



CITY of CALABASAS

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: _____ Zip Code: _____
Assessor's Parcel No(s): _____
Cross Streets: _____
HOA: _____

GENERAL INFORMATION

Carrier / Wireless Provider: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____

Applicant: _____
Applicant is: Carrier / Wireless Provider Representative Other: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____

Property Owner: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____

TO BE COMPLETED BY PLANNING DIVISION STAFF

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

Wireless Telecommunications Facility Application

TYPE OF REVIEW REQUESTED (Please check all applicable boxes)

<input type="checkbox"/> Tier 1 Wireless Telecommunication Facility Permit	Required for a) new facilities, and b) collocation, modification or expansion of an existing facility that meets the findings for a Tier 1 wireless facility permit as specified in Section 17.31.040(F) of the CMC.
<input type="checkbox"/> Tier 2 Wireless Telecommunication Facility Permit (same as a conditional use permit)	Required for a) new facilities, and b) collocation, modification or expansion of an existing facility that does <u>not</u> meet the findings for: a Tier 1 wireless facility permit as specified in Section 17.31.040(F) of the CMC, a wireless facility minor modification permit as specified in Section 17.31.060(E) of the CMC, or a small wireless facility permit as specified in Section 17.31.070(G) of the CMC.
<input type="checkbox"/> Wireless Facility Minor Modification Permit	Required for collocation or modification to an existing personal wireless telecommunication facility which the applicant contends is within the protection of Title 47, United States Code, section 1455 (also known as Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012).
<input type="checkbox"/> Small Wireless Facility Permit	Required for a) new facilities that qualifies as a “small wireless facility” as defined by the FCC in 47 C.F.R section 1.6002, collocated on an existing structure or deployed on a new structure, or b) modification to an existing facility that qualifies as a “small wireless facility” as defined by the FCC in 47 C.F.R section 1.6002. Up to five (5) facilities may be submitted in one (1) batch.
<input type="checkbox"/> Zoning Clearance Permit	Required for the installation of Emergency Standby Generators as allowed under AB 2421.
<input type="checkbox"/> Site Plan Review	Required for projects that involve activities identified in section 17.62.060 of the CMC.
<input type="checkbox"/> Administrative Plan Review	Required for projects that involve activities identified in section 17.62.090 of the CMC.
<input type="checkbox"/> Oak Tree Permit	Required for all facilities within the protected zone of any protected oak tree or scrub oak.
<input type="checkbox"/> Scenic Corridor Permit	Required for all facilities located within a designated Scenic Corridor.
<input type="checkbox"/> 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)

PROPERTY CHARACTERISTICS AND ZONING

Legal Description: _____
 (attach sheets if necessary) _____

Parcel Size: _____ Width: _____ Depth: _____
 Average Slope: _____

Are Oak Trees Present on Lot: Yes No Are any Oak Trees impacted by proposal: Yes No
(if no skip impact question) *(If yes, please describe on attached sheets)*

General Plan Land Use : _____
 Zoning: _____
 Current Use: _____

Wireless Telecommunications Facility Application

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: _____ Date: _____
Name and Title (*print or type*): _____ Phone: _____

CONSENT BY CARRIER / WIRELESS PROVIDER

If applicant is other than the carrier / wireless provider, 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 an employee with signatory authority 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.

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.

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 Chapter 17.31 of the Calabasas Municipal Code.

The City will not start processing applications until all required documents have been submitted and all fees have been paid.

Applications submitted or fees paid outside of the Planning Department Public Counter Hours, will not be accepted for processing until the next business day.



Minimum Application Filing & Public Noticing Requirements Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application is complete for processing purposes. If any items are not included the project may not be accepted for submittal.

Tier 1 Wireless Telecommunication Facility Permit:

The minimum requirements for filing a Tier 1 Wireless Facility Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Wireless Telecommunications Facility Application* and filing fee.
- The project description shall include a complete description of the proposed facility or modification of an existing facility, including, but not limited to, extent of all construction, routine maintenance schedule, number of antennas, etc.
- One (1) set of complete and accurate plans, drawn to scale, signed, and sealed by a California-licensed engineer, land surveyor, and/or architect, which shall include the following information:
 - a. A site plan and elevation drawings for the facility as existing and as proposed with all height and width measurements explicitly stated.
 - b. A depiction, with height and width measurements, explicitly stated, of all existing and proposed transmission equipment.
 - c. A depiction of all existing and proposed utility runs.
 - d. A depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities labeled in plan view.
 - e. All four (4) elevations that depict the physical dimensions of the wireless tower or support structure and all transmission equipment, antennas and attachments.
 - f. A demolition plan.
- One (1) complete set of required plans reduced to 11”X17”.
- Completed *Reimbursement Agreement for Recoverable Costs Form* (\$2,702.50 deposit required).
- 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. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- Before and after colored photo simulations. A visual analysis that includes (1) scaled visual simulations that show unobstructed before-and-after construction daytime and clear-weather views from at least four angles, together with a map that shows the location of each view angle; (2) a color and finished material palette for the proposed screening materials; and (3) a photograph of a completed facility of the same design and in roughly the same setting as the proposed wireless communication facility.
- A complete set of detailed specifications for the antennas and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc. (may be included in the plans)
- A written statement asserting that the proposed collocation or deployment qualifies as a “Tier 1 Wireless Facility”. The written statement shall identify and discuss each required finding for approval of a Tier 1 wireless facility permit under Section 17.31.050(F) of the Calabasas Municipal Code and explain the facts that justify the request for the director to make each finding.
- For new facilities, the plans shall include (in plan view and elevations) a scaled depiction of the maximum permitted increase as authorized by Section 6409(a) of the 2012 Middle Class Tax Relief Act, using the proposed project as a baseline.
- True and correct copies of all previously issued permits, including all required conditions of approval and a certification by the applicant that the proposal will not violate any previous conditions of approval.
- An affirmation, under the penalty of perjury, that the proposed installation will be FCC compliant, which shall include the information required in section 17.31.050(D)(10) of the Calabasas Municipal Code.
- Structural details for all new poles, replaced poles, or existing poles, on or in which antennas or any other equipment will be attached. The plan(s) shall be stamped and signed by a licensed structural engineer certifying that the proposed design will withstand heavy

Minimum Application Filing and Public Noticing Requirements Checklist

wind loads and comply with all applicable building codes.

- A noise study, prepared, signed, and sealed by a California-licensed engineer, for the proposed personal wireless telecommunication facility, but not limited to equipment, such as air conditioning units and back-up generators; or a written statement signed and sealed by a California-licensed engineer indicating that the proposed modification(s) will not alter the existing noise levels or operational equipment which creates noise.
- Site Survey. For any new Tier 1 wireless facility proposed to be located within the public right-of-way, the applicant shall submit a survey prepared, signed, and stamped by a California licensed or registered engineer or surveyor. The survey shall identify and depict all existing boundaries, encroachments, and other structures within 250 feet from the proposed project site, which includes without limitation all : (i) traffic lanes; (ii) all private properties and property lines; (iii) above and below utilities and related structures and encroachments; (iv) fire hydrants, roadside call boxes and other public safety infrastructure; (v) streetlights, decorative poles, traffic signals and permanent signage; (vi) sidewalks, driveways, parkways, curbs, gutters and storm drains; (vii) benches, trash cans, mailboxes, kiosks, and other street furniture; and (viii) existing trees, oak trees, planters and other landscaping features.
- At the time of submittal to the Planning Division, the applicant shall also submit to Building and Safety and/or Public Works for any applicable permit (i.e. electrical permit, encroachment permit, etc.) to alter an existing wireless telecommunication facility.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Tier 2 Wireless Telecommunication Facility Permit:

The minimum requirements for filing a Tier 2 Wireless Telecommunication Facility Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Wireless Telecommunications Facility Application* and filing fee.
- Completed *Supplemental Application Form for Wireless Sites*, with all appropriate attachments.
- The project description shall include a complete description of the proposed facility or modification of an existing facility, including, but not limited to, extent of all construction, routine maintenance schedule, number of antennas, etc.
- A complete description of the proposed Tier 2 Wireless Telecommunication Facility Permit, including, but not limited to, the improvements proposed for the property, and answers to the following questions:
 - Is the proposed use conditionally permitted within the subject zoning district and does it comply with

all of the applicable provisions of this development code?

- Is the proposed use consistent with the General Plan and any applicable specific plan or master plan?
- Is the approval of the wireless telecommunication facility permit for the proposed project in compliance with the California Environmental Quality Act (CEQA)?
- Are the location and operating characteristics of the proposed use compatible with the existing and anticipated future land uses in the vicinity?
- Completed *Reimbursement Agreement for Recoverable Costs Form* (\$2,702.50 deposit required).
- One (1) complete set 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”.
- One (1) complete set of required plans reduced to 11”X17”.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- 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. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- Before and after colored photo simulations. Minimum size of each photo simulation must be at least 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.
- Detailed specifications for the antennas and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc. (may be included in the plans)
- An affirmation, under the penalty of perjury, that the proposed installation will be FCC compliant, which shall include the information required in section 17.31.050(D)(9) of the Calabasas Municipal Code.
- A Master Plan which identifies the location of the proposed facility in relation to all existing and potential facilities maintained by the carrier within the City of Calabasas. The Master Plan should reflect all potential locations that are anticipated for construction within two years.
- One (1) copy of each of the following propagation maps signed and stamped by a qualified engineer, certifying accuracy of the information:
 - Existing network coverage

Minimum Application Filing and Public Noticing Requirements Checklist

- Proposed network coverage
 - Single site network coverage (showing the proposed coverage from the project site only and no other antennas within the network)
- An Acoustical Analysis/Noise Study, prepared by a qualified engineer, for the proposed telecommunication facility including, but not limited to, equipment such as air conditioning units and back-up generators.
- For new facilities, the plans shall include (in plan view and elevations) a scaled depiction of the maximum permitted increase as authorized by Section 6409(a) of the 2012 Middle Class Tax Relief Act, using the proposed project as a baseline.
- A written statement of the project owner’s willingness to allow other wireless carriers to collocate on the proposed or existing wireless telecommunication facility, wherever technically and economically feasible and aesthetically desirable.
- Written documentation demonstrating a good faith effort to locate a proposed facility in the least intrusive location in accordance with the location requirements of section 17.31.050(D)(10) of the Calabasas Municipal Code.
- A siting analysis which identifies a minimum of five (5) other feasible locations within or without the city which could serve the area intended to be served by the facility. At least one alternative shall be a collocated site.
- Structural details for all new poles, replaced poles, or existing poles, on or in which antennas or any other equipment will be attached. The plan(s) shall be stamped and signed by a licensed structural engineer certifying that the proposed design will withstand heavy wind loads.
- For facilities located within the public right-of-way, the applicant shall provide certification that the facility is for the use of a telephone corporation or state the basis for its claimed right to enter the right-of-way. If the applicant has a certificate of public convenience and necessity (CPCN) issued by the California Public Utilities Commission, it shall provide a copy of its CPCN.
- Written analysis demonstrating that the proposed facility is necessary to close a significant gap in the wireless carrier’s service coverage. Such information shall include in-kind call testing of existing facilities within the area the applicant contends there is a significant gap.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Wireless Facility Minor Modification Permit:

The minimum requirements for filing a Wireless Facility Minor Modification Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Wireless Telecommunications Facility Application* and filing fee.
 - The project description shall include a complete description of the proposed facility or modification of an existing facility, including, but not limited to, extent of all construction, routine maintenance schedule, number of antennas, etc.
 - Completed *Reimbursement Agreement for Recoverable Costs Form* (\$2,702.50 deposit required).
 - Public hearing information prepared in accordance with the *Public Notice Requirements*.
 - One (1) set of complete and accurate plans, drawn to scale, signed, and sealed by a California-licensed engineer, land surveyor, and/or architect, which shall include the following information:
 - a. A site plan and elevation drawings for the facility as existing and as proposed with all height and width measurements explicitly stated.
 - b. A depiction, with height and width measurements, explicitly stated, of all existing and proposed transmission equipment.
 - c. A depiction of all existing and proposed utility runs.
 - d. A depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities labeled in plan view.
 - e. For proposed collocations or modifications to wireless towers, the plans must include scaled plan views and all four elevations that depict the physical dimensions of the wireless tower as it existed on February 22, 2012 or as approved if constructed after February 22, 2012. For proposed collocations or modifications to base stations, the plans must include scaled plan views and all four elevations that depict the physical dimensions of the base station as it existed on February 22, 2012 or as approved if constructed after February 22, 2012.
 - f. A demolition plan.
- 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”.
 - 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. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.

Minimum Application Filing and Public Noticing Requirements Checklist

- Before and after colored photo simulations. A visual analysis that includes (1) scaled visual simulations that show unobstructed before-and-after construction daytime and clear-weather views from at least four angles, together with a map that shows the location of each view angle; (2) a color and finished material palate for the proposed screening materials; and (3) a photograph of a completed facility of the same design and in roughly the same setting as the proposed wireless communication facility.
- A complete set of detailed specifications for the antennas and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc. (may be included in the plans)
- A written statement asserting that the proposed collocation or modification is an “eligible facilities request” and does not result in a substantial change in the physical dimensions of the facility’s wireless tower or base station, as defined by Section 6409, Title 47, USC, section 1455, and justifying that assertion. The written statement shall identify and discuss each required finding for approval of a wireless facility minor modification permit under Section 17.31.060(E) of the Calabasas Municipal Code and explain the facts that justify the request for the director to make each finding.
- True and correct copies of all previously issued permits, including all required conditions of approval and a certification by the applicant that the proposal will not violate any previous conditions of approval or why any violated permit or condition(s) does not prevent approval under Title 47, USC, Section 1455 and the Federal Communications Commission’s regulations implementing this federal law.
- An affirmation, under the penalty of perjury, that the proposed installation will be FCC compliant, which shall include the information required in section 17.31.060(C)(8) of the Calabasas Municipal Code.
- Structural details for all new poles, replaced poles, or existing poles, on or in which antennas or any other equipment will be attached. The plan(s) shall be stamped and signed by a licensed structural engineer certifying that the proposed design will withstand heavy wind loads.
- A noise study, prepared, signed, and sealed by a California-licensed engineer, for the proposed personal wireless telecommunication facility, but not limited to equipment, such as air conditioning units and back-up generators; or a written statement signed and sealed by a California-licensed engineer indicating that the proposed modification(s) will not alter the existing noise levels or operational equipment which creates noise.
- At the time of submittal to the Planning Division, the applicant shall also submit to Building and Safety and/or Public Works for any applicable permit (i.e. electrical permit, encroachment permit, etc.) to alter an existing wireless telecommunication facility.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Small Wireless Facility Permit:

The minimum requirements for filing a Small Wireless Facility Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Wireless Telecommunications Facility Application* and filing fee.
- The project description shall include a complete description of the proposed facility or modification of an existing facility, including, but not limited to, extent of all construction, routine maintenance schedule, number of antennas, etc.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- One (1) set of complete and accurate plans, drawn to scale, signed, and sealed by a California-licensed engineer, land surveyor, and/or architect, which shall include the following information:
 - g. A site plan and elevation drawings for the facility as existing and as proposed with all height and width measurements explicitly stated.
 - h. A depiction, with height and width measurements, explicitly stated, of all existing and proposed transmission equipment.
 - i. A depiction of all existing and proposed utility runs.
 - j. A depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities labeled in plan view.
 - k. All four (4) elevations that depict the physical dimensions of the wireless tower or support structure and all transmission equipment, antennas and attachments.
 - l. A demolition plan.
- One (1) complete set of required plans reduced to 11”X17”.
- Completed *Reimbursement Agreement for Recoverable Costs Form* (\$2,702.50 deposit required).
- 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. A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- Before and after colored photo simulations. A visual analysis that includes (1) scaled visual simulations that show unobstructed before-and-after construction daytime and clear-weather views from at least four angles, together with a map that shows the location of each view angle; (2) a color and finished material palate

Minimum Application Filing and Public Noticing Requirements Checklist

for the proposed screening materials; and (3) a photograph of a completed facility of the same design and in roughly the same setting as the proposed wireless communication facility.

- A complete set of detailed specifications for the antennas and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc. (may be included in the plans)
- Statement asserting that 47 C.F.R. section 1.6001 et seq. applies. A written statement asserting that the proposed collocation or deployment qualifies as a “small wireless facility”. The written statement shall identify and discuss each required finding for approval of a small wireless facility permit under Section 17.31.070(G) of the Calabasas Municipal Code and explain the facts that justify the request for the director to make each finding.
- True and correct copies of all previously issued permits, including all required conditions of approval and a certification by the applicant that the proposal will not violate any previous conditions of approval or why any violated permit or condition(s) does not prevent approval under Title 47, USC, Section 1455 and the Federal Communications Commission’s regulations implanting this federal law.
- An affirmation, under the penalty of perjury, that the proposed installation will be FCC compliant, which shall include the information required in section 17.31.070(C)(8) of the Calabasas Municipal Code.
- Structural details for all new poles, replaced poles, or existing poles, on or in which antennas or any other equipment will be attached. The plan(s) shall be stamped and signed by a licensed structural engineer certifying that the proposed design will withstand heavy wind loads and comply with all applicable building codes.
- A noise study, prepared, signed, and sealed by a California-licensed engineer, for the proposed personal wireless telecommunication facility, but not limited to equipment, such as air conditioning units and back-up generators; or a written statement signed and sealed by a California-licensed engineer indicating that the proposed modification(s) will not alter the existing noise levels or operational equipment which creates noise.
- Site Survey. For any new small wireless facility proposed to be located within the public right-of-way, the applicant shall submit a survey prepared, signed, and stamped by a California licensed or registered engineer or surveyor. The survey shall identify and depict all existing boundaries, encroachments, and other structures within 250 feet from the proposed project site, which includes without limitation all : (i) traffic lanes; (ii) all private properties and property lines; (iii) above and below utilities and related structures and encroachments; (iv) fire hydrants, roadside call boxes and other public safety infrastructure; (v) streetlights, decorative poles, traffic signals and permanent signage; (vi) sidewalks, driveways, parkways, curbs, gutters and storm drains; (vii) benches, trash cans, mailboxes, kiosks, and other

street furniture; and (viii) existing trees, oak trees, planters and other landscaping features.

- At the time of submittal to the Planning Division, the applicant shall also submit to Building and Safety and/or Public Works for any applicable permit (i.e. electrical permit, encroachment permit, etc.) to alter an existing wireless telecommunication facility.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Zoning Clearance Permit:

The minimum requirements for filing a Zoning Clearance Permit application for an Emergency Standby Generator as allowed under AB 2421 are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Wireless Telecommunication Facility Application* and filing fees.
- One (1) complete set 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 **Scope of Work**.
 - Elevations (All Sides, Existing and Proposed)
- 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.
- One (1) reduced copy (11x17) or digital file upon approval.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

Minimum Application Filing and Public Noticing Requirements Checklist

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 one thousand five hundred feet (1500’) from the site for wireless telecommunication facility permits and three hundred feet (300’) from the site for wireless facility minor modification permits and small wireless facility permits, measured from the exterior boundaries of the property or project site (if in the public right-of-way). 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 (at current postage rates) 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 required radius boundary and all parcels within the boundary (copies of the assessor’s maps will be accepted).
- Thirty (30) 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 Overlay 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.

HOMEOWNER ASSOCIATION (HOA) NOTIFICATION REQUIREMENTS

For projects within an area governed by a Homeowners Association, provide one of the following:

1. A letter from the Homeowner’s Association stating that they have reviewed the project; or
2. Copy of letter from applicant to HOA seeking consideration of project; or
3. Copy of letter from HOA to the applicant indicating receipt of application for the project.

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.

Communications and Technology Commission

- 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”.
- Sixteen (16) complete set of required plans reduced to 11”X17”.
- Sixteen (16) complete sets of before and after colored photo simulations. Minimum size of each photo simulation must be at least 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.
- Sixteen (16) copies of written documentation demonstrating a good faith effort to locate a proposed facility in the least intrusive location in accordance with the location requirements of section 17.31.050(D)(10) of the Calabasas Municipal Code.
- Sixteen (16) copies of a siting analysis which identifies a minimum of five (5) other feasible locations within or without the city which could serve the area intended to be served by the facility. Such analysis shall provide the following information:
 - Existing network coverage
 - Proposed network coverage
 - Single site network coverage (showing the proposed coverage from the project site only and no other antennas within the network)
- Sixteen (16) complete sets of detailed specifications for the antennas and related equipment including; size, shape, materials, color(s), construction, anchoring, wiring, etc. (may be included in the plans)
- Sixteen (16) complete sets of an FCC compliance report, prepared by a qualified engineer, which shall include the information required in section 17.31.050(D)(9) of the Calabasas Municipal Code.
- Sixteen (16) copies of a Master Plan which identifies the location of the proposed facility in relation to all existing and potential facilities maintained by the carrier within the City of Calabasas. The Master Plan should reflect all potential locations that are anticipated for construction within two years.
- Any other plans or information that the Community Development Director deems necessary to facilitate presentation of the application to the hearing body.

Minimum Application Filing and Public Noticing Requirements Checklist

Architectural Review Panel (ARP)

- Seven (7) complete set of required plans reduced to 11”X17”.
- Seven (7) complete sets of before and after colored photo simulations. Minimum size of each photo simulation must be at least 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) 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.



Plan Preparation Guidelines & Minimum Plan Contents

PLAN PREPARATION GUIDELINES

All of the plans, except where noted, contained in these guidelines are required to be submitted to be considered a complete set.

Plans not conforming to the following guidelines will not be accepted for processing:

- All plans shall be drawn on uniform sheets, no larger than 24"X36".
- Development Plans shall be prepared by an architect or civil engineer licensed to practice in the State of California. Tentative subdivision maps shall be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California.
- All plans/maps shall be clearly labeled with sheet title, project name and project location.
- A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- All plans shall be folded to 8½"X11".
- All plans shall be clear and legible.

MINIMUM PLAN CONTENTS

Site Plan:

The site plan shall be drawn to an engineering scale no smaller than 1"=40' for large projects, 1/8"=1' for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- Topographic survey of the project site.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.

- Adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Location of all other wireless telecommunications facilities within a 500-foot radius.
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed. This information should also include whether or not any Oak trees are located on site or within one hundred (100) feet of the site.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- A tabular summary, including the following information:
 1. Adjusted gross and net acreage;
 2. Gross floor area per building and total floor area for all buildings;

Plan Preparation Guidelines & Minimum Plan Contents

3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
 4. Lot coverage ratio (percentage of site covered by all buildings and structures, and paving for vehicular use);
 5. Floor area ratio (total floor area divided by the site area)
 6. Pervious Surface coverage Ratio (percentage of lot covered by pervious surfaces).
 7. Front Setback/Buffer Landscape coverage ratio (percentage of Setback or buffer area covered by landscaping);
 8. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
 9. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).
- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

Floor Plan / Roof Plan:

Floor plans shall be drawn to an architectural scale no smaller than 1/8"=1'-0" and shall include the following minimum information:

- Interior layout and dimensions of all levels (including roof).
- Finished floor elevation of ground floors.

Exterior Elevations:

Building elevations shall be of sufficient size to show architectural detail and, generally, shall be drawn to an architectural scale no smaller than 1/8"=1'-0". The building elevations shall include the following minimum information:

- Illustrative elevations of all sides of all buildings and structures.
- All building materials labeled on each sheet of the elevations.
- Proposed building colors labeled on each sheet of the elevations.
- Heights of all structures.
- Conceptual sign locations, sizes and type.
- Elevations of all walls and fences.
- Cross sections and enlargements of architectural elements or details, as needed.

- Screening treatment for HVAC units (include a cross section if necessary).

Conceptual Grading/Drainage Plan:

The conceptual grading/drainage plan shall be drawn to an engineering scale no smaller than 1"=40', with the scale clearly labeled, and shall include the following minimum information:

- Show proposed grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails, distances, spot elevations, gradients, contours, cross sections, flow arrows, etc.
- Show existing grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails. All existing items/conditions shall be designated with short dashes or screened.
- Existing features within 100 feet beyond site boundaries, including natural ground (contours), trees, buildings and structures, drainage courses, drainage facilities (type and size), streets, trails, open space, slopes, etc.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- Provide scaled cross sections at all site boundaries, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls) and elevation differences (maximum and minimum conditions) between off-site structures & those on-site. Sections should extend through building pads & streets.
- Location and dimensions of proposed pervious or landscaped areas after building and paving.
- Proposed drainage facilities to convey storm water runoff into proposed or existing pervious or landscaped areas.
- Proposed infiltration structures to comply with the City's NPDES Permit requirements.
- Proposed treatment devices (e.g., oil/water separators, drain inlet filters, etc.) to remove parking lot oils, sediment and litter for impervious areas directly connected to the City's storm drain system.
- Buildings and structures, indicating footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Drainage and flood control facilities (type, size, etc.).
- Location and dimension of easements, property lines and rights-of-way.
- Natural areas to be preserved (undisturbed; no grading to take place).
- Location of all existing Oak trees. Identify whether the trees are to be preserved, relocated or removed.
- Retaining walls (top and footing elevations).
- Shade pavement and slopes greater than 3:1.

Plan Preparation Guidelines & Minimum Plan Contents

Oak Tree Location Map: *(only required when a Oak Tree Report is required)*

The site plan shall be drawn to an engineering scale no smaller than 1"=20' with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Existing and proposed development
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing Oak trees within two hundred (200) feet of the project or construction area (may include off-property trees.) Note: the surveyor must sign the plan.

- Exact dripline and protected zone of each tree.
- Tree tag number.

Topographic Map:

- Show existing topography on site and within 200 feet beyond site boundaries, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.

ADDITIONAL SUBMITTAL REQUIREMENTS

Additional Plans and Information: Any of the following items may be required, based on further review of the application:

- Oak Tree Report:** An Oak Tree report, prepared by a certified arborist with experience dealing with Oak Trees, will be required for those projects that could result in the removal of existing Oak trees. They shall include the following:
 - Oak Tree Location Map.** For details see Oak Tree Location Map Requirements on this page.
 - Oak Tree Inventory.** - An Oak Tree inventory shall include the following data for each tree:
 - Tree tag number.
 - Species.
 - Diameter at four and one-half feet (4.5') above natural grade.
 - Height.
 - Canopy cover information, including condition of crown canopy (% shade), diameter and distance from natural grade to the first branch at eight compass points.
 - Health and vigor rating.
 - PRC valuation, including condition assessment and detailed calculations.
 - Existing environment, including slope and aspect, soil description, surrounding vegetation.
 - Physical structure defects.
 - Pest and disease assessment.
 - Vigor description.
 - Photograph of entire tree and photographs of specific problems (include distance and direction).
 - Recommendations to improve the health of the tree.
- Impact Analysis.** - Provide the following information for each Oak Tree:

Plan Preparation Guidelines & Minimum Plan Contents

- Determination as to whether the tree will be removed, encroached upon/pruned, or not impacted.
- For encroachments and pruning, a discussion on the amount of encroachment (e.g., percentage of the root zone impacted and how), number and size of branches to be removed, and a drawn cross-section illustrating the encroachment.
- Proposed mitigation measures to reduce the direct impacts, including a protective fencing plan, observation, etc.
- Construction impacts must be included in the impact analysis, including footings, keyways for slopes, site access, utility trenching, etc.
- Justification and mitigation for the proposed impacts (e.g., payment of fees or planting of additional trees).

the plans and information required by this checklist 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.

Date: _____

Signature: _____

Name & Title: _____

- 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.
- 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.
- A **Preliminary Title Report** may be required for those projects where the legal establishment of the project site cannot be determined.
- A **Biological Assessment** will be required for those projects that may result in a negative change in the diversity or number of any unique, rare or endangered species of plant, animal or habitat.
- An **Air Quality Study** will be required for those projects that exceed the thresholds established within the SCAQMD CEQA Handbook.
- A **Preliminary Drainage/Hydrology Study** will be required for those projects that would result in a substantial increase in storm water runoff or the project is proposed where an insufficient capacity for storm water runoff currently exists.
- Other Plans and Information.** Any Other Plans or Information that the Planning Director deems necessary to facilitate processing of the application.

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



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Planning Fee Schedule

Please see the most current adopted Citywide Fee Schedule for Planning available at the public counter and posted online here:

<https://www.cityofcalabasas.com/government/community-development/planning-division/applications-review-bodies>