



# Wireless Communications Facility Filing Requirements

County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Ave., Ventura, CA 93009 • 805/654-2488 • [www.ventura.org/rma/planning](http://www.ventura.org/rma/planning)

## A. REQUIRED MATERIALS

- 1) **APPLICATION:** Fifteen (15) copies of a completed [application form](#) requesting the installation, maintenance and/or operation of a wireless communications facility.
  - *If the site contains an existing wireless communications facility, but the permit has expired at the time that the current application is submitted, a new application and fee must be filed with the Planning Division.*
- 2) **PLANS:** Fifteen (15) copies of the proposed project's: Title page; Location Map; Site Plan; Enlarged Site Plan; Floor Plan (if applicable); Elevations Plan; Equipment Plan and Concept Landscaping Plan (if applicable), folded no larger than 8 1/4 " to 14" **AND** two (2) copies of 8 1/2" by 11" reductions of all the proposed project's plans listed above. Plans shall include:

### TITLE PAGE:

#### a. Title Block

- Assessor's Parcel Number
- Site Address
- Property owner's name, address and telephone number
- Applicant's name, address and telephone number
- Engineer's name, address and telephone number
- North arrow
- Conditional Use Permit Number
- Communication carrier name and project Site Number

#### b. Legend

- CUP or LU permit number (if there is an existing CUP)
- CUP boundary limits
- Square footage of lease area
- Acreage of whole property
- Date of Site Plan

#### c. Location Map

- Scale = 1" = 1,000' (include bar scale)
- North arrow
- Street pattern with major street names
- Arrow showing outlined project site
- Physical Land Features, i.e. rivers, creeks, wetlands

***The following plans shall be submitted and labeled as follows:***

**SITE PLAN AND ENLARGED SITE PLAN:**

- Scale 1" = 20'
- North arrow
- Show all equipment and structures associated with the communications facility.
- Proposed and existing structures
- Proposed and existing equipment
- Heights of structures and equipment
- Square footage of structures and equipment
- Lease area v. total acreage of parcel
- Specific type/ name of equipment
- Easements
- Setbacks of structures to property lines

**FLOOR PLAN:**

If applicable based on project proposal and responses to project questionnaire. Check with the case planner if a floor plan is required for submittal. If the Planning Division requires submittal of the floor plan, the plan must clearly show the following:

- Layout and use of each room/space in the structure
- Square footage of structure
- Setbacks of all structures

**ELEVATIONS PLAN:**

- Height in feet of all proposed and existing structures, shown at grade level
- Height of all attached accessory equipment to proposed and existing structures.
- Show any changes in grade level due to proposed and existing structures.

**EQUIPMENT PLAN:**

- Type of equipment
- Location of equipment on proposed and existing structures
- Height of equipment on proposed and existing structures
- Square footage of equipment on proposed and existing structure.

**CONCEPT LANDSCAPE PLAN:**

Concept landscape plans are required based on the applicant's project proposal and responses to project questionnaire. Check with the case planner if a concept landscape plan is required for submittal. If the Planning Division requires submittal of the concept landscape

plan, the plan must include all submittal requirements noted in Section C (Application Submittal Requirements) of the *County Landscape Design Criteria Guidelines* (a copy of the Landscape Guidelines can be obtained on the Planning Division website under Information & Documents). Final approval of the concept landscape plan will be made by the Planning Division.

- 3) **Questionnaire:** Twenty (20) copies of the completed [Project Description Questionnaire](#) .
- 4) **Outlined Aerial Map/ Assessor Map:** Fifteen (15) copies of the Assessor's Parcel Map with zoning of the subject parcel outlined in red of where the communications facility is proposed.
- 5) **Fee:** Application fee and fee for Surrounding Property Owners List. (See [Fee Schedule](#) for current rate).
- 6) **Reimbursement Agreement:** Original, completed and signed [Reimbursement Agreement for Permit Processing](#).
- 7) **Photo Simulations:** Two (2) sets of color photo simulations of the site. One set shall show the site as it exists currently and one sets shall show the site as it exists with the proposed equipment, structures, etc. The photos shall be taken the north, south, east and west facing directions and identify the direction from which the photos were taken.
- 8) **Color/Material/ Manufacture Specifications:** The applicant must submit a color and material board showing the exact materials that will be used to construct and/or maintain the structures for the proposed project. Manufacturer specifications and model numbers shall also be submitted. These materials shall be submitted to the Planning Division at the Public Hearing and at the Municipal Advisory Committee (MAC) meeting if applicable.
- 9) **Radio Frequency Maps:** Two (2) sets of Radio Frequency (PF) Maps depicting proposed coverage area of the proposed project on the site. One set shall include coverage area with the proposed equipment and structures at varied heights. For instance, a map of the proposed area of coverage from 25 feet, 50 feet, etc. above ground. One set shall include coverage area at varied distances. For instance, level of coverage from 25 feet, 50 feet away, etc.
- 10) **Easement:** If the project will be situated on an easement or an easement is required for the project, an easement certification/affidavit AND map clearly showing easement boundaries shall be submitted to the Planning Division with this application.

- 11) **Authorization letter:** Letter of authorization from the property owner and the communications carrier demonstrating knowledge and acceptance of the applicant's proposed project's structures and uses on the subject property.
- 12) **Lease Agreement:** Copy of the signed lease agreement between the communication carrier and property owner. The lease agreement shall include contact information of lessee, terms of lease and a detailed description of lease area.
- 13) **FCC Lease Agreement:** An approved copy of the Federal Communication Commission Lease Agreement or the FRN number.
- 14) **Wireless Facilities on Property:** Aerial photo of the property showing all permitted wireless communications facilities on the property (Can be obtained from the County of Ventura GIS Department)
- 15) **Certification Statement of Hazardous Waste/Substance site** (attached).
- 16) **Proof of Legal Lot:** Applicant must provide documentation to the Planning Division that the parcel for which the project is being proposed is legal. Documentation can include: Parcel Map Waiver number, original deed, etc. A Legal Lot Determination will be required if the lot is found to be illegal at the time the project is submitted.
- 17) **Agency Authorization:** Written authorization from all applicable county agencies requesting further review of the application for compliance or a permit from that agency prior to submittal of the initial application to the Planning Division. If additional review is NOT required from a respective agency, written authorization stating so from that agency is still required. The applicant shall contact prior to submitting the application to the Planning Division:
  - Environmental Health Division- Melinda Talent  
(805) 654-2811, [Melinda.Talent@ventura.org](mailto:Melinda.Talent@ventura.org)
  - Air Pollution Control District- Alicia Stratton  
(805) 645-1246, [Alicia@vcapcd.org](mailto:Alicia@vcapcd.org)
  - Public Works Agency- Brian Trushinski  
(805) 477-1967, [Brian.Trushinski@ventura.org](mailto:Brian.Trushinski@ventura.org).
  - Fire Protection District- Michele Krieg  
(805) 947-8524, [Michele.Krieg@ventura.org](mailto:Michele.Krieg@ventura.org)

- 18) **Grading:** If the proposed wireless communication facility requires grading of the land, the applicant shall provide to the planner assigned to your project a grading plan. The plan should depict the area to be graded and the amount of land that is to be graded. Depending on the amount of grading, the Public Works Agency- Grading Department may require the applicant to submit a grading plan for review and/or obtain a grading permit. The applicant should contact Roger Flora at (805) 654-2423, or via email at [Roger.Flora@ventura.org](mailto:Roger.Flora@ventura.org).