

**WIRELESS PERMIT
APPLICATION REQUIREMENTS**
(MODIFICATIONS TO EXISTING FACILITIES)



Checklist:	Number of Copies
<input type="checkbox"/> Building and Engineering Application Form	1
<input type="checkbox"/> Electromagnetic Frequency Information or Checklist for Local Government To Determine Whether a Facility is Categorically Excluded	1
<input type="checkbox"/> Visual impact information (photo simulation)	1
<input type="checkbox"/> Complete set of plans including:	4
<input type="checkbox"/> Architectural plans, including but not limited to site plan, engineering site plan information, floor plan (if changes are proposed within a building), building and antenna elevations <input type="checkbox"/> Structural plans with construction details <input type="checkbox"/> Electrical plans including grounding, electrical changes or alterations, generator or battery storage information (as applicable) <input type="checkbox"/> Specification documents or data sheets for equipment, enclosures, batteries, etc. <input type="checkbox"/> Structural calculations (if applicable)	

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.

CERTIFICATION

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

Date

Signature

Wireless Permit Application Requirements

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 building division staff.

- The plans submitted for file exhibits must be prepared by a licensed design professional. All plan pages must be stamped and signed by the design professional of record.
- The minimum size of any drawing is 24 inches by 36 inches, unless a smaller size is specified in this document.
- 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.

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. Type, square footage (area) and use of each structure, both proposed and existing.
5. Location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
6. Scale and north arrow. Provide "reference North" if "true" north is not perpendicular or parallel to the property lines.
7. Property boundaries, dimensions and area (in square feet and acres).
8. Structures, land uses, walls and other improvements within 50 feet of the project boundaries.
9. Vicinity map locating the proposed development within Oxnard.
10. 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.
11. Name and street address of the project.
12. Include name, address, and telephone number of the architect, landscape architect or other design professional that prepared the plans on every drawing.

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 a completed Checklist for Local Government To Determine Whether a Facility is Categorically Excluded, showing to the satisfaction of 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.

VISUAL IMPACT INFORMATION (Photo Simulations)

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.

ENGINEERING SITE PLAN INFORMATION

A (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. Vicinity map.

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).