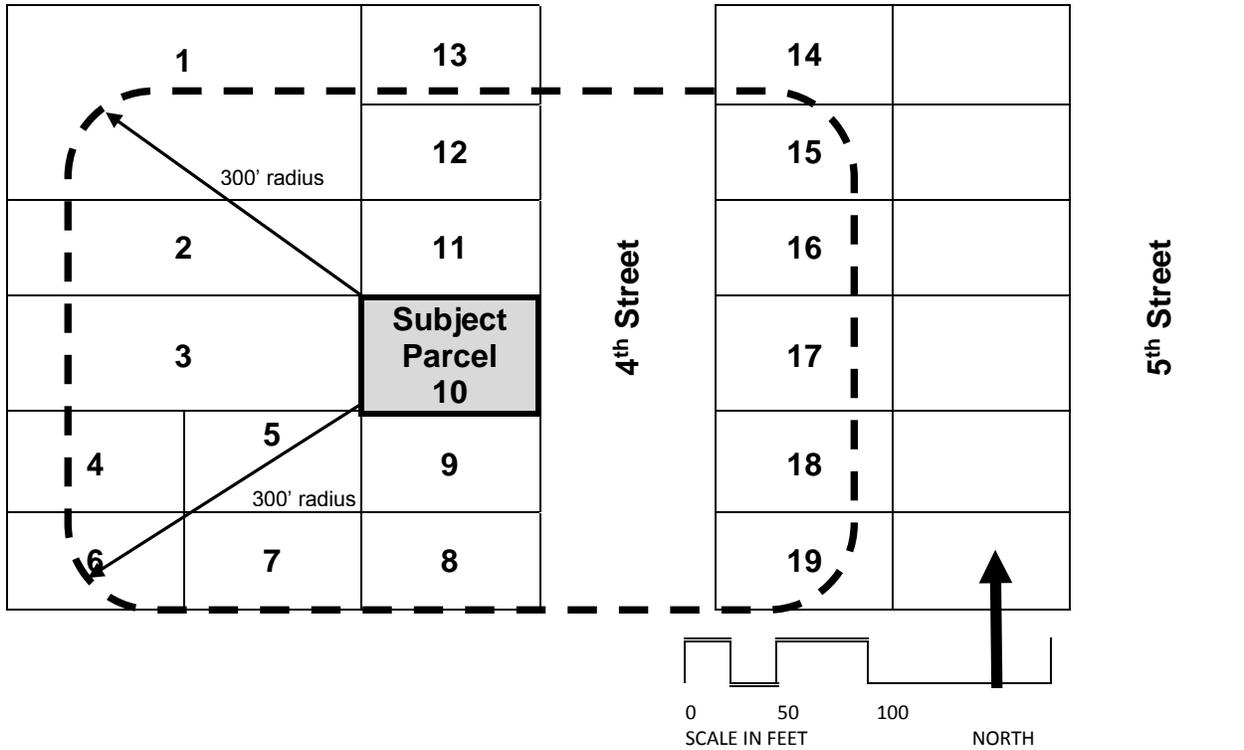
- a. The distances between all proposed and existing wireless communication facilities and all other infrastructure within the public right-of-way such as other existing transmission equipment, utility poles, light poles, fire hydrants, bus stops, traffic signals and above and below ground utility equipment vaults.
- b. The distance and location of adjoining property lines and easement boundaries abutting the public right-of-way, curbs, driveway approaches, easements, walls, existing utility substructures, and parkway trees from the wireless communication facility.
- c. The immediate adjacent land uses and building locations.
- d. The dedicated width of the public right-of-way.
- e. The location of all existing sidewalks and parkway landscape planters.

Plan of all conduit locations. Plan must show conduit locations between the proposed wireless communication antennas and the infrastructure necessary to operate the antennas.

Approved Long-Term Landscape Maintenance Agreement. The applicant must provide copy of the agreement with the property owner.

Traffic Visibility Analysis. Demonstrate that the proposed equipment location and landscaping will not impede vehicular visibility at any adjacent intersection or driveway.

SAMPLE 300 FOOT RADIUS MAP AND LABELS



SAMPLE PROPERTY OWNERS LABELS

(Use for 300' Radius Property Owners, Adjoining Property Owners, and Adjoining Occupants)

Use the following format for address labels:

#1/A. 123-1-456-789 JOHN Q PUBLIC 555 4 TH STREET CAMARILLO CA 93010	= Reference to map # (or letter) and Assessor's Parcel # = Property Owner's Name = Street Address = City State and Zip (in ALL CAPS, no punctuation, 2 spaces after state)
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#1 [Enter first address label here]	#2 [Enter second address label here]	#3 [Enter third address label here]
#4 (etc.)		
Identification label goes on the bottom right label Type information in ALL CAPS	Applicant Name → Project Name → Type of Labels →	RW CONSTRUCTION MAJESTY HOMES 300' RADIUS LABELS

Please indicate in type of labels if they are **300' Radius Property Owners, Adjoining Owners** OR **Adjoining Occupants**



CITY OF CAMARILLO STORMWATER QUALITY REQUIREMENTS

The following types of developments are subject to **post construction** stormwater quality mitigation identified in the Ventura County Municipal Stormwater Permit (Order 2010-0108) and will be required to submit a **Post Construction Stormwater Management Plan (PCSMP)** with the project application. *The PCSMP template is available on the City's website. If there are any questions, project applicants should contact the City of Camarillo Stormwater Manager at 805.383.5659 for PCSMP requirements.*

A copy of the Stormwater Permit can be obtained from the Los Angeles Regional Water Quality Control Board at www.swrcb.ca.gov/rwqcb or call the City's Stormwater Program Manager at 805.388.5359. Guidance for complying with the requirements can be found in the July 2011 Ventura County Technical Guidance Manual for Stormwater Quality Control Measures (TGM) downloadable at www.vcstormwater.org.

NEW DEVELOPMENT PROJECTS
1. Development projects equal to 1 acre or greater of disturbed area that adds more than 10,000 square feet of impervious surface area.
2. Industrial parks with 10,000 square feet or more of total altered surface area.
3. Commercial strip malls with 10,000 square feet or more of impervious surface area.
4. Retail gasoline outlets, automotive service facilities, or restaurants with 5,000 square feet or more of total altered surface area.
5. Parking lots with 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces.
6. Streets, roads, highways, and freeway construction of 10,000 square feet or more of impervious surface area (see Section 2 of the TGM for specific requirements).
7. Projects located in or directly adjacent to, or discharging directly to an Environmentally Sensitive Area (ESA), where the development will (a) discharge stormwater runoff that is likely to impact a sensitive biological species or habitat; and (b) create 2,500 square feet or more of impervious surface area.
8. Single-family hillside homes (see Section 2 of the TGM for specific requirements). Hillside means property located in an area with known erosive soil conditions, where the development will result in grading on any slope that is 20% or greater.
REDEVELOPMENT PROJECTS
Redevelopment projects that fall within categories (1) through (8) above, and that conduct land-disturbing activities that result in the creation, or addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site. Existing single-family dwellings and accessory structures are exempt from the redevelopment requirements unless they create, add, or replace 10,000 square feet of impervious surface area. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of facility or emergency redevelopment activity required to protect public health and safety.

If a project's development application was deemed complete for processing prior to October 11, 2011, it may not be subject to the above requirements but would instead comply with Stormwater Quality Urban Impact Mitigation (SQUIMP) requirements identified in the 2002 Technical Guidance Manual. Contact the City's Stormwater Program Manager at 805.383.5659 for more information.