CITY of CALABASAS

RECEIVED
JAN 06 2015
COMMUNITY DEVELOPMENT
PLANNING DEPT

Community Development Department
Planning Division
100 Civic Center Way
Calabasas, CA 91302
T: 818.224.1600

www.cityofcalabasas.com

Wireless Telecommunication Facility Application

Prior to submittal of this application, it is advised that the applicant review the requested proposal with Planning Division Staff in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

PROPERTY LOCATION AND ZONING (print or type)

Property Address: 26791 Agoura Road Zip Code: 91302
Assessor's Parcel No(s): 2064-021-012
Cross Streets: Agoura Road and Lost Hills Road
HOA:

GENERAL INFORMATION

Carrier / Wireless Provider: Verizon Wireless
Address: 15505 Sand Canyon Ave, Bldg D, 1st Floor
City: Irvine State: CA Zip Code: 92618
Phone: 949-286-7000 Fax:
Cell / Other Phone: E-mail:

Applicant: Lindsay Ortega, Core Development Services
Applicant is: ___ Carrier / Wireless Provider X Representative ___ Other:
Address: 2749 Saturn Street
City: Brea State: CA Zip Code: 92821
Phone: 714-293-3139 Fax: 714-333-4441
Cell / Other Phone: E-mail: lhorn@core.us.com

Property Owner: Dollinger Lost Hills Associates
Address: 555 Twin Dolphin Drive
City: Redwood City State: CA Zip Code: 94065
Phone: 605-508-8666 Fax:
Cell / Other Phone: E-mail:

TO BE COMPLETED BY PLANNING DIVISION STAFF

Application Processing
File No(s):
Date:
Staff Initials:
Fees:
Receipt No:

TYPE OF REVIEW REQUESTED (Please check all applicable boxes)

X	Wireless Telecommunication Facility Permit (same as a conditional use permit)	Required for a) new facilities, b) expansion of an existing facility, c) the installation of additional antennas, larger antennas or more powerful antennas, and d) when one or more new bands of service area activated.
___	Zoning Clearance	Required for minor modifications of an existing approved facility, and does not meet the criteria above for a Wireless Telecommunication Facility Permit.
___	Site Plan Review	Required for projects that involve activities identified in section 17.62.060 of the CMC.
X	Administrative Plan Review	Required for projects that involve activities identified in section 17.62.090 of the CMC.
___	Oak Tree Permit	Required for all facilities within the protected zone of any protected oak tree or scrub oak.
X	Scenic Corridor Permit	Required for all facilities located within a designated Scenic Corridor.
___	Variance	Required for projects that involve activities identified in section 17.62.080 of the CMC.

DESCRIPTION OF PROJECT: (Be as specific as possible, attach sheets if necessary)

Proposed modification to an existing rooftop wireless communications facility consisting of: replacing six (6) panel antennas, installation of six (6) RRUs, three (3) power/fiber demarcation boxes, installation of new hybrid cables in existing cable tray, and the replacement of one (1) equipment cabinet. The existing lease area and the height of the facility will remain unchanged. The antennas and equipment cabinets will continue to be screened from view behind FRP screening and the existing roof lines.

PROPERTY CHARACTERISTICS AND ZONING

Legal Description: (attach sheets if necessary)

Lot 5 of Tract No.32952 in the City of Calabasas, County of Los Angeles, State of California, as per map recorded in Book 1081, pages 30 to 34, in the office of the County Recorder of Said County.

Parcel Size: _____ Width: _____ Depth: _____

Average Slope: _____

Are Oak Trees Present on Lot: ___ Yes X No
(if no skip impact question)

Are any Oak Trees impacted by proposal: ___ Yes X No
(If yes, please describe on attached sheets)

General Plan Land Use : Business Retail

Zoning: CR

Current Use: Shopping Center

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Calabasas permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, Board, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Calabasas' web site and CTV, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Signature: Lindsay Ortega Date: 1/6/15

Name and Title (*print or type*): Lindsay Ortega Phone: 714-293-3139

CONSENT BY CARRIER / WIRELESS PROVIDER

If applicant is other than the carrier / wireless provider, an authorized agent of the carrier / wireless provider must sign consenting to filing. Attach additional sheets if necessary. Original signatures only. Fax copies of signatures will not be accepted. A letter of authorization will not be accepted in lieu of signing this form.

I/We, as the authorized agent of the subject carrier / wireless provider, consent to the filing of this application. We further consent and hereby authorize City representative(s) to review technical documents for the purpose of processing the application(s) being filed.

See attached.

Signature(s) | Name(s) and Title(s) (please print or type) | Date

CONSENT BY PROPERTY OWNER

If applicant and carrier / wireless provider are other than the property owner, an authorized agent of the property owner must sign consenting to filing. Attach additional sheets if necessary. Original signatures only. Fax copies of owner's signature will not be accepted. A letter of authorization will not be accepted in lieu of signing this form.

I/We, as the authorized agent of the subject property owner, consent to the filing of this application. We further consent and hereby authorize City representative(s) to access the property and review technical documents for the purpose of processing the application(s) being filed.

See General Application for Property Owner Signature.

Signature(s) | Name(s) and Title(s) (please print or type) | Date

Note: This application is being signed under penalty of perjury by a person of legal authority to bind the applicant and the project owner. Furthermore, by signing this application form, all parties involved acknowledge the regulations set forth in section 17.12.050 of the Calabasas Municipal Code.

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F: 818.225.7329

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General Land Use and Development Application

PROPERTY LOCATION AND ZONING (print or type)

Property Address: 26791 Agoura Road Zip Code: 91302

Assessor's Parcel No(s): 2064-021-012

Cross Streets: Agoura Road and Lost Hills Road

HOA:

GENERAL INFORMATION

Property Owner: Dollinger Lost Hills Associates, LP (Contact: Dave Dollinger)

Address: 555 Twin Dolphins Drive

City: Redwood City State: CA Zip Code: 94065

Phone: 605-508-8666 Fax:

Cell / Other Phone: E-mail:

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

Applicant: Verizon Wireless

Address: 15505 Sand Canyon Ave, Bldg D, First Floor

City: Irvine State: CA Zip Code: 92618

Phone: 949-286-7000 Fax:

Cell / Other Phone: E-mail:

Applicant's Representative: Lindsay Ortega, Zoning Manager, Core Development Services

(if no Representative, then project Architect or Engineer)

X Applicant's Representative ___ Project Architect ___ Project Engineer

Address: 2749 Saturn St

City: Brea State: CA Zip Code: 92821

Phone: 714-729-8404 Fax: 714-333-4441

Cell / Other Phone: 714-293-3139 E-mail: lhorn@core.us.com

Note: Prior to submittal of this application, it is advised that the applicant review the requested proposal with the Planning Division in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

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Revised: 3/2010

TYPE OF REVIEW REQUESTED (Please check all applicable boxes)

___ Zoning Clearance ___ Time Extension

The following application types also require a supplemental application to be submitted

Amendments
___ Annexation
___ Development Code Amendment
___ General Plan Amendment
___ Specific Plan/Amendment
___ Sphere of Influence Amendment
___ Zone Change

Development
X Administrative Plan Review
___ Development Plan Review
___ Pre-Application Review
___ Site Plan Review
___ Variance

Subdivisions
___ Lot Line Adjustment / Parcel Merger
___ Tentative Parcel Map
___ Tentative Tract Map
___ Tentative Map Revision
___ Street Vacation

Oak Trees
___ Minor (Healthy) Oak Tree Permit
___ Oak Tree Permit

Scenic Corridors
___ Minor Scenic Corridor Permit
X Scenic Corridor Permit

Conditional and Minor Uses
___ Conditional Use Permit
___ Minor Use Permit

Historic Properties
___ Historic – Designation
___ Historic – Cert. of Appropriateness
___ Historic – Cert. of Economic Hardship

Signs
___ Sign Permit
___ Sign Program

Home Occupations
___ Home Occupation Permit

Designated Smoking Areas
___ Designated Smoking Area

Temporary Uses
___ Temoprary Use Permit

X Other: Wireless Telecommunications Facility Permit

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Parcel Size: ___ Width: ___ Depth: ___

Average Slope: ___

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Signature: Lindsay Ortega Date: 1/6/15

Name (*print or type*): Lindsay Ortega, Zoning Manager Phone: 714-293-3139

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Attach additional sheets if necessary. Originals signatures only. Fax copies of owner's signature will not be accepted.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. We further acknowledge that I am aware of and familiar with the requirements of my Homeowner's Association. Attach additional sheets if necessary.

Signature(s)	Name(s) (please print or type)	Date
	DAVE DOLLINGER	12/10/14

Note: This application being signed under penalty of perjury and does not require notarization.

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General Application Filing Requirements

SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

Zoning Clearance

- ☐ Completed *General Land Use and Development Application* and filing fees.
- ☐ Two (2) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following:
  - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
  - Floor Plan(s) (Existing and Proposed)
  - Roof Plans (Existing and Proposed)
  - Elevations (All Sides, Existing and Proposed)
  - Landscape Plan (if applicable)
  - Demolition Plan (if applicable)
  - Photometric Plan (if applicable)
- ☐ One (1) complete set of required plans reduced to 11"X17".
- ☐ One (1) color and materials samples mounted on an 8½"X11" board. (if applicable)
- ☐ Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- ☐ Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Time Extension

- ☐ Completed *General Land Use and Development Application* and filing fees.
- ☐ A complete description of the reason for the time extension request with substantial evidence that the applicant proceeded in good faith and exercised due diligence in complying with the conditions in a timely manner

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- ☐ Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of five hundred feet (500') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County *(property ownership information may be obtained from Los Angeles County Assessor's Office 14340 Sylvan Street, Van Nuys, CA 91401, phone: (818 901-3455).* Include the name and address of the property owner, applicant, and representative of the mailing list.
- ☐ Mailing Envelopes: One set of stamped business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: "City of Calabasas, Planning Division, 100 Civic Center Way, Calabasas, CA 91302".
- ☐ Radius Map: A map illustrating the five hundred foot (500') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).
- ☐ Ten (10) Days prior to a public hearing, the applicant is required to post a "Notice of Public Hearing" sign. (Applicable to properties within the Old Topanga and Calabasas Highlands Districts only)

For further information regarding the requirements of the "Notice of Public Hearing Sign" see the *Posting of Public Hearing Sign Requirements handout,* which is available at the Community Development Department.

Note: For a list of individuals/companies that prepare the radius map and property ownership lists, contact the City of Calabasas Planning Division.

OTHER SUBMITTAL REQUIREMENTS

In addition to the submittal requirements described above, additional sets of plans are required to be submitted prior to scheduling for a hearing. The following are the requirements for each hearing body.

Planning Commission

- ☐ Two (2) complete sets of plans (the most recent revision) prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ Fifteen (15) complete set of required plans reduced to 11"X17".
- ☐ One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11"X17".
- ☐ One (1) color and materials samples mounted on an 8½"X11" board.
- ☐ Sixteen (16) copies of any other reports, studies, etc. completed for the site.
- ☐ Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

Architectural Review Panel (ARP)

- ☐ Seven (7) complete sets of plans (the most recent revision) prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ One (1) complete set of required plans reduced to 11"X17".
- ☐ One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections.
- ☐ One (1) set of colored plans, reduced to 11"X17"".
- ☐ One (1) color and materials samples mounted on an 8½"X11" board.
- ☐ Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

Community Development Director Hearing

- ☐ Three (3) complete sets of plans (the most recent revision) prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- ☐ One (1) complete set of required plans reduced to 11"X17".
- ☐ One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections.
- ☐ One (1) set of colored plans, reduced to 11"X17"".
- ☐ One (1) color and materials samples mounted on an 8½"X11" board.
- ☐ Three (3) copies of any other reports, studies, etc. completed for the site.
- ☐ Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

Note: The *Other Submittal Requirements* listed above are intended as a guide only. Please consult with the planner assigned to your case for actual requirements.