

**WIRELESS PERMIT
APPLICATION REQUIREMENTS**



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

	Number of Copies
Application Form	1
Project Information Questionnaire	1
Site Description, telecommunications objectives, coverage areas & system capacity	1
Assessor's Parcel Map (with property outlined)	1
Title Report	1
Electromagnetic Frequency Information	1
Co-location Information	1
Visual Impact Information	1
Site Plan	3
Engineering Site Plan Information	3
Floor Plan (if buildings are proposed or cell site is within a building)	3
Building Elevations	3
Colored Elevations	3
Conceptual Landscape Plan	3
Reduced copies of plans (8 1/2" x 11" or 8 1/2" x 17")	1
Photographs of site and surrounding land uses	1
Materials Sample Board (8 1/2" x 14" maximum size)	1
Master Special Use Permit Information (if applicable, only for Master SUP's)	1
Hazardous Waste Site Affidavit (attached)	1
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 8 1/2" 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.

PLANNING DIVISION • 214 South C Street • OXNARD, CALIFORNIA 93030 • www.planning.cityofoxnard.org
Wireless Permit Application Requirements *Revised 5.15.24*

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).

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 and Additional Plans)

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.
6. A Branch Density plan, demonstrating the placement of branches on the monopole. This shall include showing the frequency, length, and location of every proposed branch. The minimum density is 3.3 branches minimum per lineal foot, beginning from the point where the branches begin at 15' feet above the ground and extending up the full length of the monopole.
7. The plans must address the following additional wireless requirements to mitigate visual impact:
 - a. Acceptable mono-tree types include mono-pines, mono-eucalyptuses, and any other tree types that are compatible with existing trees within the vicinity where the wireless tower is proposed and can also support colocation without concealment issues.

- b. Branches must extend a minimum of 18 inches beyond each antenna and any support equipment/structures.
- c. Faux bark appropriate to the proposed tree type must be proposed from the ground to a minimum of 5' above where the branches begin on the monopole. At the Planning Manager's discretion, faux bark may be required for the full length of the pole in locations where the visual impacts are deemed significant due to adjacent uses and scenic resources. Any part of the monopole that is not covered in faux bark must be painted or colored with browns or other appropriate earth tones to mimic natural tree bark resembling the actual tree species that the faux tree is intended to resemble.
- d. The top of the faux tree shall extend a minimum of 5' above the highest antenna.
- e. Branches shall be mixed lengths to simulate a natural tree and have an overall taper that is appropriate to the type of faux-tree that is being proposed.
- f. Foliage shall have varying tints of the proposed leaf color to mimic the look of a real tree and be consistent with the tree type that is being proposed.
- g. Antenna socks are required and shall match the colors that are present in the foliage.
- h. A minimum of 3 live trees shall be within close proximity to the proposed wireless tower at the discretion of the Planning Manager. Trees must be compatible with the proposed faux tree type. Any new trees that must be planted to meet this requirement must be of a compatible type and are subject to the approval of the Planning Manager. Proposed trees shall be a minimum of a 36 inch box in size or a minimum of 18 to 20 feet in brown trunk height at the time of planting. A site landscaping plan shall be provided showing the specific placement of existing and proposed trees, indicating their type and size.

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 * (8 ½" x 11" and 8 ½" 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
Monopole/Tower	Materials
Antenna Panels	Decorative building lighting
Equipment Facility	Antenna Array
	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 Governor's Office of Planning and Research. Consult the list attached, after the affidavit to determine if the proposed project is or is not 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 2030 General Plan

City of Oxnard Landscape Standards

Oxnard Fire Department, Fire Protection Planning Guide

Oxnard Design Guidelines

Applicable Specific Plan (if any; contact the Planning Division)

Planning

Division

Web

Page:

<https://www.oxnard.gov/community-development/planning-environmental-services>

City of Oxnard Web Site: www.oxnard.org

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) (circle one) contained on the
hazardous site lists as prepared by the State of California Governor’s Office of Planning
and Research.

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.

LISTS RELATING TO HAZARDOUS WASTES

Section 65962.5

(a) The Department of Toxic Substances Control shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, 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 former 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 Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land.

(4) All sites listed pursuant to Section 25356 of the Health and Safety Code.

(b) The State Department of Health Services shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code.

(c) The State Water Resources Control Board shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, 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 Department of Toxic Substances Control 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, that concern the discharge of wastes that are hazardous materials.

(d) The local enforcement agency, as designated pursuant to Section 18051 of Title 14 of the California Code of Regulations, shall compile as appropriate, but at least annually, and shall submit to the Department of Resources Recycling and Recovery, a list of all solid waste disposal facilities from which there is a known migration of hazardous waste. The Department of Resources Recycling and Recovery shall compile the local lists into a statewide list, which shall be submitted to the Secretary for Environmental Protection and shall be available to any person who requests the information.

(e) The Secretary for Environmental Protection 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. The secretary shall distribute the information to any other person upon request. The secretary may charge a reasonable fee to persons requesting the information, other than cities, counties, or cities and counties, to cover the cost of developing, maintaining, and reproducing and distributing the information.

(f) Before a lead 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 and any alternatives

are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the lead agency shall notify the applicant pursuant to Section 65943. The statement shall read as follows:

(g) The changes made to this section by the act amending this section, that takes effect January 1, 1992, apply only to projects for which applications have not been deemed complete on or before January 1, 1992, pursuant to Section 65943.

Hazardous Waste Sites in California June 2017

The following agency resources provide databases concerning the locations of all hazardous sites in California, according to Government Code Section 65962.5:

1) EnviroStor Database

This resource lists contaminated hazardous waste sites.
Department of Toxic Substances Control
<https://www.envirostor.dtsc.ca.gov/public/>
(877) 786-9427

2) Underground Storage Tanks Program (UST)

This resource lists leaking underground storage tanks.
State Water Resources Control Board
<http://geotracker.waterboards.ca.gov/>
(866) 480-1028

SOURCE: State of California Governor's Office of Planning and Research (*Updated June 27, 2017*)