

**WIRELESS PERMIT
APPLICATION REQUIREMENTS**



SPECIAL USE PERMIT (SUP), MANAGER'S APPROVAL, MASTER SUP

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Project Information Questionnaire	1
<input type="checkbox"/> Site Description, telecommunications objectives, coverage areas & system capacity	1
<input type="checkbox"/> Assessor's Parcel Map (with property outlined)	1
<input type="checkbox"/> Mailing Labels (including applicant; see attached instructions)	3 sets
<input type="checkbox"/> 300' Radius Property Owners List	1
<input type="checkbox"/> Public Notice Affidavit (form attached)	1
<input type="checkbox"/> Title Report	1
<input type="checkbox"/> Electromagnetic Frequency Information	1
<input type="checkbox"/> Co-location Information	1
<input type="checkbox"/> Visual Impact Information	1
<input type="checkbox"/> Site Plan (folded)	10
<input type="checkbox"/> Engineering Site Plan Information (may be included on site plan - folded)	10
<input type="checkbox"/> Floor Plan (folded) (if buildings are proposed or cell site is within a building)	10
<input type="checkbox"/> Building Elevations (folded)	10
<input type="checkbox"/> Colored Elevations (rolled)	1
<input type="checkbox"/> Conceptual Landscape Plan (folded)	10
<input type="checkbox"/> Reduced copies of plans (8½" x 11" and 8½" x 17")	1 of each
<input type="checkbox"/> Photographs of site and surrounding land uses	1
<input type="checkbox"/> Materials Sample Board (8 ½" x 14" maximum size)	1
<input type="checkbox"/> Master Special Use Permit Information (only for Master SUP's)	1
<input type="checkbox"/> Hazardous Waste Site Affidavit (attached)	1
<input type="checkbox"/> Planning Application Fees (Make check payable to "City of Oxnard")	1

NOTES:

- City staff will not accept incomplete application packages or poor quality graphics.
- All materials must be prepared according to the instructions contained in this document.
- All copies, with the exception of colored illustrations, shall be folded together to approximately 8½" x 11", with the title block showing.
- Colored illustrations shall be rolled, not mounted.
- Eight more copies of most drawings will be required for Planning Commission review of applications. The project planner will notify applicants when to submit these copies.
- Direct questions to the Planning Division at (805) 385-7858.

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY

(call 805-385-7858 to make an appointment)

APPLICANT'S CERTIFICATION

Number of Copies

<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Project Information Questionnaire	1
<input type="checkbox"/> Site description, objectives, coverage areas, system capacity, maps, etc.	1
<input type="checkbox"/> Assessor's Parcel Map (with property outlined)	1
<input type="checkbox"/> Mailing Labels (including applicant; see attached instructions)	2 sets
<input type="checkbox"/> 300' Radius Property Owners List (include applicant)	1
<input type="checkbox"/> Public Notice Affidavit (form attached)	1
<input type="checkbox"/> Title Report	1
<input type="checkbox"/> Electromagnetic Frequency Information	1
<input type="checkbox"/> Co-location Information	1
<input type="checkbox"/> Visual impact information	1
<input type="checkbox"/> Site Plan (folded)	10
<input type="checkbox"/> Engineering Site Plan Information (may be included on site plan)	10
<input type="checkbox"/> Floor Plan (folded)	10
<input type="checkbox"/> Building Elevations (folded)	10
<input type="checkbox"/> Colored Elevations (rolled)	1
<input type="checkbox"/> Conceptual Landscape Plan (folded)	10
<input type="checkbox"/> Transparencies and copies of site plan, floor plans, elevations, and landscape plan	1 of each
<input type="checkbox"/> Photographs of site and surrounding land uses	1
<input type="checkbox"/> Materials Sample Board (8½" x 14" maximum size)	1
<input type="checkbox"/> Hazardous Waste Site Affidavit (attached)	1
<input type="checkbox"/> Master Special Use Permit Information (only for Master SUP's)	1
<input type="checkbox"/> Planning Application Fees (Make check payable to "City of Oxnard")*	1

CERTIFICATION

I, _____, applicant (or representative of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning Division in the submittal requirements form for this permit.

Date

Signature

Wireless Permit Application Requirements

In order to complete an application for a land use permit, materials illustrating and describing the intended use are required. The required materials described are intended to make review by City staff, the Planning Commission and the City Council easier, and to accurately describe the features of a proposed use or project. Please note that **all of the required information must be provided when the application is submitted.**

APPLICATIONS NOT HAVING ALL OF THE REQUIRED MATERIALS AND INFORMATION WILL NOT BE ACCEPTED BY PLANNING DIVISION STAFF.

The plans submitted for file exhibits must be prepared by a professional designer, such as an architect, landscape architect, land planner, engineer, or a drafting service unless the applicant can demonstrate an appropriate level of graphic ability.

The minimum size of any drawing is 24 inches by 36 inches, unless a smaller size is specified in this document or is approved by Planning Division.

All materials should include project address, APN# and be dated. Date all revised plans also.

APPLICATION FORM must be completed including project address, signature and daytime phone numbers of the applicant, property owner, architect and engineer. The address (if available; otherwise use location) and assessor's parcel number must be included on the application. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application.

PROJECT INFORMATION QUESTIONNAIRE must have all appropriate sections filled in with as much detail as possible. Be sure to sign the questionnaire on the last page. Attached to the questionnaire shall be the following operational information:

1. A complete description of the site, including what telecommunications objectives the proposed wireless communications facility will implement, such as coverage areas, system capacity, and total antenna capacity.
2. A statement of intent regarding the establishment of utilities and services such as electricity.
3. An agreement to lease space on the proposed support structure to other users.
4. Documentation that identifies failure characteristics of the tower and demonstrates that the site and setbacks are of adequate size to contain falling debris.
5. Evidence that the applicant has notified all wireless communications service providers of the applicant's plans to develop the proposed wireless communications facility.
6. Evidence that the applicant has a current operating license for the FCC.

ASSESSOR'S PARCEL MAP must be provided with the project property clearly outlined. Assessor's parcel maps are available at the Ventura County Assessor's Office, 800 South Victoria Avenue, Ventura, CA 93009 or ventura.org (search Assessor).

MAILING LABELS are required for all projects requiring a public hearing or notification of adjacent property owners or residents. The applicant must submit the necessary information to allow the City to mail the public notices. If the City conducts the public hearing six months or more after the project application is filed, a new property owners list, mailing labels and affidavit will be required from the applicant. Planning Division staff will notify you if this happens.

The information must come from the latest Ventura County Assessor's roll, available at the Ventura County Assessor's Office, 800 South Victoria Avenue, Ventura, California (County Government Center), 805-654-2181. (*see next page for required formatting information*)

The mailing labels must include:

1. All property owners and their corresponding assessor's parcel numbers within a 300-foot radius of the property boundaries;
2. The applicant and any other persons the applicant wishes to receive notices of public hearings;

The mailing labels must be typed as follows, in all capital letters:

Sample Label (1" x 2-5/8" size)

ASSESSOR'S NUMBER
FULL NAME(S)
ADDRESS ST #APT
CITY STATE ZIP

*Use standard two letter street suffixes and states abbreviations (e.g., ST, PL, BL, CA, etc.) and do not use periods and commas (US Postal Service standards).

Type the mailing addresses on **1" x 2-5/8" labels** on 3-column 8½" x 11" sheets of mailing labels (available in stationery stores). Avery Stock No. 5 (self-address labels for plain paper copiers) is the most common brand of these labels. **Other label formats are not acceptable.**

Use separate page for each set of labels.

PROPERTY OWNERS LIST is a list of all property owners, their addresses and their assessor's parcel numbers within a 300-foot radius of the boundaries of the property. This list is a photocopy of the labels described above.

PUBLIC NOTICE AFFIDAVIT is a signed statement from the applicant or applicant's agent stating the list of property owners is accurate and complete. (Use the attached form.)

TITLE REPORT a title report not more than 6 months old shall be provided at time of submittal. Applications that are more than six months until issuance of building permits may have to provide an updated title report.

SITE PLAN (minimum size 24" x 36") must include the following information:

1. Location and dimensions of existing and proposed structures with existing and proposed structures clearly labeled. Existing structures proposed for demolition must also be labeled.
2. The location, type, and height of the proposed wireless communications facility, adjacent land uses and zoning, adjacent roadways and proposed means of access.
3. Structure setback dimensions, from building(s) and structures to all property lines and between buildings.
4. Dimensions of landscape planters and height and materials of fences.
5. Type, square footage (area) and use of each structure, both proposed and existing.
6. Proposed landscape areas (label); species and size identification of existing trees.
7. Proposed parking areas including location, dimensions, intended uses, and striping specification for parking spaces, aisles, and driveway throats. The specifications for parking space size and striping must be shown on the site plan. Standard, motorcycle and handicap parking spaces must be shown. (Use the specification figures from the Parking Ordinance.)

8. Number of parking spaces required and number of spaces provided (by type).
9. Location and dimensions of existing and proposed curb cuts on the site, within 50 feet of the project boundaries and across the street from the site.
10. Location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
11. Scale and north arrow. Provide “reference North” if “true” north is not perpendicular or parallel to the property lines.
12. Property boundaries, dimensions and area (in square feet and acres).
13. Structures, land uses, walls and other improvements within 50 feet of the project boundaries.
14. Dimension from property line(s) to center of adjacent street(s).
15. Identification and dimensions of existing and proposed sidewalks, curbs and streets.
16. Vicinity map locating the proposed development within Oxnard.
17. A map showing the location of the nearest habitable structure, if closer than 1,000 feet, and the distance from the proposed wireless communications facility to the structure.
18. A map showing the distance of the proposed wireless communications facility from other facilities and the type of construction of existing wireless communication facilities.
19. A map and a description of on-site and adjacent scenic areas (including scenic highways), habitat resources, water bodies, and significant vegetation.
20. Width and configuration of streets (including striping, left-turn pockets and median identification from which the development has access).
21. Type of paving materials proposed, including scored concrete and other enhanced pavement.
22. On-site directional signs, pavement striping and painted arrows.
23. Location of above ground utility vaults, transformers, building backflow preventers and other facilities. Contact Southern California Edison Company to determine where new utility vaults should be placed for the project.
24. Name and street address of the project.
25. Include name, address, and telephone number of the architect, landscape architect or other design professional that prepared the plans on every drawing.
26. Topography, fencing and other information required by the Planning Division Manager.

ELECTROMAGNETIC FREQUENCY INFORMATION

1. A report prepared by a radio frequency engineer approved by the manager, showing that radio frequency radiation/electromagnetic frequency emitted by the proposed wireless communications facility will conform to safety standards adopted by the FCC.
2. The manager shall waive the foregoing report if the applicant submits evidence satisfactory to the manager that the proposed wireless communications facility meets the environmental evaluation exemption standards set out in Title 47 of the Code of Federal Regulations.

CO-LOCATION INFORMATION

1. A written summary of all efforts to co-locate the proposed wireless communications facility with an existing such facility, either on the same property or in the general vicinity, including copies of requests for co-location to existing carriers and any responses received.
2. If an existing wireless communications facility is not proposed for co-location, a letter explaining why such facility is not suitable for co-location, including factors such as lack of existing towers in the area, topography, frequency interference, line of sight problems, available land, and zoning restriction.
3. A statement as to whether construction of the proposed wireless communications facility will accommodate co-location of additional antennae for future users.

VISUAL IMPACT INFORMATION (Photo Simulations)

1. Photographs or computer enhanced representations of the project site "before" and "after" installation, showing the proposed tower and antennae and any landscaping or screening proposed to lessen the visual impact of the wireless communications facility.
2. If the site is visible from a scenic highway, a residential neighborhood, or a public hiking trail, the photographs, or computer enhanced representations shall show the site from those points of view. If the photographs or computer enhanced representations show multiple viewpoints, the application shall provide an index map and key.
3. The color proposed for the tower and the reasons why that color is best for the proposed location.
4. A landscape plan designed to screen the proposed wireless communications facility (with the information as outlined below), or a statement of the reasons why landscaping is not necessary or feasible.
5. Additional information maps, drawings, etc. as required by the Planning Manager, designed to show that the proposed wireless communications facility meets the intent of the city's general plan and scenic resource protection goals and policies.

ENGINEERING SITE PLAN INFORMATION (minimum size 24"x 36") is to be generally placed on a separate site plan. This information is required to complete an application for City of Oxnard review. Questions regarding the engineering site plan information should be directed to Development Services at 385-7925.

The following information must be included:

1. Scale (ratio is optional, except it shall not be less than 100 feet equals one inch, and based on an engineering scale).
2. Name of developer, owner and person who prepared the plan, with address and telephone number for all three.
3. Acreage within the proposed development and within the site's proposed leasable area.
4. North arrow with north oriented toward top of plan.
5. Date of plan (include revision dates on all subsequent versions.)
6. Boundary lines with legal description of total parcel.
7. Name, location and width of proposed streets with approved access to the property, together with location and width of all recorded easements and rights-of-way.

8. Width and location of alleys.
9. Preliminary drainage plan if drainage is not directed to adjacent street(s) as required.
10. Vicinity map.
11. Contour map and/or spot elevations, including the location and width of watercourses.
12. Location of existing and proposed utilities, including location and size of overhead electric lines.
13. Location of railroads.
14. Location of existing water wells.
15. Location of underground irrigation and drainage lines.
16. Location of above ground utility vaults, transformers and other facilities. Contact Southern California Edison Company for location.
17. Location of fire hydrants.
18. Radius and length of curves.

FLOOR PLAN* (minimum size 24" x 36") must include:

1. Room identification and square footage of each room. Show seating layout if project is a restaurant.
2. Room and building dimensions.
3. Location of doors and windows.

*for equipment located in a building

BUILDING AND ANTENNAE ELEVATIONS (minimum size 24" x 36") must include:

1. All building sites with dimensions specified. Show height of each building and antenna structure from the average grade to the highest point of the structure. If proposal is an addition to a building structure, show how addition fits with existing building.
2. Product and color specification of exterior building materials and other features.
3. A section showing parapet walls (or roof wells) and roof-mounted equipment.
4. Perspective drawings may not be submitted instead of elevations.
5. Lighting mounted on the building or antenna (provide catalog cut or drawing on materials board).

NOTE: Any trees or vegetation depicted on an elevation plan shall be illustrated at no more than approximately three years growth and shall illustrate only those species identified in the **Conceptual Landscape Plan**.

COLORED ELEVATIONS (minimum size 24" x 36") must:

1. Match the exterior building and antenna materials as closely as possible.
2. Be submitted rolled, not mounted on cardboard or foamboard.

Reduced color photos or copies of the final approved colored elevations will be required for the file prior to issuance of building permits.

CONCEPTUAL LANDSCAPE PLAN (minimum size 24" x 36") must include:

1. General location, container size and species identification of trees, groundcover and shrubs.
2. Existing trees that will be relocated or removed.
3. Height of bermed landscaping.
4. A note indicating that the landscaping will comply with the applicable **Parks Landscape Standards and Water Conserving Landscape Standards**.
5. Other features and requirements specified by the appropriate Parks Landscape Standards.

Note: Conceptual landscape plans should be prepared by a registered landscape architect.

REDUCTIONS * (8½" x 11" and 8½" x 17" versions of plans), including:

1. Site plan.
2. Elevation drawings.
3. Conceptual landscape plan.
4. Floor plan.
5. Photo simulation
6. All other plans submitted.

*These are reduced versions of the original plans.

PHOTOGRAPHS shall be mounted on an 8 ½" x 14" illustration board (maximum size) with a key map and shall show:

1. The project site.
2. Immediately surrounding land area and development, especially surrounding architecture and scale.

MATERIALS SAMPLE BOARD (maximum size 8 ½" x 14" x 1/4" *) is an illustration board with small, flat pieces of each exterior material mounted upon it. It must include:

1. Exterior materials samples (in correct colors) for:

Roofing	Windows, glass block and other glazing
Siding and Trim	Metallic, Masonry and Plastic Exterior Materials
Monopole/Tower	Decorative building lighting
Antenna Panels	Antenna Array
Equipment Facility	Antenna screening materials
2. Color and product specifications (example: Manufacturer and color name and/or number of wood stain; manufacturer, color and type of roof tile).
3. Description of each materials location on the proposed building and antenna structures.

***Note:** If a sample does not effectively represent the appearance of the applied material (such as multi-color roof tile), use a photo of the material as applied (i.e., from a product brochure or catalog) on the materials board. **Flat samples must be used whenever possible.** Materials sample boards shall not exceed 1/4 inch in thickness, so that the materials board fits in the Planning Division permanent file. Any board larger than 8 ½" x 14" x ¼" will be returned to the applicant and the application will be deemed incomplete.

HAZARDOUS WASTE SITE AFFIDAVIT (use attached form) is a statement required by State law indicating if the proposed project is located on a site which is included on any of the hazardous waste lists compiled by the State Office of Planning and Research. The applicant shall consult the list available at Planning Division to determine if the proposed project is included on the hazardous waste list.

MASTER SPECIAL USE PERMIT The application for a master special use permit shall require the following information, as well as the information required for a special use permit:

1. A plot plan of the proposed master special use permit boundary showing all existing and proposed wireless communications facilities, any additional area needed to provide required landscaping or screening for such facilities, and the boundaries of individual lease areas.
2. Elevations and total build-out information for each tower.

APPLICATION FEES are listed in the Planning Permit Fee Schedule. Please contact the Planning Division to verify the amount of the fees required.

References

Oxnard City Code: Chapters 16 (Zoning), 17 (Coastal Zoning) and 15 (Subdivisions) (see www.AmLegal.com)
City of Oxnard 2020 General Plan
City of Oxnard Landscape Standards
Oxnard Fire Department, Fire Protection Planning Guide
Oxnard Design Guidelines
Applicable Specific Plan and Sign Program (if any; contact the Planning Division)
Planning Division Web Page: www.planning.cityofoxnard.org
City of Oxnard Web Site : www.ci.oxnard.ca.us

City Staff Contacts

(all 805 area code)

Planning Division 385-7858 Planner.name@ci.oxnard.ca.us	Development Services 385-7925 Sup. Civil Engineer..... Paul.Wendt@ci.oxnard.ca.us
Landscape Architect 385-7412 David.Gorcey@ci.oxnard.ca.us	Traffic 385-7872 Asst Traffic Engineer..... Earnel.Bihis@ci.oxnard.ca.us
Solid Waste/Refuse 385-8224 Solid Waste Comp Specialist Andrea.Torres@ci.oxnard.ca.us	Wastewater/Sewer 385-3962 Wastewater Environmental Specialist..... Alfredo.Salcedo@ci.oxnard.ca.us
Fire Department..... 385-7720 Fire Marshal John.Colamarino@ci.oxnard.ca.us	Recycling 385-8070 Recycling Coordinator..... Jay.Duncan@ci.oxnard.ca.us
Police/Crime Prevention..... 385-7940 Sr. Officer WaerCliff.Waer@oxnardpd.org	

PUBLIC NOTICE AFFIDAVIT

I, (print name) _____
hereby certify that the attached lists contain the names and addresses of all property owners
as they appear on the latest available assessment roll of the County of Ventura within 300
feet of the exterior boundaries of the project property.

I certify, under penalty of perjury, that the foregoing is true and correct.

(Signed) _____
Name _____
Address _____

Phone _____
Check one: Agent Owner Other
Date _____
Permit No. _____

HAZARDOUS WASTE SITE AFFIDAVIT

I, _____ (property owner, agent, etc.)
hereby certify that I have read and understand Section 65962.5 of the California
Government Code (reprinted on reverse side) and hereby confirm that the proposed
project to be located at _____ (is*) (is not) contained on the
hazardous site lists as prepared by the State Department of Health Services, State Water
Resources Board and the California Waste Management Board.

I certify, under penalty of perjury, that the foregoing is true and correct.

(Signed) _____
Name _____
Address _____

Phone _____
Check one: Agent Owner Other
Date _____
Permit No. _____

*If the project site is on one of the lists specified by Section 65962.5, a statement must be submitted with
your application indicating which list the site is on and what corrective measures will be taken to remove
the site from the state list.

CONTACT PLANNING TO OBTAIN A CURRENT LIST OF SITES IN THE CITY.

LISTS RELATING TO HAZARDOUS WASTES

65962.5

- (a) The State Department of Health Services shall compile and update as appropriate, but at least annually, and shall submit to the Office of Planning and Research, a list of all of the following:
 - (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code.
 - (2) All land designated as hazardous waste property or border zone property pursuant to Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code.
 - (3) All information received by the State Department of Health Services pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposal on public land.
 - (4) All sites listed pursuant to Section 25356 of the Health and Safety Code.
 - (5) All sites included in the Abandoned Site Assessment Program.
 - (6) A list of all public drinking water wells which contain detectable levels of organic contaminants and which are subject to water analysis pursuant to Section 4026.2 or 4026.3 of the Health and Safety Code.
- (b) The State Water Resources Control Board shall compile and update as appropriate, but at least annually, and shall submit to the Office of Planning and Research, a list of all of the following:
 - (1) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code.
 - (2) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the State Department of Health Services pursuant to subdivision (e) of Section 13273 of the Water Code.
 - (3) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, which concern the discharge of wastes which are hazardous materials.
- (c) The local enforcement agency, as designated pursuant to Section 18501 of Title 14 of the California Administrative Code, shall compile as appropriate, but at least annually, and shall submit to the California Waste Management Board, a list of all solid waste disposal facilities from which there is a known migration of hazardous waste. The California Waste Management Board shall compile the local lists into a statewide list which shall be submitted to the Office of Planning and Research and shall be available to any person who requests the information.
- (d) The Office of Planning and Research shall consolidate the information submitted pursuant to this section and distribute it in a timely fashion to each city and county in which sites on the lists are located.
- (e) Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project is located on a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement.
- (f) This section shall become operative on July 1, 1987.

(Added by Stats. 1986, Ch. 1048)

SOURCE: California Government Code