



CITY OF SIMI VALLEY

Wireless Telecommunications Permit Application Packet

**Department of Environmental Services
Planning Division**
City Hall

*2929 Tapo Canyon Road
Simi Valley, CA 93063*

**APPOINTMENTS REQUIRED FOR APPLICATION
SUBMITTALS**

Planning Counter: (805) 583-6769

www.simivalley.org

Introduction

The following information is provided to assist you with filing a formal application with the City of Simi Valley for a Wireless Telecommunications Permit (WTP) in accordance with Title 5, Chapter 35 of the Simi Valley Municipal Code. The requested materials will ensure: (a) an accurate and complete project description; (b) provision of information for staff to complete an environmental Initial Study¹ and determine the type of environmental document for your project; (c) consistency with the City's policies, ordinances, and design guidelines, as well of those of outside agencies; and (d) the application is processed as quickly as possible for public hearing(s) before a decision-making authority (Hearing Officer, Planning Commission and/or City Council). The application packet includes the required materials, as well as instructions on where to obtain, and how to prepare, supplemental materials that are needed to file the wireless permits for:

- New facilities
- Modifications including updates/change-outs
- Water Tank or Public Right-of-Way
- Collocation to Existing Facility

Processing the Permit

The City of Simi Valley recognizes that the provision of wireless and Distributed Antenna Systems (DAS) services are highly technical enterprises subject to various federal, state, and local regulations. The City encourages: the location of antennas on or adjacent to water tank sites owned by water purveyors; location of antennas in nonresidential areas; collocation at new and existing antenna sites; and, for facilities to be located in areas where adverse impacts on the community and on public views are minimized. All telecom facilities shall be camouflaged to the greatest extent possible.

Completion of this application and supplemental information is a mandatory document for a wireless telecommunications project. This form assists the City to comply with its duties under its Municipal Code (Title 5, Chapter 35); Sections 253, 332, and 704 of the Communications Act of 1934 as amended; the Federal Communications Commission (FCC) Shot Clock Order (FCC 09-99); California Public Utilities Code Sections 7901 and 7901.1; the California Environmental Quality Act (CEQA); the provisions of California Government Code Sections 65850.6 and 65964; and other local, state, and federal laws, regulations, and court rulings. The City of Simi Valley requires that the applicant provide this information to assist it in creating a written administrative record containing substantial evidence sufficient to permit the City's informed consideration of your request, and to determine the duties, rights and obligations of the City and the applicant/owner of the proposed project.

No application for a new wireless site or for a modification of an existing wireless site shall be considered for determination of completeness until all required responses to this supplemental application form and required exhibits and/or attachments are completed and tendered to the City. Once the City determines an application to be acceptable for processing, which means the City has all the information needed to process the application, finalize the environmental review, and prepare a report, a hearing date is tentatively scheduled.

Please contact the Planning Division for any questions you may have about a proposed project, process, or the required application submittal information and materials. A preliminary meeting to discuss your project and application is encouraged. Although every effort has been made to provide complete information, it is the applicant's responsibility to ensure that they address all submittal and code requirements.

What is Required?

The supplemental information contained in this application form is designed to elicit necessary and required technical information in support of a Wireless Telecommunications Permit (WTP) for a new or modified wireless telecommunications site project or a Distributed Antenna System (DAS) project within the City of Simi Valley.

Although some of the questions and informational requests in this application packet might not apply to your project, carefully review these documents in their entirety to ensure that you provide the requisite information and materials for your application. Please mark each section "Yes" or "No" indicating its applicability and if

additional materials are included with the submittal. If you do not believe that a specific item of information is necessary or applies to your application, mark the item on this form with the words, “Not Applicable” and attach a detailed written explanation as to the basis for your belief (e.g., “Question 94.7 does not apply to this application because the proposed Project has no microwave transmission element.”) An unsupported statement such as “Question 94.7 does not apply” is insufficient, and the determination of completeness of your application will be delayed while you provide a meaningful and detailed explanation.

The package includes contact information and advisories about requirements and permits that outside agencies may require to complete your project (you are advised to contact them prior to submittal to understand those separate processes).

Included in this packet you will find:

- Section I Application and Contact Information
- Section II Project Information
- Section III Summary of Documents Required with an Application
- Section IV Advisories and Agency Contact Information
- Appendix Preparation details for Plans, Studies and Reports and Fee Worksheet

Any application not including all required materials will not be accepted for submittal. During review of the project, Planning staff distributes applications to other reviewing City and outside agencies and consultants, and may request input from these specialists in the review of the project.

In addition, please be advised that: a) all permit processing and fees must be paid in full at the time at which you submit your application; the Planning Division will assist you in completing the fee estimate worksheet prior to your submittal;² and b) all required information must be submitted as part of a single submission. A summary of the application fees and related service charges is available from the Planning Division/Department of Environmental Services upon request. The applicant has a right to appeal any determination of application completeness in accordance with Simi Valley Municipal Code (SVMC) §9-50.060.

California Environmental Quality Act (CEQA)

The California Environmental Quality Act (CEQA) assures that decision makers understand and account for the environmental consequences of a project. State law requires every project to undergo environmental review. The City Environmental Planning staff will undertake this process during project review. This may require the submittal of project-specific information in order to make such evaluations. The environmental review process involves four possible levels of analysis: 1) Exempt; 2) Negative Declaration; 3) Mitigated Negative Declaration; and 4) Environmental Impact Report (EIR). Projects that result in preparation of a Negative Declaration or Mitigated Negative Declaration will require those documents to be available for public review for a minimum 20-30 days prior to any public hearing. Projects that require an Environmental Impact Report will be coordinated with the Environmental Planner and the applicant is responsible for cost of the report preparation by an outside consultant that is managed by the City.

Neighborhood Council

It is desirable that a project going to the Planning Commission includes appropriate public outreach, and be presented to the Neighborhood Council in which it is located. The City is divided into four Neighborhood Councils. The Councils are made up of citizens who review projects to provide feedback to the applicant and the Planning Commission on the project; the summary minutes of their meeting and vote of recommendation will be forwarded to the Planning Commission for their consideration. The assigned case planner will work with the applicant to schedule a meeting before the appropriate Neighborhood Council when a project has been deemed complete and ready for a public hearing. It is the applicant’s responsibility to present the project to the Neighborhood Council. The Neighborhood Council Coordinator will facilitate the meeting, and can be reached at (805) 583-6756 to discuss meeting specifics.

¹ State CEQA Guidelines [California Code of Regulations, Title 14, Chapter 3, §15063].

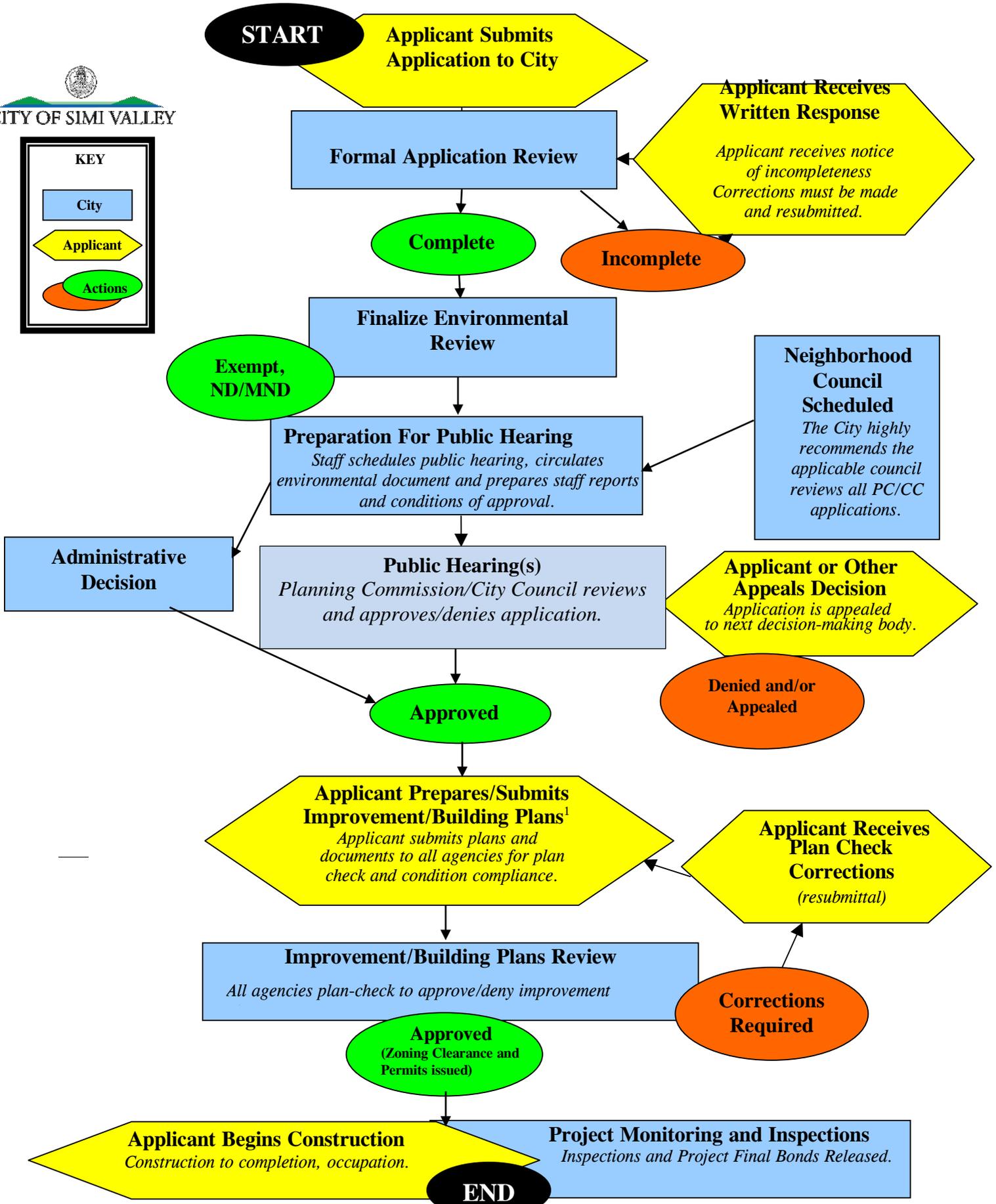
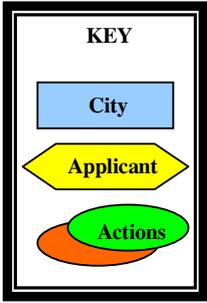
² For information on the fees that are required to process your application, please refer to the Schedule of Service Charges at following website: www.simivalley.org and the attached fee worksheet.



Public Hearing

A public hearing may be required and will be scheduled after your project has been reviewed and deemed complete. Public hearings allow the applicant and all interested parties to present their testimony and position on the requested use. Such permits can be approved, approved with conditions, or denied, and the decision can be appealed to the next higher decision making body as outlined in Simi Valley Municipal Code.

Wireless Telecommunications Permit Process



¹ Additional information for the next phase of the project after entitlement approval is available upon request.
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Section I

Application and Contact Information

Section I.A. Formal Application Requests

Please check all entitlements/applications for which you are requesting approval.

| | |
|--------------------------|---|
| <input type="checkbox"/> | New Wireless Telecommunication Facility |
| <input type="checkbox"/> | Modification including Update or Change-out to Existing Facility |
| <input type="checkbox"/> | Collocation to Existing Facility |
| <input type="checkbox"/> | Water Tank Location |
| <input type="checkbox"/> | Public Right-of-Way Location |
| <input type="checkbox"/> | Modification to add LTE to Existing Facility |

Section I.B. Assessor Parcel Number(s) and Location

- Please list all Addresses and Assessor's Parcel Numbers (APNs) for the project site:

Assessor Parcel Number(s): _____

Street Addresses (if any): _____

Please describe the location if no physical address (i.e., right-of-way): _____

- Project/Shopping Center Name: _____
- Neighborhood Council No: _____

STAFF USE ONLY

CASE FILE NUMBER(S): WTP-_____

Date Accepted for Review: _____

Accepted by: _____

Related Cases: _____

Case Planner: _____

Action Required by: _____

Environmental Planner: _____

ES Billable Nos: _____

DAC Date: _____

Section I.C. Applicant, Property Owner and Consultant Information

Please provide the following information about the applicant, property owner, and all consultants (e.g., architects, civil and RF engineers, surveyors, and permit expeditors) who prepared the application materials (e.g., plans, reports, and studies).

C.1. Applicant

The applicant is: (Please check the appropriate box.)

- Owner Lessee Has Power of Attorney Authorized by Owner Other

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

Disclosure: Has the applicant had financial involvement (including political campaign contributions) in excess of \$250.00 with any Planning Commissioner in the last 12 months? **YES** _____ **NO** _____

The undersigned is hereby informed, and acknowledges having been so informed of the following:

1. All City-issued permits and approvals are issued pursuant to the authority and subject to the requirements contained in Federal, State, County, Special District, and City codes, and in accordance with written policies and procedures adopted by the City Council, and subject to specific written exactions applicable to the request.
2. Statements or representations by City Employees concerning the foregoing requests, codes, policies, standards, and procedures are believed to be accurate; however, such accuracy is not guaranteed. Applicants are advised to refer directly to the codes, written policies, and procedures applicable to your request. It is expressly understood that the decision making body(ies) are not bound by staff recommendations but may exercise their sole discretion concerning the request.
3. Conditions imposed upon development approvals do not constitute contractual consideration, but are imposed by the City for the sole purpose of ensuring compliance with all applicable standards, and for the protection and promotion of public health, safety, and welfare.

An application may be filed only by all of the owner(s) of the property or by a person authorized by the property owner(s).

I/we _____ hereby certify, under penalty of perjury, that I/we am/are the property owner(s) or am/are authorized by the property owner(s) to submit this application. I/we further certify that this application has been prepared in compliance with the requirements of the Simi Valley Municipal Code, that the materials are being submitted as a formal application for the request noted on this application, and that the statements and information above referred to are, to the best of my/our knowledge and belief, in all respects true, correct and complete, and that information provided here should be relied upon by the City of Simi Valley as being accurate and complete when the City of Simi Valley evaluates this project.

The City of Simi Valley strives to complete wireless application processing to reach a decision within 90 days for collocation projects, and 150 days for new siting projects; however, the complexity and other issues may impact processing time. If the applicant is willing to voluntarily extend the initial processing time shown above by 30 days (120 days for collocation projects, and 180 days for new siting projects), please initial below. *Your agreement to this initial extension is strictly voluntary, and declining to agree to the extension will in no way impact the consideration or priority of your use, or the outcome of the case.* Initial here _____ to indicate the applicant's acceptance of the initial additional 30 day processing time (120 days for collocation projects; 180 days for new siting projects).

Applicant's Signature _____ Date _____

Applicant's Printed Name: _____
All applications must have all signatures(s) notarized by a Commissioned Notary Public.



C.2. Property Owner

If the property owner is the same as the applicant, write "same."

Name: _____ Phone: _____
Mailing Address: _____
E-mail Address: _____ Fax: _____

C.3. Primary Contact Information

Please designate and provide the following information about the person who will serve as the primary point of contact on this project. All project-related correspondence will be directed to this person.

Name: _____ Phone: _____
Mailing Address: _____
E-mail address: _____ Fax: _____

C.4. Carrier Company Contact

Name: _____ Phone: _____
Mailing Address: _____
E-mail Address: _____ Fax: _____

C.5. Person Responsible for Final Site Selection for the Project

Name: _____ Phone: _____
Mailing Address: _____
E-mail Address: _____ Fax: _____

C.6. Person Responsible for the Radio Frequency Engineering for the Project

Name: _____ Phone: _____
Mailing Address: _____
E-mail Address: _____ Fax: _____

C.7. Person Responsible for the Rejection of Other Candidate Sites Evaluated

Name: _____ Phone: _____
Mailing Address: _____
E-mail Address: _____ Fax: _____

C.8. Civil Engineer

Name: _____ Phone: _____
Mailing Address: _____
E-mail Address: _____ Fax: _____



C.9. Landscape Architect

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

C.10. Land Use/Project Consultant

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

C.11. Other Parties to be Contacted

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

Section II

Project Information

To ensure City staff understands your project and to avoid delays in processing your application, it is very important to provide as much information as possible on all aspects of the proposed project. In order to present a detailed project description, please answer all of the following questions and provide the requested materials (as applicable) to supplement the project information that must be shown on the project plans and/or map. Separate sheets shall be attached to this application and be numbered for clarity, according to the question to which it responds.

II.A. Project Description Summary

Please provide a brief summary of the proposed project.

II.B. Project Characteristics

B.1. Project/Site Operational Characteristics and Features

For all projects, please provide the following information:

- a. Existing General Plan Land Use Designation: _____
- b. Existing Specific Plan (if any) _____
- c. Existing Zoning _____
- d. What is the size of the total project site (gross)? _____ acres
- e. Describe the existing uses/buildings on site (including description and location of any existing telecommunication facilities on site):

| Building, Structure or Area | Use(s) | Square Feet by Floor and Total | Height of Building and Number of Stories | Other |
|-----------------------------|--------|--------------------------------|--|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

f. Does the project include ground-mounted or underground equipment? If yes, describe.

B.2. Certificate of Public Convenience and Need

1. Is any telecommunications service to be offered from this project subject to a California Public Utilities Commission (CPUC) ‘Certificate of Public Convenience and Need’ (CPCN)?

Yes No

2. If yes, provide either a web link to the complete CPCN decision at the CPUC website, or a true and complete copy of the CPCN decision and check here indicating it is attached.

Weblink: _____

Attached CPCN (Label as Attachment B.2.2)

B.3. FCC License / FAA Compliance / RF Safety Disclosure Information

1. For each person/legal entity that will be using the project site, provide the information in Sections B.3 and B.4. If more than one person/legal entity, provide separate information for each person/legal entity using the project site.

Note to DAS provider applicants named as Applicant in Section I.C.1: Unless the DAS provider is the FCC licensee for the proposed project, or the non-licensee to be transmitted from the site for its own purposes, the information provided in response to Sections 3 and 4 must be provided by every individual wireless licensee or non-licensee to be transmitted via the project identified in Section I.B of this form. That information must be provided on the letterhead of each entity. Each such response must also be signed by an authorized person, and that person’s printed name and title, address and telephone number must be shown on the letter. DAS provider-provided responses to Section B.4 are unacceptable, and will result in your application being determined to be incomplete.

2. For questions B.3.3 through B.3.10 inclusive, disclose all information for each proposed Radio Frequency signal emitter (“RF Emitter”) at the project site

3. Name of RF Emitter: _____

4. RF Emitter’s Address Line 1: _____

5. RF Emitter’s Address Line 2: _____

6. RF Emitter’s Phone Number: _____

7. RF Emitter’s Fax Number: _____

8. RF Emitter’s Contact Email Address: _____

9. Use of Facility (mark all that apply): (Mark “N” for New and “E” for Existing)

- | | |
|--|--|
| <input type="checkbox"/> Amateur Radio | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Broadcast Radio | <input type="checkbox"/> PCS telephone |
| <input type="checkbox"/> Broadcast TV | <input type="checkbox"/> Paging |
| <input type="checkbox"/> Cellular telephone | <input type="checkbox"/> SMR/ESMR |
| <input type="checkbox"/> Enhanced Specialized Mobile Radio | <input type="checkbox"/> WiMax/WIFI |
| <input type="checkbox"/> 700 MHz LTE | <input type="checkbox"/> Other(s) |
- (specify): _____

Notice: Applicants not operating under their own FCC license(s) must mark “Other” above, and disclose of all information required here for all entities that use the project.

10. Project latitude and longitude: N _____ W _____
11. Specify DATUM used above: WGS84 NAD23 NAD83
 Other DATUM (specify): _____
12. Project maximum height (feet above grade level): _____
13. Bottom of lowest transmitting antenna (feet above grade level): _____
14. RF Emissions (“Rad”) center of the lowest transmitting antenna (feet above grade level): _____
15. For each licensee (i.e., “ABC Wireless” or “XYZ Wireless”), and for each radio service (i.e., “PCS” or “Cellular”), existing and proposed, complete and attach a separate two page “Appendix A” form from "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance" available by download directly from the FCC at <http://www.fcc.gov/oet/rfsafety/> (the “Appendix A Form”). Ensure that all proposed emissions from this project are accounted for on the Appendix A Forms you submit.

Distributed Antenna System (DAS) providers and all others who are not licensed by the FCC for the radio services proposed for this project and identified in B.3.9: Unless the DAS provider is the FCC licensee for the proposed project or the emissions from the site are solely for the DAS provider’s own transmissions, the DAS provider must provide an Appendix A form completed by each wireless carrier or wireless service provider to be transmitted through the Project at each wireless site. Appendix A Forms completed by a DAS provider are unacceptable if they are not the FCC licensee for the particular wireless service(s) to be transmitted through the project.

Designate all completed “Appendix A” Forms as “Exhibit B.3.15.” Depending on the information provided in Exhibit B.3.15, additional RF safety disclosure information may be required by the City of Simi Valley to permit a positive determination of compliance with FCC OET Bulletin 65 requirements. In addition to the LSGAC form(s) you must submit, you may also submit any additional RF safety compliance information or report(s). Designate any additional RF safety compliance information as “Exhibit 3.15-A”.

For collocation projects: In addition to the “Appendix A” Form(s), which you must submit in connection with the project identified in this application, you must also submit an “Appendix A” Form for each collocated RF emitter. Designate any additional RF safety compliance information as “Exhibit B.3.15-A.”

For consistency, all “Appendix A” forms submitted must use effective radiated power (ERP) units of measure. Do not use effective isotropic radiated power (EIRP). To verify your understanding of this requirement, you must append the letters “ERP” following each wattage listing in each “Appendix A” form you submit.

Initial here _____ to indicate that all required Exhibit B.3.15 and B.3.15-A forms are attached hereto. This should not be confused with the Appendix A contained herein.

16. Considering your response in Exhibit B.3.15, above, and any other identifiable RF emitters that FCC OET Bulletin 65 requires be evaluated in connection with this Project, are all portions of this Project cumulatively “categorically excluded” under FCC OET 65 requirements? Yes No
17. Does the project design or location require the applicant to file an FAA Form 7460 or other documentation under Federal Aviation Regulation Part 77.13 et seq, or under the FCC rules? Yes No

If the answer to B.3.17 is NO, proceed to B.4 (Project Purpose).

18. Attach complete copies of all required FAA/FCC forms including all Exhibits thereto, including without limitation FAA Form 7460. Designate this Exhibit, “Exhibit B.3.18.” Initial here _____ to indicate that Exhibit B.3.18 is attached hereto.

B.4. Project Purpose

1. Indicate the dominant purpose of the Project (check one or more, then proceed as directed):
- Add network capacity without adding significant new RF coverage area; Proceed to B.4.3.
 - Provide significant new radio frequency coverage in an area not already served by radio frequency coverage; Proceed to B.4.3.
 - Increase the existing RF signal level in an area with existing radio frequency coverage; Proceed to B.4.3.
 - Add new LTE (700 MHz network coverage); Proceed to B.4.3.
 - Other; Proceed to B.4.2.
2. Attach a written statement fully and expansively describing all portions or elements of the “Other” dominant purpose of this Project. Designate this Exhibit, “Exhibit B.4.2” and initial here _____.
3. If any portion of the project is to utilize radio spectrum that does not require an FCC license, identify in detail the portions of the project that used unlicensed spectrum. Designate this Exhibit, “Exhibit B.4.3” and initial here _____.
4. Is this project intended to close or reduce what the applicant asserts to be a “significant gap” in its network? Yes No

If the answer to B.4.4 is NO, proceed to B.4.8.

5. Attach a written statement fully and expansively describing the following:
- a. A clear description of the geographic boundary of the claimed significant gap area; and
 - b. Attach a street-level map showing the geographic boundary of the claimed significant gap stated in B.4.5(a) using the same standards as in B.6.2; and
 - c. Identify the size of the area, in units of square miles, of the claimed significant gap; and
 - d. Explain exactly the definition of the term “significant gap” as it applies to this project; and
 - e. Explain exactly how the definition of significant gap term defined in B.4.5(d) was developed, and identify who developed that definition, and when the definition was developed; and



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- f. Discuss whether the significant gap term defined in B.4.5(d) is identical to that term as used by some or all wireless carriers in the City of Simi Valley and/or the wireless industry as a whole, or whether that information is unknown; and
- g. Specify whether the definition of “significant gap” provided in B.4.5(d) is the same definition used in by this applicant and owner in all of its prior projects submitted to the City of Simi Valley, and if not, explain all differences and the reasons for the differences; and
- h. Discuss in detail all of the following in relation to the claimed significant gap area only. Where you have relied on external data sources, identify those sources in detail your response.
 - 1. Whether the claimed significant gap affects significant commuter highway or railway, and if so, name each highway or railway, and how affected;
 - 2. Describe in detail the nature and character of that area or the number of potential users in that area who may be affected by the claimed significant gap;
 - 3. Describe whether the proposed facilities are needed to improve weak signals or to fill a complete void in coverage, and provide proof of either;
 - 4. If the claimed significant gap covers well-traveled roads on which customers lack roaming capabilities, identify all such well-traveled roads by name within the claimed significant gap area and provide road use information about each such road;
 - 5. If any “drive test” has been conducted within the claimed significant gap area, discuss in detail the methodology of how the test(s) was conducted, including details about the test equipment model numbers and location of the test equipment and antennas in or on the test vehicle, and provide all of the objective data collected during the drive test in .XLS or .CSV or similar portable spreadsheet format;
 - 6. If the claimed significant gap affects a commercial district, show the boundaries of the district on the map;
 - 7. If the claimed significant gap poses a public safety risk, describe in detail the claimed risk, and the expansively discuss the basis for this claim; and
- i. If the claimed significant gap is based in whole or in part on factors regarding any factor related to switching center capacity; dropped calls; failed hand-offs; interference from or to other cell sites; pilot channels; site hopping; degraded RXQUAL; degraded Ec/Io; and/or any failure to meet any carrier transmission goal or percentage goal, attach at least the most recent twelve months of historical data by month documenting at least (1) the results or numerical data of each claimed parameter; (2) the wireless carrier’s numerical and percentage requirements for each such claimed perimeter; (3) the total number of calls attempted for each month both successfully and unsuccessfully completed; (4) the total number of calls that were not completed including failed originations; failed hand-offs; and non-normal call terminations; and (5) for every such claimed parameter that is not categorized by way of number or percentage, provide the data in the way kept by the carrier.
- j. Provide all other relevant information you want the City of Simi Valley to consider when evaluating your claim of a significant gap.

Designate this Exhibit, “Exhibit B.4.5.” Initial here _____ to indicate that Exhibit B.4.5 is attached hereto.

- 6. Is the proposed project the least intrusive means to close the significant gap claimed and described in B.4.5? Yes No



- If the answer to B.4.6 is NO, proceed to B.4.8.
7. Attach a written statement fully and expansively describing at a minimum:
 - a. Why this project is the least intrusive means to close the significant gap claimed and described in B.4.5.
 - b. Identify and discuss all alternative sites and means considered to close the significant gap claimed and described in B.4.5.
 - c. Whether two or more sites in lieu of the proposed site could close the significant gap claimed and described in B.4.5, or to reduce the significant gap to be less than significant, with less impact on the community as compared with a single site? If the answer is no, please explain in narrative format the basis for that answer.
 - d. Whether the City of Simi Valley requiring two or more sites in place of the proposed site would prohibit or have the effect of prohibiting the applicant from providing any interstate or intrastate telecommunications service.

If the response asserts that a prohibition or effective prohibition would occur, explain in detail in narrative form all of the reasons why it would.

- e. Include and attach all information whatsoever you relied on in reaching your affirmative determination in B.4.6.
- f. Include any other information you believe would assist the City of Simi Valley make findings regarding whether the proposed project is the least intrusive means of closing the significant gap claimed and described in B.4.5, or to reduce the significant gap to be less than significant.

Designate this Exhibit, "Exhibit B.4.7." Initial here _____ to indicate that Exhibit B.4.7 is attached hereto. Proceed to B.4.8.

8. If any portion of the project is to utilize radio spectrum that does not require an FCC license, identify in detail the portions of the project that used unlicensed spectrum.

Designate this Exhibit, "Exhibit B.4.8." Initial here _____ to indicate that Exhibit B.4.8 is attached hereto.

9. Is this project designed to use any form of direct site-to-site radio interconnection (i.e., microwave or donor/donee configuration, for example) with another existing or currently planned site?
 Yes No

If the answer to B.4.9 is NO, proceed to B.5 (Build-Out Requirements).

10. Attach a detailed written statement fully and expansively describing the radio interconnection proposed, and identify all other existing or planned sites that will be interconnected with this project.

Designate this Exhibit, "Exhibit B.4.10." Initial here _____ to indicate that Exhibit B.4.10 is attached hereto.

B.5. Build-Out Requirements

1. Do any of radio services or LTE band service identified in B.3.8 above require the licensee to provide specific radio frequency/population build-out coverage pursuant to the underlying FCC license?
 Yes No

If the answer to B.5.1 is NO, proceed to B.6 (Radio Frequency Maps).



2. Have all of the FCC build-out requirements as required by all licenses covering all radio services proposed at this Project, or LTE band license covering this market, been met? Yes No

If the answer to B.5.2 is YES, proceed to B.6 (Radio Frequency Maps).

3. Disclose by licensee call sign identified in Section B.3.2 all build-out requirements/obligations, which have yet to be met, and the known or estimated date when the remaining build-out requirements will be met. Designate this Exhibit, "Exhibit B.5.3." Initial here _____ to indicate that Exhibit B.5.3 is attached hereto.

4. Will this proposed site be interconnected via radio frequency transmissions to any other site or sites now constructed, proposed, or anticipated? For the purpose of this question, interconnection includes one or more radio frequency links to provide for 'back-haul' from this site to a switching center or centralized node location. Yes No

If the answer to B.5.4 is NO, proceed to B.6 (Radio Frequency Maps).

5. Identify by physical address (or if none, by geographic description) all other sites, regardless of whether now constructed, proposed, or anticipated, that are to be interconnected with this project site. Disclose in technical detail the proposed method of interconnection. Designate this Exhibit "Exhibit B.5.5." Initial here _____ to indicate that Exhibit B.5.5 is attached hereto.

B.6. Radio Frequency (RF) Coverage Maps

1. Where a licensee intends to provide radio frequency coverage from the project to an identified geographic coverage, the coverage maps and information requested in Section B.6 are required exhibits.

Distributed Antenna System (DAS) providers and all others who are not the RF emitters for the radio services proposed for this project and identified in B.3.9: You must provide radio frequency coverage maps prepared by the FCC licensee(s) that will control the RF emissions from this project. Radio frequency coverage maps required here that are completed by a DAS provider are unacceptable if they are not the FCC licensee or in full control of the RF emitter for the particular wireless service transmitted through the project.

If no geographic coverage area is identified, initial here _____ and proceed to B.7 (Project Photographs and Photosimulations).

2. For the coverage maps required here, the following mandatory requirements apply. Failure to adhere to these requirements may delay your application's processing.
 - a. The size of each submitted map must be no smaller than 11" by 17." Each map must be of the same physical size and map area scale. Each map must use the same base map (i.e., same streets and legends shown on all). Street names and identifying features must be provided.
 - b. If the FCC rules for any proposed radio service defines a minimum radio frequency signal level that level must be shown on the map in a color easily distinguishable from the base paper or transparency layer, and adequately identified by RF level and map color or gradient in the map legend. If no minimum signal level is defined by the FCC rules you must indicate that in the legend of each RF coverage map. You may show other RF signal level(s) on the map so long as they are adequately identified by objective RF level and map color or gradient in the map legend.
 - c. Where the City of Simi Valley reasonably determines that one or more submitted maps are inadequate, it reserved the right to request that one or more supplemental maps with greater or different detail be submitted.

- d. All Ventura County Water Works District #8 owned water tank sites shall be identified on the maps. If it is determined by the City of Simi Valley that additional RF maps should be provided showing higher priority locations, the City reserves the right to request supplemental maps.
3. For LTE projects:
 - a. Existing RF coverage within the City of Simi Valley on the same LTE network as being proposed, if any (if none, so state). This map should not depict any RF coverage to be provided by the Project. Designate this Exhibit “Exhibit 6.3(a)”. Initial here _____ to indicate that Exhibit 6.3(a) is attached hereto.
 - b. LTE RF coverage to be provided by the Project. This map should not depict any RF coverage provided any other existing or proposed wireless sites. Designate this Exhibit, “Exhibit 6.03(b)”. Initial here _____ to indicate that Exhibit 6.3(b) is attached hereto.
 - c. LTE RF coverage to be provided by the Project and by other wireless sites on the same network should the Project site be activated. Designate this Exhibit “Exhibit 6.3(c)”. Initial here _____ to indicate that Exhibit 6.3(c) is attached hereto.
 4. Provide a map consistent with the requirements of B.6.2 showing the existing RF coverage within the City of Simi Valley on the applicant’s same network, if any (if no existing coverage, so state). This map should not depict any RF coverage to be provided by the Project. Designate this Exhibit “Exhibit B.6.4.” Initial here _____ to indicate that Exhibit B.6.4 is attached hereto.
 5. Provide a map consistent with the requirements of B.6.2 showing the RF coverage to be provided only by the Project. This map should not depict any RF coverage provided any other existing or proposed wireless sites. Designate this Exhibit “Exhibit B.6.5.” Initial here _____ to indicate that Exhibit B.6.5 is attached hereto.
 6. Provide a map consistent with the requirements of B.6.2 showing the RF coverage to be provided by the Project and by all other existing wireless sites on the same network should the Project site be activated. Designate this Exhibit “Exhibit B.6.6.” Initial here _____ to indicate that Exhibit B.6.6 is attached hereto.
 7. The maps outlined above shall include a cumulative analysis for all RF emitting sites within 60 feet of the subject site. Anything within 60 feet is usually considered a co-location.

B.7. Project Photographs and Photosimulations

1. The applicant shall submit photo simulations consistent with the following standards:
 - a. Minimum size of each base photo and each photo simulation must be 10 inches by 8 inches (landscape orientation). Each base photo and matching photo simulation must be the same size. Single sheets of 11 x 8 ½ inches showing base photos and photo simulations on the same page are unacceptable.
 - b. All elements of the Project as proposed by the applicant which can be seen from any point at ground level, or from any level within or on buildings within 500 feet of the Project must be shown in one or more close-in photo simulations (i.e., panel antennas, omni-directional antennas, GPS antennas, antenna camouflage devices, cable trays, equipment cabinets, working lights, etc.).
 - c. The overall Project as proposed by the applicant must be shown in three or more area photo simulations. Base photographs must, at a minimum, be taken from widely scattered positions of 120 degrees. A map detail showing each location where a photograph was taken, the proposed site, and the direction to the site from each photo location must be included. Base

photographs taken from locations that have some physical feature obscuring the Project site, and the photo simulations associated with those same base photographs, are not acceptable.

Attach all base photographs and photo simulations to this application marked as Exhibit B.7.1.

The purpose of the photo simulations is to allow the City of Simi Valley to visualize the Project as completed, therefore the number of site photos, and photo simulations, and the actual or simulated camera location of these photos and photo simulations are subject to City of Simi Valley determination. The Applicant should submit photos and photo simulations consistent with these instructions, and be prepared to provide additional photos and photo simulations should they be requested by the City of Simi Valley.

The applicant certifies by initialing in the space at the end of this paragraph that that all of the photos and photo simulations provided for Exhibit B.7.1 are accurate and reliable photographic representations of the current project site and the proposed project to be constructed or modified, and that the Applicant is fully aware that the City of Simi Valley will rely on all of the photos and photo simulations provided in Exhibit B.7.1 when it considers approval of this Project, and later when determining project completion.

All visual simulations shall include “before” and “after” views.

Applicant’s initials: _____ (If not initialed, this application may be deemed incomplete by the City of Simi Valley).

B.8. Alternative Candidate Sites

1. Amateur radio applicants proceed to B.9 (Structural Safety).
2. Will any portion of the project as proposed be visible to the public? Yes No
What and where? _____

If the answer is NO, proceed to B.9 (Structural Safety).

3. Has the applicant or owner or anyone working on behalf of the applicant or owner secured or attempted to secure any leases or lease-options or similar formal or informal agreements in connection with this Project for any sites other than the proposed project site? Yes No

If the answer to B.8.3 is NO, proceed to B.8.5.

4. Provide the physical address of each such other location, and provide an expansive technical explanation as to why each such other site was disfavored over the Project Site. Designate this Exhibit “Exhibit B.8.4.” Initial here _____ to indicate that Exhibit B.8.4 is attached hereto.
5. Considering this proposed site, is it the one and only one location within or outside of the City of Simi Valley that can possibly meet the objectives of the Project? Yes No

If the answer to B.8.5 is NO, proceed to B.9 (Structural Safety).

6. Provide a technically expansive and detailed explanation supported as required by comprehensive radio frequency data and all other necessary information fully describing why the proposed site is the one and only one location within or outside of the City of Simi Valley that can possibly meet the radio frequency objectives of the Project. Explain, in exact and expansive technical detail all of the objectives of this Project that can be achieved only at this project site, and why. Designate this Exhibit “Exhibit B.8.6.” Initial here _____ to indicate that Exhibit B.8.6 is attached hereto.

B.9. Structural Safety

1. Will the proposed project be constructed in whole or in part on an antenna support structure such as a pole, “lollipop mount,” monopole, mono-tree, unipole, flagpole, lattice tower or any other such antenna support regardless of the height of the antenna support structure? Yes No

If the answer to B.9.1 is NO, proceed to B.10 (Additional Information).

2. Is the antenna support structure subject to the requirements of ANSI/TIA/EIA-222G (2009) (“Structural Standard for Antenna Supporting structures and Antennas”)? Yes No

If the answer to B.9.2 is NO, proceed to B.9.5

3. Provide a detailed statement as to why the antenna support structure is NOT subject to the requirements of ANSI/TIA/EIA-222G (2009). Designate this as “Exhibit B.9.5”. Initial here _____ to indicate that Exhibit B.9.3 is attached hereto. Proceed to B.10 (Additional Information).

4. Provide a detailed structural engineering analysis signed and wet-stamped by a professional engineer appropriately licensed to practice in the City of Simi Valley, California certifying that the existing and/or proposed tower (as applicable) has been evaluated by the engineer and that based on the engineer’s evaluation of the existing and/or proposed tower (as applicable) does now or by virtue of this project will meet all the requirements of ANSI/TIA/EIA-222G (2009). Designate this as “Exhibit B.9.4”. Initial here _____ to indicate that Exhibit B.9.4 is attached hereto.

5. Provide a detailed soils engineering analysis signed and wet-stamped by a professional engineer appropriately licensed to practice in the City of Simi Valley, California certifying that the soil suitability for the existing and/or proposed tower (as applicable) has been evaluated by the engineer and that based on the engineer’s evaluation the existing and/or proposed tower (as applicable) does now or by virtue of this project will meet all of the requirements of the current Uniform Building Code (U.B.C.) to bear the maximum anticipated load of the project as proposed. The soils analysis shall be less than one year old. Designate this as “Exhibit B.9.5”. Initial here _____ to indicate that Exhibit B.9.5 is attached hereto.

B.10. Additional Information Provided by Applicant

You are invited and encouraged to provide any additional written information that you wish the City of Simi Valley to consider in connection with your proposed project.

If you wish to attach information, designate this “Exhibit B.10.”

Initial here _____ to indicate that Exhibit B.10 is attached hereto, or initial here _____ to indicate that there is no Exhibit B.10 attached.

B.11. Telecommunications Permit Review Findings

All permits shall be reviewed to ensure the following findings of SVMC 5-35.04(g) are met. In each item below, please provide written facts and references to included materials to support each of the findings with factual analysis (Attach additional sheets as necessary). Factual evidence should include the original Search Ring Map, and written analysis, prepared by the Radio Frequency Engineer of the carrier before the site was chosen, which included the area of all potential sites for your project.

1. **Encouraged locations as set forth in SVMC Section 5-35.01, are either not available or are not feasible.**

Provide specific facts and information which shows why other encouraged locations will not meet the cellular companies needs and include any exhibits or maps to support these facts. Include all Ventura County Water Works District #8 owned water tank sites within this analysis and map(s). Designate this "Exhibit B.11.1."

2. **The proposed Telecom Facility complies with all applicable development standards described in Title 9, or qualifies for a limited modification pursuant to Title 9, Section 9-52.** Provide a written response. Designate this "Exhibit B.11.2.";
3. **The Applicant demonstrated that its proposed wireless Facility will be in full compliance with all applicable FCC rules and regulations for human exposure to RF emissions.** Provide documentation showing compliance with all applicable FCC rules and regulations for human exposure to RF emissions. Designate this "Exhibit B.11.3."
4. **The Applicant demonstrated a good-faith effort to identify and evaluate alternate locations and potentially less-intrusive designs.** Explain and show why the subject site is the least intrusive design, and show other considered sites within the search ring and why they are more intrusive. Designate this "Exhibit B.11.4." (NOT APPLICABLE TO SCWFs)
5. **The Applicant provided the approval authority with a meaningful comparative analysis that attempts to provide a Least Intrusive design by showing that all less-intrusive alternative locations and designs identified in the administrative record are either technically infeasible or not potentially available.** Provide a meaningful comparative analysis. Designate this "Exhibit B.11.5." (NOT APPLICABLE TO SCWFs)
6. **"Slim Jim" monopoles and J-pole antennas consist of a single element are defined as an end-fed vertical folded dipole (consists of two identical conductive elements such as metal wires or rods), new standard monopoles, or lattice towers shall only be permitted when they are determined to be the only necessary means available to provide service.** Provide written information and radio frequency maps of encouraged locations, showing lack of coverage within your search ring. Designate this "Exhibit B.11.6." (NOT APPLICABLE TO SCWFs)
7. **Lack of such a facility would result in a significant gap of coverage.** Explain and show (through before and after radio frequency maps) how that without the subject site, there is a lack of coverage. Designate this "Exhibit B.11.7." (NOT APPLICABLE TO SCWFs)

To help ensure that the City does not enforce regulations that prohibit or would have the effect of prohibiting the provision of Telecom Facilities or SCWFs or other wireless services ("Non-compliant Facility") and to accommodate any request for a waiver from strict compliance with the SVMC, the Reviewing Authority may, but is not required to, approve an application that does not strictly comply with the SVMC when findings of SVMC 5-35.04(g)(8) are met. Submit additional documentation showing consistency with SVMC 5-35.04(g)(8) if applicable.

Justification for Additional Findings. If the application is subject to a location requiring Special Approval per SVMC Section 5-35.05(b)(2) or Temporary Telecom Facility (TTF) per SVMC Section 5-35.09, submit additional documentation showing consistency with Special Approval Findings per SVMC Section 5-35.05(b)(3) or Temporary Telecom Facility (TTF) Findings per 5-35.09 (a)(3).

B.12. Existing Physical Features and Development on and Surrounding the Project Site

To assist the City in its environmental review of the project, *Please provide the following information herein, or on additional sheets as necessary (designate additional sheets as Exhibit B.12):*

1. Are any of the following items applicable to the project or its effects? (If yes, describe further):

| | |
|---|--|
| (a) Change in the existing features of any hills, arroyos, drainage areas, wetlands, riparian area, or substantial alteration of ground contours? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (b) Change in scenic views or vistas from existing residential areas or public lands or roads? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (c) Change in pattern, scale or character of general area of project? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (d) Change in dust, ash, smoke, fumes, or odors in vicinity? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (e) Change in lake, stream, arroyo, ground water quality or quantity, or alteration of existing drainage patterns? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (f) Site on filled land or on slope of 10% or more? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (g) Construction on areas of 20% or more? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (h) Substantial change in demand for municipal services (police, fire, water, sewage, etc.)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (i) Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (j) Does this project relate to a larger project or series of projects? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (k) Does this project include any generators or generator pads | <input type="checkbox"/> Yes <input type="checkbox"/> No |

2. Describe the existing physical features of the project site (provide on additional sheets if necessary). Physical features that should be described include, but are not limited to:
 - Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
 - Distinctive topographical and/or scenic features, such as mountain ranges, hillsides, and Geologic Hazards Areas.
 - Wildlife habitat (e.g., woodlands or chaparral habitat).

3. Describe the physical features surrounding the project site, (provide on additional sheets if necessary). Please include the following physical features and indicate where they are located in relation to the project site [e.g., direction (north, south, east, or west) in relation to and distance from the project site]:
 - Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
 - Distinctive topographical and/or scenic features, such as the mountain ranges, and hillsides.
 - Wildlife habitat (e.g., woodlands or chaparral habitat).
 - Local access to the project site including (but not limited to) roadways, as well as private roadways or driveways.
 - Regional access to the project site, which typically consists of highways.
 - If agricultural activities occur on properties that are located adjacent to the project site, please describe the types of crops that are cultivated.
 - Geologic or Geotechnical Hazards.



- 4. Describe the existing development on adjacent properties surrounding the project site by completing the following table. Describe the types of uses (e.g., agriculture, residential, recreation, open space/vacant, retail sales, wholesale, multi-tenant office space, or manufacturing and assembly plant), buildings, and structures on properties that are adjacent to or across a roadway from the subject property.

| Direction | Building, Structure and Use | Zoning | General Plan Designation |
|-----------|-----------------------------|--------|--------------------------|
| North | | | |
| South | | | |
| East | | | |
| West | | | |

B.13. Cultural Resources

If the site is or was a subject of any archaeological and/or historical resource survey(s), *please provide the reports with the application.* All reports are confidential.

If the site contains land that has never been subject to *grading, Archaeological, Historical, and/or Paleontological Resource Survey Reports may be required.* Please contact the Environmental Planning Section for further information.

If the project site is located on, or within the vicinity of, known archaeological, historical, and/or paleontological resources, or has not been previously surveyed for the presence of these resources, an analysis of potential impacts to these resources might be required as part of the environmental review of your project.

Typically all project sites that are Designated Cultural Heritage Sites will require an analysis of potential impacts to the cultural resources as part of the environmental review of your project.

Buildings or structures that are at least 50 years old may qualify as historical resources of which any potential impacts resulting from the project are required to be analyzed as part of the environmental review of the project.

B.14. Biological Resources

All projects that could impact biological resources must provide a Biological Report with the project application. This includes projects located on, or adjacent to, land with native vegetation, land with watercourses or wetlands, land used by animals for movement between habitats, or land that provides other habitat for sensitive species. Projects that have the potential to adversely impact endangered, threatened, or rare plant species, including, but not limited to, plant species that are on the Ventura County List of Locally Important Species, or California Native Plant Society listed species, will require the preparation of a Plant Survey by a qualified biologist. Discuss your specific project with the Planning Division Environmental Planning staff to determine the scope of the study and discuss any specifics. It is important to note that, if focused surveys are necessary, these surveys are often restricted to a specific time of the year. For instance, botanical surveys are conducted during the blooming period, which is typically in the spring. It is particularly important to start the biological surveys early in the planning process to provide time for any necessary focused surveys and to design the project to avoid impacts to significant biological resources. Avoiding impacts to biological resources can save time and money during the environmental review and permitting process. For more information on the regulations and procedures for analyzing potential impacts related to biological resources, please contact the Environmental Planning Section of the Planning Division at (805) 583-6772.

If a Biological Assessment/Sensitive Plant Species Report is required, it must be prepared by a qualified biologist for this project.

If permits from Fish and Game or the Army Corps of Engineers will be required, or have been obtained, to construct the project, please provide copies of the permit information.

B.15. Mature/Protected Trees

Pursuant to City of Simi Valley Municipal Code (Chapter 9-38), if a person wishes to remove or relocate one or more protected tree(s), or develop a site that contains mature or protected trees, a Tree Report shall be prepared.

Protected trees include: any historic trees, mature native oak trees, or mature trees as defined by the chapter. The report must be prepared in accordance with, and contain the required contents outlined Chapter 9-38 including such information as: type, diameter, spread, health, aesthetic grade, damage/disease, recommended remedial measures, value, and technical feasibility and cost of relocating. The precise vertical and horizontal locations, plus or minus one foot, of all protected trees shall be shown on the site, landscaping, and grading plans as part of the initial application for any development project, unless the project would involve no exterior construction activities. A tree report must be prepared by an arborist, horticulturist, or registered landscape architect. If the tree report is more than 2 years old, consult with the Environmental Planner or City's Landscape Architect to determine if an update on the condition and value of the trees is needed.

Please refer to Appendix H for Tree Report preparation instructions. The resulting information shall also be annotated on site, landscaping, and grading plans in order to ensure consistency with the arborist's recommendations for the trees disposition. Please refer to the appendices for plan preparation instructions.

Please be advised that a Tree Removal Permit will be required to be issued prior to any action upon the trees on the site or initiation of grading. Any questions should be directed to the City's Landscape Architect at (805) 583-6393.

B.16. Restrictions/Covenants

If the property (or a portion thereof) is subject to a restrictive Covenants, Conditions and Restrictions (CCRs), Common Area Maintenance Agreement, and/or Reciprocal Access Agreement please describe (provide on additional sheets if necessary):

B.17. Water Supply

If the project involves the construction of new habitable structures, or new floor area, the size, type, and location of the water supply and project may require that the applicant provide a water supply analysis. The project description and plans will be used to make that determination. Please contact the City Public Works Department to review the requirements for a Water Supply Analysis report. If an existing or abandoned water well exists within the proposed project area, details on its location, use and disposition will be required to be shown. Well abandonment, pursuant to City, County and State requirements, shall be documented and provided with the application submittal. In order to identify the water purveyor that serves the project site, please contact the Building and Safety Department or Ventura County Water Works District #8 (City of Simi Valley Public Works Department). Subsequent "Will-serve" letters will be required from the water purveyors at the time a Zoning Clearance and Building Permit are issued.

Depending on the type of project, a minimum fire flow and fire hydrant location may be required. A fire flow analysis may be contained within a Water Supply Report. The report and plans would identify the location of existing and proposed fire hydrants. For existing hydrants, identify the fire flow at the nearest fire hydrant to the project.

For projects that are proposed to rely on an individual or shared water well, water quality reports and water well pump and recovery test will be required. Methodology and reporting requirements for a water well pump and recovery test will be provided upon request. Contact the Public Works Department.

B.18. Sewage Disposal

If the project involves the construction of new habitable structures with connections to a sanitary system, the size, type, and location of the sewage disposal for the project must be identified. The project may require that the applicant provide a disposal analysis. The following information and the project description and plans will be used to make that determination. Please contact the City Public Works Department to review the requirements.

The use and approval of a septic system must be approved by the City and meet all City, County and State requirements, and shall be documented and provided with the application submittal. Septic systems may require certain Soils (refer to Appendix E) or percolation reports or testing to be done, to prove the viability of such system. Subdivisions and other discretionary projects having a direct effect upon the volume of sewage are required to demonstrate conformance with the City's sewer policy. This policy does not apply to one single-family residence or second dwelling on a single lot. For projects that are proposed to rely on public sewage disposal, a "Will Serve" letter from the sanitation district indicating that existing/future service is available for the proposed project will be required at the time a Zoning Clearance and Building Permit are issued.

For commercial projects involving three or more lots less than five acres in size, applicants may be required to contact the Los Angeles Regional Water Quality Control Board to obtain the waste discharge permit and requirements that will apply to the project. Please contact the Los Angeles Regional Water Quality Control Board at (213) 576-6600 for more information.

B.19. Floodplain Management

All projects must document whether or not they are located in a flood zone, as determined by the Federal Emergency Management Agency Flood Insurance Rate Maps (refer to agency contact information). Additional information can be found at the City's website. Pursuant to City of Simi Valley Ordinance No. 760, for new construction, finish floor levels must be a minimum of one foot above the base flood elevation. Questions related to floodplain management and permitting should be directed to the Public Works Department.

Projects within, adjacent to, or affecting a flood zone or floodway will be required to provide the appropriate documentation and the following:

1. If the project, including any site grading, is proposed to be located within a 100-year floodplain or Special Flood Hazard Area, a California-licensed Civil Engineer must submit hydrologic and hydraulic analyses that determine the boundaries, base flood elevation, and velocity of the 100-year floodplain and, if applicable, the project's impact to any Regulatory Floodway. A California-licensed Land Surveyor can provide current topography of the property as part of the submitted engineering analyses.
2. If the project, including site grading, is proposed to be located in close proximity to a boundary of a Regulatory Floodway or a boundary of a 100-year floodplain, as delineated on the current (Effective) or latest FEMA-issued (Preliminary) Flood Insurance Rate Map, a California-licensed Civil Engineer, Architect, or Land Surveyor will need to submit a scaled site plan, using current topography, verifying the location of the proposed project in relation to the floodway/floodplain boundary.
3. If the project is proposed to be located within a 100-year floodplain, provide a list of finished floor elevations for all proposed structures (habitable and non-habitable, site grading, and any new or replacement utilities and services (electrical, mechanical, heating, ventilation, plumbing) for review. Special building requirements may apply. All utilities shall be located above the highest adjacent grade and outside any area of flooding unless impractical to do so and providing other provisions

can be made to flood-proof the utility as allowed by federal flood regulations and local building codes.

B.20. Geotechnical/Grading

Projects involving new construction may require the submission of a preliminary Geotechnical/Soils Report. The purpose of the preliminary report is to provide sufficient geological/geotechnical, site-specific, factual information to evaluate any potential environmental impacts and develop Conditions of Approval for a proposed project. A Final Report(s) with revisions and/or addenda will be used to support grading plan reviews during the plan check process. The report(s) shall be prepared by the developer's geotechnical consultants (i.e., a State-registered civil engineer and/or certified Engineering Geologist) in accordance with the following and the current California Building Code (C.B.C.) requirements. All reports must be less than one year old. The application must include a Preliminary Geotechnical Report(s), unless specifically waived, in writing, by the City Engineer. Refer to Appendix E for preparation requirements.

Any grading requires a grading plan and a grading permit will be required. Please provide details of import/export quantities and if the site grading is not balanced, general truck haul/route information. Provide total quantities of earthwork on the grading plans. There are exceptions to this requirement. Contact the Public Works Department to find out if you qualify for an exception.

B.21. Drainage/Water Quality

Although not typically a part of a telecommunications project, if the project involves new construction of structures, it may require the submission of a Preliminary Drainage Report. Drainage studies submitted with development applications will be used to develop project Conditions of Approval for recommendation to the Planning Commission. The difference between preliminary drainage studies (to be submitted while filing the project application) and project design drainage studies relates primarily to the details of design. The complexity of the project and the identification of drainage impacts/problems to be mitigated will govern the level of detail needed at the preliminary drainage study stage. It will generally be to the developer's benefit to identify and propose solutions to the drainage problems early in the project design cycle. Detailed hydraulic design calculations will be required at the improvement plan review stage. All items must be addressed; if an item is not applicable, submit supporting documentation. Please contact the Public Works Department with any questions, and refer to Appendix F for preparation information. Some projects will require preparation of a National Pollution Discharge Elimination System (NPDES) Construction Activities Plan and permit. Final Drainage studies will be due at the Public Works Improvement Plans plan check stage of processing.

National Pollution Discharge Elimination Systems: Construction activity resulting in a land disturbance of one acre or more, or less than one acre but part of a larger common plan of development or sale, must obtain a water quality permit from the State of California. Construction activity includes clearing, grading, excavation, stockpiling, and reconstruction of existing facilities involving removal and replacement. Construction activity does not include routine maintenance such as maintenance of original line and grade, hydraulic capacity, or original purpose of the facility. Any applicable construction activity shall be in compliance with the Ventura County NPDES Stormwater Permit and shall comply with requirements for construction projects including Best Management Practices (BMPs) listed under the "Development Construction Program" of the Ventura County NPDES Stormwater Permit. For more information regarding this Permit (and 401 permits in general) contact the Public Works Department at (805) 583-6786, the Ventura County Watershed Protection District at (805) 654-2061, the State Water Resources Board at stormwater@waterboards.ca.gov or phone (916) 341-5537 or refer to website at http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml. The applicant shall file the permit with the California State Water Resources Control Board for the National Pollutant Discharge Elimination System (NPDES) permit. This permit will cover discharges of storm water (and for those associated with industrial activity) and state the conditions of the permit as issued. A copy of Notice of Intent (NOI), storm water pollution prevention plan, monitoring plan, and permit number must be provided to the City's Public Works Department prior to issuance of a grading permit. A copy of the NOI, permit number and plans are required to be submitted to the Environmental Compliance division of the City's Public Works Department prior to commencing operations for industrial connections, restaurants and similar

projects/permits and issuance of the zoning clearance for this tenant improvements. For construction activity on less than one acre, a Storm Water Pollution Prevention Plan shall be required in association with the erosion control plan and grading permit obtained from the Public Works Department.

Municipal Separate Storm Sewer Systems (MS4): Projects are required to incorporate State/County Storm Water improvements associated with the latest MS4 permit requirements and the associated Technical Guidance Manual. The Manual can be found at:

http://www.swrcb.ca.gov/rwqcb4/water_issues/programs/stormwater/municipal/ventura_ms4/VenturaTGM/Ventura%20Stormwater%20TGM%20Final%207-13-11.pdf

The Technical Guidance Manual for Stormwater Quality Measures (2011 TGM) provides guidance to Engineers and Developers for the implementation of stormwater management control measures in new development and redevelopment projects in the County of Ventura and the incorporated cities therein. These guidelines are intended to improve water quality and mitigate potential water quality impacts. These guidelines have been developed to meet the Planning and Land Development requirements contained in Part 4, Section E of the Los Angeles Regional Water Quality Control Board's (Regional Board) municipal separate storm sewer system (MS4) permit (State Order R4-2010-0108) for new development and redevelopment projects. The Planning and Land Development requirements are not implemented at the discretion of the local permitting agency; they are requirements in State Order R4-2010-0108 that must be complied with. The goal of the Planning and Land Development Program is to minimize runoff pollution typically caused by land development and protect the beneficial uses of receiving waters by limiting effective impervious area (EIA) to no more than 5% of the project area and retaining stormwater on site. This goal can be achieved by employing a sensible combination of Site Design Principles and Techniques, Source Control Measures, Retention Best Management Practices (BMPs), Biofiltration BMPs, and Treatment Control Measures to the level required in State Order R4-2010-0108.

The following projects and associated triggers, contained in subpart 4.E.II of Order R4-2010-0108, are subject to the requirements and standards laid out in the 2011 TGM. (Note that some of the project triggers are based on total altered surface area and others on impervious surface area, which is an intentional requirement in the MS4 Permit.)

New Development Projects

Development projects subject to conditioning and approval for the design and implementation of post-construction stormwater management control measures, prior to completion of the project(s), are:

- 1) All development projects equal to 1 acre or greater of disturbed area that adds more than 10,000 square feet of impervious surface area.
- 2) Industrial parks with 10,000 square feet or more of total altered surface area.
- 3) Commercial strip malls with 10,000 square feet or more of impervious surface area.
- 4) Retail gasoline outlets with 5,000 square feet or more of total altered surface area.
- 5) Restaurants (Standard Industrial Classification (SIC) of 5812) with 5,000 square feet or more of total altered surface area.
- 6) Parking lots with 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces.
- 7) Streets, roads, highways, and freeway construction of 10,000 square feet or more of impervious surface area (see Section 2 for specific requirements).
- 8) Automotive service facilities (Standard Industrial Classification (SIC) of 5013, 5014, 5511, 5541, 7532-7534 and 7536-7539) of 5,000 square feet or more of total altered surface area.
- 9) Projects located in or directly adjacent to, or discharging directly to an Environmentally Sensitive Area (ESA), where the development will:
 - a. Discharge stormwater runoff that is likely to impact a sensitive biological species or habitat; and
 - b. Create 2,500 square feet or more of impervious surface area.

Redevelopment Projects

Redevelopment projects subject to conditioning and approval for the design and implementation of post-construction stormwater management control measures, prior to completion of the project(s), are redevelopment projects in categories 1 through 10 above that meet the threshold identified below:

Land-disturbing activity that results in the creation or addition or replacement of 5,000 square feet or more of impervious surface area on an already developed site.

Additionally:

- 1) Projects where redevelopment results in an alteration to more than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to the post development stormwater quality control requirements of Board Order 00-108, shall mitigate the entire redevelopment project area.
- 2) Projects where redevelopment results in an alteration to more than fifty percent of impervious surfaces of a previously existing development, and the existing development was subject to the post development stormwater quality control requirements of Board Order 00-108, must mitigate only the altered portion of the redevelopment project area and not the entire project area.
- 3) Projects where redevelopment results in an alteration of less than fifty percent of impervious surfaces of a previously existing development must mitigate only the altered portion of the redevelopment project area and not the entire project area.

Land-disturbing activity that results in the creation or addition or replacement of less than 5,000 square feet of impervious surface area on an already developed site, or that results in a decrease in impervious area which was subject to the post development stormwater quality control requirements of Board Order 00-108, is not subject to mitigation unless so directed by the local permitting agency. Redevelopment does not include routine maintenance activities that are conducted to maintain the original line and grade, hydraulic capacity, or original purpose of the facility or emergency redevelopment activity required to protect public health and safety. Impervious surface replacement, such as the reconstruction of parking lots and roadways, that does not disturb additional area and maintains the original grade and alignment, is considered a routine maintenance activity. Agencies' flood control, drainage, and wet utilities projects that maintain original line and grade or hydraulic capacity are considered routine maintenance. Redevelopment also does not include the repaving of existing roads to maintain original line and grade. Existing single-family dwelling and accessory structure projects are exempt from the redevelopment requirements unless the project creates, adds, or replaces 10,000 square feet of impervious surface area.

These methods and associated calculations shall be incorporated in the civil and hydrology plans for the project and will be reviewed by the Public Works Department. Any questions about exceptions for certain projects, high ground water, and methods of construction should be discussed with the Public Works Department prior to submittal.

Groundwater: Applicants seeking projects located in the eastern and western most portions of Simi Valley should be advised that these areas may have a high ground water table. High ground water shall be addressed in the appropriate geotechnical and hydrology reports for the project. Any questions should be directed to the Public Works Department. Groundwater surcharge and aquifers are separately monitored by the County of Ventura Water Resources Division in consultation with the City Public Works Department and any related questions should be addressed to the County.

Please be advised, Stormwater Quality Impact Mitigation Plan (SQUIMP) and/or Stormwater Quality Permits may be required to be submitted with the Final Drainage Study and/or at the time of post project approval Public Work Improvement Plans plan check, if applicable.

Please check the appropriate box if the proposed project involves any of the following activities:

- Construction resulting in a discharge of stormwater directly into an environmentally sensitive area or arroyo.
- Redevelopment that creates or adds 5,000 square feet or more of impervious surface area.
- Redevelopment that creates or adds impervious surface area that is 50% or more of the existing impervious surface area.

If you provided a checkmark in any of the above boxes:

- Identify proposed Stormwater Quality Impact Mitigation Plan (SQUIMP) and NPDES features and devices on your site/grading plan (contact the Public Works Department for further preparation information).
- Provide the necessary analysis in your Preliminary Drainage Study (refer to Appendix F) to demonstrate that the SQUIMP will function and be feasible as proposed including any applicable stormwater quality design flow or volume calculations for proposed treatment device(s) [Please refer to the applicable "Design Procedure Form" in Appendix G of the Stormwater Technical Guidance Manual].

Please be advised, final SQUIMP Worksheet/information and/or Stormwater Quality Permits will be required to be submitted with the Final Drainage Study and/or at the time of post project approval Public Work Improvement Plans plan check.

B.22. Hazardous Materials/Waste and Fire Protection

Certain sites have been designated by agencies as containing Hazardous Waste or being a Hazardous Waste Substance Site or are involved, through their business practices, in the use, storage, transport or handling of hazardous waste. Additional information is required by the City to address these sites. All projects must submit a Certification Statement of Hazardous Waste/Substance Site form contained in Appendix B. Lists of such sites, if any, are on file with the Planning Division.

Additional permitting for materials storage and handling, battery storage, and generators if applicable, will also be required from the City, Fire District, and applicable outside agencies depending on the use of such materials.

B.23. Utilities and Screening

Pursuant to SVMC §9-30.070, all new utility equipment and appurtenances (i.e., power and cable trays) to be installed in conjunction with any new application for the approval of a development project shall be completely screened from public view. A *Conceptual Utility Equipment Screening Program* is required, as part of any development permit application. The intent of requiring a conceptual utility equipment screening program is to facilitate forethought by the project applicant and the utility providers in accommodating utility equipment and screening of the equipment early in the design process. The conceptual utility equipment screening program does not require specific, engineered plans, showing the precise locations of utility equipment and screening. Rather, general or "typical" locations of the equipment and the proposed method of screening should be provided on the conceptual program. The specific location of the utility equipment and screening is required on the final utility equipment program, which may be combined with the project landscaping plans. The Planning Commission may consider alternate methods to screen the utility equipment. Refer to Appendix G for preparation information.

B.24. Lighting

Lighting associated with any development proposal must be shown on the site and elevation plans. Cut-sheets, design details, heights, colors, and materials, etc. should also be provided with the original submittal to ensure a lighting theme for the project is developed. Projects will also be required to meet the City Security Ordinance requirements for illumination SVMC §8-21, and have shielded light sources and property line cut-offs as outlined in SVMC §9-30.040. A final photometrics/lighting plan will be required at the time of Zoning Clearance/Building Permit plan check pursuant to the criteria in SVMC §9-30.040 and the Security Ordinance in SVMC §8-21. Any questions related to lighting should be directed to the Planning Division.



Section III

Items Required to be Submitted with an Application

The following outlines the quantity of items that must accompany your application upon submittal. Contact the Planning Division with any questions. *ALL PLANS MUST BE FOLDED TO 8.5" x 14" MAXIMUM.*

| Submit with All Applications | No. of Copies | Provided |
|---|---------------|----------|
| Formal Application, Ownership, Applicant Information and Questionnaire | 2 | |
| Planning Fees (permit, environmental, landscape, study review, consultant review, etc.) | | |
| Certification Statement of Hazardous Waste/Substance Site | 1 | |
| Preliminary Title Report (no more than 3 months old) | 4 | |
| Assessor's Parcel Map(s) with property outlined | 1 | |
| Public Notice Mailing List Radius Maps and Affidavit (refer to Appendix A) | 1 | |
| Public Notice Mailing List Labels (refer to Appendix A) | 3 sets | |
| Electronic Copy of Application and ALL Plans and Exhibits on CD (.pdf format, with files no bigger than 10 mb each) ¹ | 2 disks | |
| Copy of all exhibits reduced to 8.5"x11" | 1 | |
| Site Plan (refer to Appendix J) | 12 | |
| Elevation Plans (refer to Appendix M) | 12 | |
| Colored Photo simulations 11" x 17" maximum, before and after (refer to Section B.7 and Appendix P) | 12 | |
| Radio Frequency (RF) coverage maps 11" x 17" maximum (color-coded) (Existing, Project, and Cumulative; refer to Section B.6) | 12 | |
| Original Search Ring Map (11"x 17") and analysis prepared by the Radio Frequency Engineer of the carrier before the site was chosen, which included the area of all potential sites for your project. | 12 | |
| Floor Plans (refer to Appendix N) | 12 | |
| Materials Sample Board(s) (refer to Appendix O) | 1 | |
| Emergency System Interference Contact Form (refer to Appendix C) | 4 | |
| Commercial Wireless Telecommunication Facility Technical Data Summary Form (refer to Appendix D) | 4 | |
| Complete the FCC "Optional Checklist for Local Government," for each frequency/band that will be used, to demonstrate compliance with 47 C.F.R. § 1.1307 et. seq. | 4 | |
| Structural Engineering Analysis (refer to Section B.9.4) | 4 | |
| Utility Equipment Screening Plan or Program (refer to Appendix G) | 4 | |
| Provide the entitlement number for the existing facility and evidence of City permits for all existing equipment. | 1 | |
| Additional Studies and Plans Required for All Applications (if applicable) | | |
| Preliminary Geotechnical/Soils Report (soils/liquefaction/fault activity) ¹ (refer to Section B.9.5) | 4 | |
| Preliminary Grading/Civil Engineering Plan (refer to Appendix K) | 9 | |
| Conceptual Landscape Plan (refer to Appendix L) | 9 | |



CITY OF SIMI VALLEY

| | | |
|--|----------------------|-----------------|
| Restrictive Covenants, etc. (if any) | 1 | |
| Recordable off-site Grant of Easement(s) from affected property owner(s) (refer to Advisories) | 3 | |
| Additional Studies and Plans Required for All Applications (if applicable) | | |
| Hydrology/Drainage Report for the site (including Flood Plain Map) ¹ (refer to Appendix F) | 5 | |
| Tree Report ¹ (refer to Appendix H) | 3 | |
| Biological Report ¹ (contact Environmental Planner) | 4 | |
| Archeological/Paleontological Report ¹ (contact Environmental Planner) | 4 | |
| Noise Study (for proposed generators) ¹ (refer to Appendix I) | 4 | |
| Historical/Cultural Resources Report ¹ (contact Environmental Planner) | 3 | |
| Slope Analysis and Map (refer to SVMC §9-32) | 3 | |
| Cross-sections and/or Line-of-Sight Drawings | 4 | |
| Water Supply and Fire Flow Study ¹ (contact Public Works) | 3 | |
| National Pollution Discharge Elimination Systems (NPDES) Plan and Details (if not contained on the civil/drainage plans) | 4 | |
| Stormwater Quality Impact Mitigation Plan (SQUIMP) Plans and Worksheet (contact Public Works) | 3 | |
| Colored Presentation Exhibits and Public Hearing Exhibit Copies | No. of Copies | Provided |
| Colored Site Plan/Conceptual Landscape Plan – 11”x17” (refer to Appendices J, L and P) | 14 | |
| Colored Building Elevation Plans – 11”x17” (refer to Appendices M and P) | 14 | |
| Color Copy of Materials/Sample Board (refer to Appendix O) | 14 | |
| Specialized Presentation Exhibits (refer to Appendix P) | 14 per mtg. | |
| Additional full-sized copies of all submitted plans/exhibits (excluding studies) | 14 per mtg. | |

¹ Reports and Studies may be submitted in .pdf format; four disk copies are required.

Section IV

Advisories and Agency Contact Information

Prior to submitting your application, it is imperative that you fully familiarize yourself with the laws, ordinances, regulations, policies, and procedures that apply to your application. You may want to consult with appropriate experts (e.g., land use consultant, architect, radio frequency/civil engineer) that can assist you in preparing the necessary reports, plans, studies, radio frequency maps, photo simulations and other documentation normally required to process your application. *Although City staff are available to provide assistance, ultimately it is your and your consultant's responsibility to ensure that the requisite information and materials are complete and included in your application packet.* City staff and outside agencies responsible for reviewing your application are listed in the attached Department and Agency Contact Information List.

Please be advised that submitting these materials does not guarantee that your application has satisfied all applicable Federal, state, and local development standards and codes. The City must conduct technical reviews of your reports, plans, and application materials and will inform you if any required information is missing. If technical information about your project is inadequate, it can add additional time to the overall approval process or result in denial of your application.

The following is a list of advisory information that may be applicable to your proposed project. Please review the following information and the Simi Valley Municipal Code (SVMC) Title 5, Chapter 35, to determine if the proposed project is subject to any of these limitations on development, policies, or regulations. Please contact Planning staff with any questions prior to submittal.

IV.A. Advisory Information

- **Telecommunications Permit Review Findings:** All permits shall be reviewed to ensure the following findings of SVMC 5-35.02(d) are met. The applicant must provide sufficient written evidence and materials to support these findings with factual analysis:
 - (1) Encouraged locations as set forth in SVMC Section 5-35.01, are either not available or are not feasible.
 - (2) The proposed Telecom Facility complies with all applicable development standards described in Title 9, or qualifies for a limited modification pursuant to Title 9, Section 9-52.
 - (3) The Applicant demonstrated that its proposed wireless Facility will be in full compliance with all applicable FCC rules and regulations for human exposure to RF emissions.
 - (4) The Applicant demonstrated a good-faith effort to identify and evaluate alternate locations and potentially less-intrusive designs. Explain and show why the subject site is the least intrusive design, and show other considered sites within the search ring and why they are more intrusive. (NOT APPLICABLE TO SCWFs)
 - (5) The Applicant provided the approval authority with a meaningful comparative analysis that attempts to provide a Least Intrusive design by showing that all less-intrusive alternative locations and designs identified in the administrative record are either technically infeasible or not potentially available. (NOT APPLICABLE TO SCWFs)
 - (7) "Slim Jim" monopoles and J-pole antennas consist of a single element are defined as an end-fed vertical folded dipole (consists of two identical conductive elements such as metal wires or rods), new standard monopoles, or lattice towers shall only be permitted when they are determined to be the only necessary means available to provide service. (NOT APPLICABLE TO SCWFs)
 - (8) Lack of such a facility would result in a significant gap of coverage. (NOT APPLICABLE TO SCWFs)

SVMC Section 5-35.04(b) addresses location/design priorities, locations requiring special approval, special approval findings, and prohibited locations. Please consult these standards before submitting the application, and ensure that these requirements have been addressed. Projects that do not have sufficient factual information to support these analysis will not be deemed complete for processing and/or may be recommended for denial. Factual evidence should include the original Search Ring Map prepared by the

Radio Frequency Engineer before the site was chosen, which included the area of all potential sites for your project.

- **Telecommunications Consultant Review:** At its discretion, the City of Simi Valley contracts with an outside technical consultant to evaluate and/or verify the information used to support the applicants showing(s) as outlined in SVMC Section 5-35.04(m). All applicants shall submit a deposit at the time of application for completion of the review.
- **Telecommunications Equipment Testing:** Within 30 calendar days after the wireless site is activated, the applicant must conduct a field measurement of its radio frequency emissions while the site is operating at maximum output power. Notwithstanding the above, the City reserves the right to require the same testing during the life of this permit, should it have a reasonable basis to believe that the facility is not operating in compliance with FCC rules. The measurements must be performed to demonstrate the applicant's compliance with FCC rules at 47 CFR 1.1307 et. seq. and the FCC OET Bulletin 65. Within 10 business days after the completion of any testing, the applicant must submit a report to the Director of Environmental Services detailing the results. Actual compliance with FCC rules will be an initial and ongoing condition of this permit. The Director of Environmental Services may also require post-installation testing to determine whether to require future mitigation of radio-frequency emissions. The cost of any such testing or mitigation must be borne by the applicant and will be addressed in the project's Conditions of Approval.
- **Neighborhood Outreach:** The City of Simi Valley highly recommends that the applicant conduct neighborhood outreach on the proposed project. This will provide you an opportunity to learn about the specific opportunities and neighborhood concerns unique to your site and address any specific details with your future neighbors. Prior to the Planning Commission hearing, the City will assist you in scheduling your project before Neighborhood Council. These monthly meetings provide a formal forum in which development applications are heard and the results of the meeting are provided as part of the staff report to the Planning Commission and/or City Council for their consideration in making a decision on the project. Details of the Neighborhood Council process can be obtained from your case planner or the Neighborhood Council Coordinator at (805) 583-6756.
- **Illegal Lots:** Pursuant to State law [Government Code, §66499.30(a) and §66499.30(b)] and SVMC (§9-22.020.E), a discretionary entitlement can be approved only for projects that would be located on a legal lot. Lot line adjustments, lot merger, and parcel map waiver/conservation subdivisions can only occur with legal lots. For more information on how to determine if a project site would be located on a legal lot, please contact the City of Simi Valley Public Works Department at (805) 583-6786.
- **Zoning Violations:** Pursuant to SVMC (§9-50.060), an application for any entitlement shall not be processed if a violation of the Simi Valley Municipal Code exists on the subject property, unless the acceptance of the application is necessary to abate the existing violations.
- **Nonconforming Uses and Structures:** SVMC Chapter 9-72 establishes provisions for the regulation of legal nonconforming land uses, structures and parcels. In general, a nonconforming use or structure is one where there exists land uses, structures, and parcels that were lawful before the adoption, or amendment of the current Development Code, but which would be prohibited, regulated, or restricted differently under the terms of the current Development Code. Any nonconforming use or structure may be maintained and continued; provided, there is no addition, alteration, or enlargement of the area, space, or volume occupied or devoted to the nonconforming use or structure, except as provided by Chapter 9-72. Chapter 9-72 also regulates replacement of a nonconforming use, nonconforming uses due only to changes in parking requirements, abandonment or discontinuance of uses, and involuntarily partially damaged uses and structures. Any questions related to these standards should be addressed to the Planning Division.
- **Hillside Performance Standards:** Any project not located on the Valley Floor is subject to the City of Simi Valley Hillside Performance standards as outlined in SVMC Chapter 9-32. Location of the Valley Floor line, exceptions, variations, slope calculations, slope density, and limitations and procedures for hillside development projects are all contained in that chapter. Projects in the hillside area have additional requirements for application submittal, including a slope map. Special standards that must be included on

plans related to grading, drainage, streets, design, ridgeline setbacks, visibility, landscaping, utilities and the technical required reports such as soils, geologic and hydrologic are also outlined this chapter. Planning Division staff can help you determine if your project is located in the hillside area and should be contacted prior to submittal to ensure this information is provided upon initial application.

- **Design Guidelines:** In addition to the design requirements of Chapter 5-35, the City has adopted design guidelines for Commercial/Industrial projects and Landscaping. These guidelines may be found on the City's website. In order to find for a project's approval, the project will be reviewed for consistency with the guidelines. Please contact the Planning Division for any questions regarding the project's relationship to the guidelines.
- **Recordable Off-Site Grant of Easement(s) from Affected Property Owner(s):** Applicants shall be advised that any project requiring an off-site grant of easement affecting the subject site or related sites, must include a letter of intent to grant such easement(s) prior to deeming a project completed. Prior to the public hearing for the project, such grant of easement(s) shall be submitted in a recordable document format, subject to the review and approval of the City.
- **Landscaping/Water Conservation:** The City of Simi Valley has adopted Landscape Design Guidelines that should be consulted for completion of all Landscape Plans. In addition, State Water Conservation Ordinances and the City's Building Code require commercial or developer-installed landscape areas in excess of 2,500 square feet to achieve a demonstrated irrigation savings of 30% above the Maximum Applied Water Allowance (MAWA) that must be provided on all proposed landscape plans. At Building Permit stage, additional calculations of Estimated Total Water Use will also be required. Details on these calculations can be found in Appendix L, and further information related to Landscaping can be obtained from the City's Landscape Architect at (805) 583-6393.
- **Green Building Ordinance:** The City of Simi Valley has adopted Green Building Standards (Ordinance No. 1152) that have certain requirements relating to energy efficiency, water efficiency, construction and demolition waste reduction, that will be required to be met prior to issuance of building permits. Please contact the Building and Safety Division at (805) 583-6723 for additional information or consult the City's website.
- **Security Ordinance:** The City of Simi Valley encourages development of projects consistent with the theories of Crime Prevention Through Environmental Design (CPTED). Projects should include active and passive measures for surveillance, lighting, crime prevention, and appropriate landscaping, and must show evidence of compliance with the Security Ordinance (SVMC, Title 8) in project design and prior to issuance of Building Permits. The applicant must ensure that the access hatch to any roof shall remain locked at all times, except when in use. Security features, including lighting locations, fencing, etc. shall be noted on submitted plans. For those projects that include new lighting, a final photometrics/lighting plan may be required at the time of Building Department plan check pursuant to the criteria in SVMC §9-30.040 and the Security Ordinance in SVMC §8-21.
- **Ventura County Fire Protection District:** The Ventura County Fire Protection District provides fire protection, plan check and inspection services to the City of Simi Valley. The Fire District enforces state and local fire codes, issues permits, and provides facility inspections. The District participates in the review process and requires that a "Requirements for Construction" (126) Form be submitted prior to initiation of construction. Applicants will be conditioned to obtain an International Fire Code permit, prior to use, if there is a stationary lead-acid battery system that has a liquid capacity of more than 50 gallons (total for the site) or if there are any individual lead-acid batteries that exceed 20 gallons each. Applicants must also obtain an International Fire Code Permit for any flammable/combustible liquids used or stored for emergency generators and must install fire extinguishers in accordance with the International Fire Code. The placement of extinguishers is subject to review by the Fire District. The District provides services at the City of Simi Valley Building Department on Tuesday and Thursday mornings from 10 am to noon, or at their offices at 165 Durley Avenue, Camarillo, CA 93010, (805) 389-9710.
- **Ventura County Watershed Protection District:** The Ventura County Watershed Protection District should be consulted for all projects affecting or adjacent to the Arroyo Simi or other jurisdictional

waterways if changes to drainage, structures, or systems are proposed. The District issues watercourse and encroachment permits pursuant to their procedures and can be reached at (805) 654-2061 for any questions.

- **Department of Fish and Game:** Certain projects may require review by California Department of Fish and Game (CDFG). Applicants seeking (refer to Agency Contact List), or who have obtained permits from CDFG, shall provide information related to the permit with the City application. For projects for which the City has determined a Negative Declaration, Mitigated Negative Declaration or EIR is required, the City, or the State Office of Planning and Research, may refer the application and any applicable environmental document to the CDFG for review and comment in accordance with the provisions of the California Environmental Quality Act (CEQA). In addition, applicants must pay all environmental review fees as required by Section 711A of the Fish and Game Code unless the applicant receives an exemption from the requirement. These fees are payable to the Ventura County Clerk, and submitted via the Planning Division. Any questions should be directed to the Environmental Planner or CDFG.
- **Army Corps of Engineers/Fish and Wildlife:** Certain projects may require permits from the U.S. Army Corps of Engineers (USACE) or U.S. Fish and Wildlife Service (USFWS). These agencies should be contacted (refer to Agency Contact List) to review any permitting requirements. Applicants seeking, or who have obtained permits from these agencies, shall provide information related to the permit with the City application. For projects for which the City has determined a Negative Declaration, Mitigated Negative Declaration or EIR is required, the City may refer the application and any applicable environmental document for a project to these agencies for review and comment, and may receive comments from these agencies, in accordance with the provisions of the California Environmental Quality Act.
- **Bonding/Grading/Improvement Plans:** Projects that include Grading and/or Improvement Plans will require coordination with the City's Public Works Department for submittal requirements, final plans, final studies/reports, and any bonding or subdivision requirements. Subdivision procedures and requirements are also spelled out in Article 6 of the SVMC. Any work in the public right-of-way also requires an encroachment permit and may include related permits such as stormwater, water quality, hauling, and discharge permits. The Public Works Department has created a brochure that summarizes the City's bond requirements.
- **Zoning Clearance, Plan Check, Project Changes and Completion of Project:** All applicants must obtain a Zoning Clearance prior to issuance of a Building Permit. As soon as the project is approved, the Case Planner will provide these forms to the applicant. A Zoning Clearance will include obtaining signatures from all departments and agencies who participated in providing Conditions of Approval for the project, and who need to approve the plans to ensure condition compliance. At that time, Plan Check fees for the various departments and agencies would also be due. City fees are as outlined in the Schedule of Service Charges. Once the permits are issued, any changes that occur during the project should be coordinated with the appropriate department to determine if additional review, approvals, or permitting is required prior to the initiation of the project change. In addition, once a project is finished, applicants will be required to submit as-built plans for the project, which may include any approved changes during construction, including those from Public Works, Planning, and the Building Department. Prior to occupancy or final inspections, the applicant and/or contractor should coordinate with the appropriate department to determine what will be required to obtain these final approvals. Waiting until completion of the project could result in a delay to the project completion timeline.
- **Construction and Demolition Debris Waste Management and Recycling Program:** In order to comply with state law and the City's Green Building Ordinance, certain projects will require the filing of a Construction & Demolition Debris Waste Management & Recycling Program. Projects subject to the Ordinance include: Construction or demolition projects with a valuation of \$100,000 or more; Tenant Improvements of 3,000 square feet or more; New Structures of 1,000 square feet or more; and, Demolition of any structure requiring a permit. Applicants must submit and receive approval of a Waste Management Plan prior to issuance of a Building Permit. If you have any questions on the applicability of these requirements, to obtain the application forms, or to make a submittal, please contact the Building and Safety Division at (805) 583-6723.

IV.B. Department and Agency Contact Information

The following departments and agencies should be contacted in preparation and processing of your application.

| DEPT/AGENCY/DIST | LOCATION/CONTACT | SUBJECT MATTERS |
|---|---|--|
| City of Simi Valley Current Planning | City Hall 2929 Tapo Canyon Road Simi Valley, CA 93063 (805) 583-6307 Deputy Director/City Planner | <ul style="list-style-type: none"> ◆ Entitlement Processing; ◆ Development Proposals ◆ General Information |
| City of Simi Valley Public Assistance Planning | City Hall (805) 583-6769 | <ul style="list-style-type: none"> ◆ Counter Services ◆ Zoning Clearances ◆ Business Tax Certificates (Business Licenses) |
| City of Simi Valley Environmental Planning | City Hall (805) 583-6769 Senior Environmental Planner | <ul style="list-style-type: none"> ◆ Environmental documents and studies |
| City of Simi Valley Comprehensive Planning | City Hall (805) 583-6769 | <ul style="list-style-type: none"> ◆ General Plan ◆ General Plan pre-screenings |
| City of Simi Valley Landscape | City Hall (805) 583-6769 | <ul style="list-style-type: none"> ◆ Landscape Plans, Tree Reports ◆ Tree Removal Permits |
| City of Simi Valley Building and Safety | City Hall (805) 583-6723 | <ul style="list-style-type: none"> ◆ Certificate of Occupancy ◆ Electrical Permit ◆ Plumbing or Mechanical Permit ◆ Building Permit ◆ Special Inspector Registration ◆ Energy Conservation Design Calculations ◆ Green Building/Design |
| City of Simi Valley Public Works/Engineering | City Hall 2929 Tapo Canyon Road Simi Valley, CA 93063 (805) 583-6786 or the Project Engineer | <ul style="list-style-type: none"> ◆ Floodplain Management ◆ Review of Grading, Drainage, Soils and Compaction Reports ◆ Grading Permits ◆ Pad Certification. ◆ Improvement Plans, Bonds, and other infrastructure requirements ◆ Encroachment Permits ◆ Map Check and Approval of Final Map, Parcel Map, and other documents for recordation |
| City of Simi Valley Public Works/Traffic | City Hall (805) 583-6786 or the Traffic Engineer | <ul style="list-style-type: none"> ◆ Payment of any traffic mitigation or impact fees ◆ Review of Traffic Studies and required infrastructure ◆ Haul Permits ◆ Traffic Control Plans |
| City of Simi Valley Public Works/Source Control (Pretreatment) | Public Services Center 600 W. Los Angeles Avenue Simi Valley, CA 93065 (805) 583-6400 | <ul style="list-style-type: none"> ◆ Stormwater/water quality and discharge permits ◆ Stormwater pre-treatment |
| City of Simi Valley Public Works/Environmental Compliance | Public Services Center (805) 583-6400 or (805) 583-6420 | <ul style="list-style-type: none"> ◆ Chemical/Material storage/handling ◆ Coordination with outside agencies (i.e., APCD, VC Environmental Health, etc.) ◆ Water Conservation |
| City of Simi Valley Public Works/Sanitation District | Public Services Center (805) 583-6400 | <ul style="list-style-type: none"> ◆ Sanitation system review and connections ◆ Sanitation “Will Serve” letters |



CITY OF SIMI VALLEY

| DEPT/AGENCY/DIST | LOCATION/CONTACT | SUBJECT MATTERS |
|---|--|--|
| City of Simi Valley Public Works Maintenance | Public Services Center (805) 583-6400 | ◆ Landscape improvement plans for public rights-of-way |
| City of Simi Valley Public Works Waterworks District No. 8 | Public Services Center (805) 583-6400 | ◆ Water study review and services ◆ Water “Will Serve” letters ◆ Payment of water service connection fees |
| Golden State Water Company | Golden State Water Company 4680 Los Angeles Ave., Suite H Simi Valley, CA 93063 (805) 520-2394 | ◆ Water purveyor for portions of the City ◆ Water “Will Serve” letters |
| Calleguas Municipal Water District | Calleguas Municipal Water District 2100 Olsen Road Thousand Oaks, CA 91360 (805) 526-9323 | ◆ Water provider ◆ Water “Will Serve” letters |
| City of Simi Valley Police Department | Police Department 3901 Alamo Street Simi Valley, CA 93063 (805) 583-6276 - Crime Prevention Officer | ◆ Crime Prevention through environmental design |
| City of Simi Valley Administrative Services/Communications | City Hall (805) 583-6848 | ◆ Review and approval of all City communication systems and availability of Emergency Services Radio coverage |
| Ventura County Fire Protection District | Ventura County Fire Protection District 165 Durley Avenue Camarillo, CA 93010 (805) 389-9710 (also available at the Building Department Counter T&Th 9am-noon) | ◆ Review of projects for Uniform Fire Code ◆ Fire Flow and Hydrant requirements/permits ◆ 126 Form to begin construction ◆ Hazardous Materials Permit |
| Ventura County Watershed Protection District | Ventura County Government Center Hall of Administration 800 S. Victoria Avenue Ventura, CA 93009 (805) 654-2069 | ◆ Drainage studies, watershed areas, flood control ◆ Watercourse Permits ◆ Encroachment Permits ◆ Well Permits |
| Ventura County Recorder’s Office | Ventura County Government Center Hall of Administration, Main Plaza 800 S. Victoria Avenue Ventura, CA 93009 (805) 654-2290 | ◆ Assessor’s/Recorder’s information ◆ Mapping, document recordation ◆ Parcel ownership information |
| Rancho Simi Recreation and Parks District | Park Planning 4201 Guardian Street Simi Valley, CA 93063 (805) 584-4400 | ◆ Park facilities, dedications, in-lieu fees ◆ Trails and open space |
| Telephone Service | AT&T 2250 Ward Avenue Simi Valley, CA 93065 (818) 373-6864 | ◆ Utility service and placement |
| Electric Service | Southern California Edison Company 3589 Foothill Drive Thousand Oaks, CA 91361 (805) 494-7013 | ◆ Utility service and placement ◆ Utility undergrounding design services |
| Gas Service | Southern California Gas Co. 977 Chambers Lane Simi Valley, CA 93065 (818) 701-3233 | ◆ Utility service and placement |



CITY OF SIMI VALLEY

| DEPT/AGENCY/DIST | LOCATION/CONTACT | SUBJECT MATTERS |
|---|--|---|
| Santa Monica Mountains Conservancy | Natural Resources and Planning 5750 Ramirez Canyon Road Malibu, CA 90265 (310) 589-3200 | <ul style="list-style-type: none"> ◆ Conservation easements, open space ◆ Wildlife and habitat information |
| California Department of Transportation (Caltrans, District 7) | Division of Environmental Planning 100 S. Main Street Los Angeles, CA 90012 (213) 897-3656 | <ul style="list-style-type: none"> ◆ Highway traffic ◆ Highway encroachment permits |
| California Department of Fish and Game | Region 5 4949 Viewridge Avenue San Diego, CA 92123 (858) 467-4201 | <ul style="list-style-type: none"> ◆ Wildlife and habitat information and permitting |
| U.S. Fish and Wildlife Service | Ventura Field Office 2493 Portola Road Suite B Ventura, CA 93003 (805) 644-1766 | <ul style="list-style-type: none"> ◆ Wildlife and habitat information and permitting |
| U.S. Army Corps of Engineers | Ventura Regulatory Field Office 2151 Alessandro Drive #110 Ventura, CA 93031 (805) 585-2140 | <ul style="list-style-type: none"> ◆ Wildlife and habitat information and permitting ◆ Waterway/wetlands permitting |
| Federal Emergency Management Agency | 1111 Broadway, Suite 1200 Oakland, CA 94607-4052 Region IX Planner Line Telephone: (510) 627-7184 | Flood Insurance Rate Maps http://msc.fema.gov/ |
| State Water Resources Control Board | stormwater@waterboards.ca.gov (916) 341-5537 | refer to website at http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml |

Certified Public Notice Mailing List And Affidavit

Public notices require mailing labels, radius maps, and an affidavit related to their preparation that must be submitted by the applicant prior to deeming a project complete. Obtain and use Ventura County Assessor's parcel maps from the County of Ventura or the City of Simi Valley Planning Division for the subject property and those within 300 feet of the subject parcel(s). **Labels may not be more than three months old.**

Public Notice Mailing Lists and Maps must comply with the following requirements/include the following information:

| Public Notice Mailing Lists Requirement and/or Informational Item | | |
|---|--|--|
| 1. Property Radius Notification Map | | |
| 1a. Using the Assessor's Maps, highlight the area of the subject application(s) by outlining the property lines in color or obvious shading. (Please note scale differences exist in some map sheets). | | |
| 1b. Draw a line that is a minimum distance of 300 feet from each edge of the subject property. Highlight this radius line. (This line may fall on adjacent maps and may be submitted on separate sheets as necessary). | | |
| 2. Mailing Labels | | |
| 2a. Provide three sets of self-stick labels. | | |
| 2b. Use the following label formats on Avery style self-stick labels: | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> For Owner: APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065 </td> <td style="width: 50%; vertical-align: top;"> For Occupant/Business/Non-Resident Owner: APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065 </td> </tr> </table> | For Owner: APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065 | For Occupant/Business/Non-Resident Owner: APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065 |
| For Owner: APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065 | For Occupant/Business/Non-Resident Owner: APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065 | |
| 2c. Provide two copies of the labels on letter paper. | | |
| 2d. Owners' Labels: Refer to the latest available Ventura County Tax Assessment Roll and provide a label for all property owners within or touching the 300-foot radius identified on the radius map. If an owner owns more than once parcel, provide the multiple APNs on their label, and do not duplicate labels. | | |
| 2e. Occupant Labels: If the mailing address of the property owner does not match the site address, provide an occupant label. If the parcel contains an apartment complex or individual tenants, provide one for each tenant. | | |
| 2f. Homeowners' Association (HOA) Labels: Provide mailing labels to all HOAs within the map radius. Contact the Planning Division counter for a list of these associations. | | |
| 2g. Provide labels for all applicants, consultants, and project proponent associated with this application. | | |
| 3. Affidavit | | |
| 3a. Applicants are responsible for ensuring the accuracy of the Property Map and Mailing Labels for the property owners and occupants. Provide one copy of a signed affidavit to this effect (refer to next page). | | |

Certified Public Notice Mailing List

AFFIDAVIT

Permit No. _____

Assessor's Parcel Nos. _____

State of _____

County of _____

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of Ventura County and of all property occupants within the area described on the attached application and for a distance of three hundred (300') feet from the exterior boundaries of the property described on the attached application.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

(Printed Name) _____

(Signed) _____

(Date) _____

(Address) _____

Certification Statement Of Hazardous Waste Or Substance Site

Permit No. _____

Assessor's Parcel No(s). _____

The Hazardous Waste and Substances Sites (Cortese) List is a planning document used by the State, local agencies and developers to comply with the California Environmental Quality Act requirements in providing information about the location of hazardous materials release sites. Effective July 1, 1987, California Government Code Section 65962.5 requires each applicant for any development project to consult the State list of Hazardous Waste and Substance Sites. Based upon this list the applicant is required to submit a signed statement to the City indicating whether the project is located on a site included on the list before the City accepts the application as complete. If the project site is listed by the State as a hazardous waste or substance site, the applicant must fully describe the nature of the hazard and the potential environmental impacts prior to completion of the Initial Study for the project.

Government Code section 65962.5 requires the California Environmental Protection Agency to develop at least annually an updated Cortese List. The list is available online at:

http://www.dtsc.ca.gov/SiteCleanup/Cortese_List.cfm

I have been informed by the City of Simi Valley of my responsibilities pursuant to California Government Code Section 65962.5 to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site by the Office of Planning and Research, State of California (OPR).

I am informed and believe that the proposed site for which a development application has been submitted,

IS / IS NOT (circle one)

within any area specified in said Section 65962.5 as a hazardous waste site. I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant or Representative (Print)

Applicant or Representative (Sign)

Date

Emergency System Interference Contact Form

Please provide a written procedure and contact information for the City of Simi Valley to report (*24 hours a day, 365 day-per-year basis*) any and all radio frequency interference or degraded performance to the City's public safety communication systems caused by commercial wireless telecommunication providers.

Permit No. _____

Carrier Name: _____

Contact Person: _____

Contact Address: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

Location of Facility: _____

Special Procedures or Instructions: _____

**Commercial Wireless Telecommunications Facility
Technical Data Summary Form**

(Please complete the below summary information and mark "N/A" if not applicable.)

| WTP# | Wireless Company | Mailing Address City, State and Zip Code |
|-------------|-------------------------|---|
| | | |

| Engineer Name | Telephone | Fax | E-mail |
|----------------------|------------------|------------|---------------|
| | | | |

| Location of Proposed Site | Street Address | Latitude | Longitude | HAAT in Meters |
|--------------------------------------|-----------------------|-----------------|------------------|---------------------------|
| | | | | |

| Transmitter Manufacturer | Transmitter Model | # of Units | Receiver Manufacturer | Receiver Model | # of Units |
|-------------------------------------|------------------------------|-------------------|----------------------------------|---------------------------|-------------------|
| | | | | | |

| FCC Type Acceptance # | Emission | Power Output In Watts | Cable/Combiner Losses | Radiated ERP in Watts |
|----------------------------------|-----------------|----------------------------------|----------------------------------|----------------------------------|
| | | | | |

| Antenna Make | Antenna Type | Gain dbm | Directional | Azimuth | Quantity at Site |
|-------------------------|-------------------------|-----------------|--------------------|----------------|-----------------------------|
| | | | | | |

| Make of Transmit Cavity Filter | Model of Transmit Cavity Filter | Make of Isolator | Model of Isolator |
|---|--|-------------------------|--------------------------|
| | | | |

| Transmitter Pair | Frequencies Used for Each Transmitter Pair (Please attach additional pages as needed) | # of Antennas Per Transmitter Pair |
|-----------------------------|--|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

Applicant Signature: _____ **Date:** _____

Soils/Geotechnical Report

All Soils/Geotechnical Report(s) contents:

The minimum information requirements for the geotechnical report(s) are outlined below. If any of these items are not included in the report(s), their exclusion must be substantiated or explained in the text of the geotechnical report(s). Additional details and evaluation of other items may be requested by the City's consultant, on a case-by-case basis, depending on the complexity and nature of the project. The Public Works Engineer should be contacted for any questions.

Appropriate field exploration and laboratory testing must be conducted at each site in accordance with the type of study undertaken. A map, drawn at an appropriate scale (showing the entire site, proposed structures, and location and types of field exploration conducted), should be presented with each report. All reports should contain appropriate conclusions and should present recommendations for the development of the project and mitigation of any potentially adverse conditions.

The report(s) must include discussion of all the following:

- A. Location of the project, including total area of the site for development (attach an appropriate map).
- B. Nature and type of the development proposed. An estimate of the structural loading should be made, if appropriate.
- C. Potential geologic/geotechnical hazards (include geologic map and critical geologic cross-sections where applicable). Indicate:
 - (1) Laterally unsupported bedding;
 - (2) Landslides;
 - (3) Fault-rupture hazards;
 - (4) Liquefaction hazards;
 - (5) Collapsible soils hazards; and
 - (6) Expansive soils.
- D. Geotechnical study including:
 - (1) Exploration;
 - (2) Laboratory testing;
 - (3) Seismicity (ground shaking);
 - (4) Slope stability analysis;
 - (5) Analysis and calculations, as applicable (include appropriate documentation to substantiate analysis);
 - (6) Geotechnical considerations for drainage control as required;
 - (7) Expansive soils; and
 - (8) Future rupture potential studies, if applicable (i.e., site is within or is near a mapped fault zone).

Drainage Report

The report(s) must include discussion of all the following:

- A. All hydrology studies and facility designs shall be prepared by a California Registered Civil Engineer and shall conform with the Ventura County Watershed Protection District Hydrology Manual. Hydraulic design shall conform to the current Hydraulic Design Manual of the Los Angeles County Flood Control District and City of Simi Valley Master Plan of Drainage.
- B. Previous related drainage studies and reports shall be reviewed and information included as appropriate. This review should include the City's Master Plan of Drainage, Drainage Prioritization Study, adjacent major land development project studies, and any other applicable studies, or updates as available.
- C. The engineer shall prepare a hydrology map of the project site. It shall include topographic information (at a suitable scale) indicating all drainage areas tributary to and within the project. In addition, it shall show drainage paths, flow direction arrows, and concentration points. Indicate any previously identified 100-year flood boundaries, floodways and elevations. Use current Flood Insurance Rate Maps (FIRMs) published by the Federal Emergency Management Agency (FEMA) for the City of Simi Valley as applicable. Also be sure to indicate:
 - (1) All existing drainage facilities in the immediate vicinity of the project site, including the closest downstream facility that will be used to accept the developed runoff (include sizes, dimensions, elevations, and capacities).
 - (2) Any drainage facility proposed by the City's Master Plan of Drainage.
 - (3) A method to handle all incoming off-site runoff in order to protect the project from off-site flow in a manner that will not adversely impact adjacent or downstream properties. Show the location and approximate sizes of drainage facilities intended to be built to handle this runoff.
- D. Calculate off-site runoff to the site based on Master Plan conditions for 10-year and 100-year frequency storms.
- E. Calculate on-site runoff to the site based on Master Plan conditions for 10-year and 100-year frequency storms.
- F. City policy requires detention of increase in runoff beyond a 10-year storm due to development in order to reduce downstream impacts. Show the proposed size and location of the detention facility(ies) in the project.

Except as noted in Paragraph G, the recommended methods of calculating the storage volume for detention basis/facilities required are as follows:

- For projects less than 10 acres, the maximum storm water discharge shall be limited to the calculated developed 10-year peak flow rate. On-site detention in the amount of minimum 1,000 cubic feet per acre of developed area shall be provided.
- For projects larger than 10 acres, the required detention storage shall be based on a calculated runoff hydrograph (per VCWPD methods) for a developed 100-year frequency storm. The rate of discharge from the site shall be limited to the developed 10-year peak runoff rate. Required calculations shall include a basin routing procedure with storage-discharge-volume data. Identify any inadequate downstream facilities and describe proposed mitigation. Additional detention beyond that described in Paragraph F (above) may be considered for reduction of discharge to a rate commensurate with deficient downstream facilities.



- Show by calculation the protection of proposed structures from the 100-year frequency flood. Show the elevations of pads. For commercial structures, one-foot minimum to finished floor from the 100-year frequency storm developed condition, water surface elevation, is required.

If all or a portion of the project site lies in a Special Flood Hazard Area (SFHA) as shown on Flood Insurance Rate Maps (FIRMs) published by the Federal Emergency Management Agency (FEMA), show how you propose to meet the City's Flood Damage Prevention Ordinance (Ordinance No. 760) requirements.

- G. Show that a secondary outlet exists, to provide surface discharge of flood water in the event a proposed storm drainage system is inoperative. The secondary outlet must be capable of passing the 100-year storm frequency flow rate without affecting the pad or finished floor as noted in Paragraph G above.

Utility Equipment Screening Program

Pursuant to SVMC §9-30.070, all new utility equipment and appurtenances to be installed in conjunction with any new application for the approval of a development project shall be completely screened from public view. In the case of Wireless Telecommunications Equipment, this applies to ground mounted equipment, enclosures, conduit, cable trays, etc. that are not a part of the antennas and their screening depicted separately in the photosimulations. Applicants shall submit a Conceptual Utility Equipment Screening Program as part of any development permit application. The intent of requiring a conceptual utility equipment screening program is to facilitate forethought by the project applicant and the utility providers in accommodating utility equipment and screening of the equipment early in the design process.

A Final Utility Equipment Screening Program shall be submitted by the applicant to the Deputy Director/City Planner for review and approval prior to the installation of any new utility equipment or appurtenances (associated with the project's building permits).

The screening plan or landscape plan must include the following:

- A. All utility equipment requiring screening shall be shown in the program. This includes public works utility equipment and equipment associated with the provision of electricity, gas, telephone, cable television, and water, and includes:
 - (1) Surface-mounted transformers;
 - (2) Pedestal-mounted terminal boxes;
 - (3) Meter cabinets;
 - (4) Traffic signal cabinets and equipment;
 - (5) Above-ground water service equipment (i.e. air vacuum cans, sampling stations), irrigation equipment, and backflow preventers;
 - (6) Fire sprinkler double detector check valves;
 - (7) Access doors and vents; and
 - (8) Any other above-ground utility equipment.
 - (9) Above-ground generator or generator pad.
- B. Above-ground utility equipment and vents/access doors for underground utility vaults shall be located away from the sidewalk with sufficient space to allow a minimum of three feet clearance between the screening for the utility equipment and any paved surfaces including streets, driveways, and walkways.
- C. Fire sprinkler pressure detector check valves should be located a minimum of 20 feet from all property lines adjacent to public rights-of-way.
- D. Above-ground utility equipment for commercial and industrial projects should be located near the rear property line.
- E. No above-ground screening taller than 42 inches shall be located within a Traffic Safety Sight Area (TSSA).

- F. Bollards shall not be installed in conjunction with any new utility equipment or appurtenances unless they are decorative and approved by the City Planner.
- G. Access easements shall be provided to allow access to all vents and access doors and to allow them to face away from sidewalks, streets, and driveways.
- H. For all commercial and industrial projects, the access easements shall include both the minimum width required by the public utility for access and the width needed for the screening of the equipment.
- I. One or more of the following methods of screening shall be required for any above-ground equipment:
 - (1) Low walls, a minimum of six inches taller than the vents, access doors, or utility equipment to be screened, and which are architecturally treated to match the other on-site walls and covered with vines a minimum size of five (5) gallons, spaced ten (10) feet on center;
 - (2) Landscaping that, upon installation, shall screen a minimum of 75 percent of the vents, access doors, or utility equipment from view;
 - (3) Artificial “rock” equipment covers that cover 100 percent of the utility equipment. These should be accented with natural boulders and landscaping;
 - (4) Locating the utility equipment in an underground vault;
 - (5) Locating the utility equipment within a building; or
 - (6) Any other option that may be available due to unique site or building design characteristics.

Tree Report

It is the City's desire to preserve protected trees. Initial project layout, design, and grading shall recognize the desirability of preserving protected trees with appropriate modifications and adjustments to accommodate preservation and maintenance by locating the best candidates in areas where preservation is feasible. SVMC §9-38 should be consulted in the preparation of any Tree Report and plan, and includes criteria for consideration in issuance of a Tree Removal Permit. For tree removal values of under \$1,000, excluding Oaks, which are replaced on site, the Tree Report requirement may be waived.

Mature Tree is a living tree with a cross-sectioned area of all major stems, as measured four and one-half (4½) feet above the root crown, of 72 or more square inches (9½ inches in diameter if a single trunk).

Mature Native Oak Tree is a living valley, coast live, or scrub oak (Quercus lobata, agrifolia or dumosa) or hybrids of these species with a cross-sectioned area of all major stems, as measured 4½ feet above the root crown, of 20 or more square inches (5 inches in diameter if a single trunk).

The arborists report must include the following:

- A. Tree map, prepared on the site plan, showing:
 - (1) The precise vertical and horizontal location (within 1 foot) of each mature tree within the project boundary as shown on the site plan.
 - (2) The generalized locations of all mature trees within 20 feet beyond the project boundary as shown on the site plan.
 - (3) A number for each tree. The corresponding number is to be attached on each tree. Verifications of locations, species, and numbers will be made by the reviewing planner.
- B. The tree type by common name, genus and species.
- C. The diameter of each tree trunk or main stems at a point 4½ feet above the root crown as measured along the trunk or stem. Use the current edition of the Guide for Plant Appraisal prepared by the Council of Tree Landscape Appraisers for instructions on measuring trees.
- D. The average canopy spread of each tree.
- E. A scoring of the health of each tree as follows: "A" - outstanding, "B" - good, "C" - average, "D" - far below average, "E" - alive but hazardous, "F" - dead.
- F. A letter grade ("A" - "D") for the aesthetic quality of each tree. (Omit letter grade for trees with health status of "F".)
- G. A disclosure of any significant disease, insect infestations, trunk decay, or fire, mechanical or wind damage.
- H. Any recommended treatment to improve the health of the tree.
- I. The value of each tree based upon the formula in the most recent edition of the Guide for Plant Appraisal prepared by the Council of Tree Landscape Appraisers.
- J. For all trees which will be removed, an evaluation of the feasibility of transplantation of the tree and an estimate of the cost.

Please be advised that a tree removal permit will be required to be issued prior to any action upon any mature trees on the site or initiation of grading.

Noise Study

The Simi Valley General Plan (Chapter 8, Table N-2) establishes the following noise standards:

- a. Interior noise levels shall not exceed 45 dB(A) Ldn inside noise sensitive land uses.
- b. Exterior noise levels shall not exceed 63 dB(A) Ldn in outdoor living environments for residences.

The Simi Valley Municipal Code establishes the following noise standards for property located within the Freeway Combining (FC) Zone [SVMC 9-28.040.C]:

- a. Ambient noise levels for new residential developments within the freeway impacted area may not exceed sixty (60) dB(A) for outdoor living environments.
- b. Ambient noise levels for new residential developments within the freeway impacted area may not exceed forty-five (45) dB(A) for interior living areas with all openings closed.
- c. Readings should include representative values during peak traffic hours and sleeping periods. If the readings are averaged, a maximum one-hour averaging period should be used.

The report(s) must include discussion of all the following:

- A. The analysis shall determine the ambient noise level and calculate the outdoor and indoor noise exposure on the project or any Noise Sensitive Land Uses in the vicinity of the proposal after construction of the project. Noise measurements shall be represented by dB(A). The analysis shall evaluate the measurements and determine if the project would adhere to the General Plan and FC Zone (if applicable) noise requirement.
- B. If the project meets the noise requirements no further analysis is required, and the Noise Report must clearly justify this conclusion.
- C. Projects that exceed City standards would be incompatible with the City's General Plan and/or violate the City's Municipal Code. In this case the analysis shall suggest design features or changes to the project that mitigate the noise impacts. The amount of noise abatement for each measure shall be established and the noise exposure shall be recalculated to prove the project will adhere to the noise requirements.
- D. In addition, measures are required to diminish noise impacts to a less than significant level if a project will:
 - (1) Change the ambient noise levels of an area by 10 dB(A) or more, or;
 - (2) Create substantial temporary or periodic increase in ambient noise levels from other than construction-related noise in the project vicinity above levels existing without the project.

A list of noise consultants that have worked with the City is available on request.

Architectural Site Plans

The following checklist outlines the details on the minimum requirements for the preparation of plans, materials, contents, format, etc. Certain plans require preparation by a licensed professional as noted. Please contact the Planning Division if you have any questions about the applicability of any of the information or requirements.

Site plans must comply with the following requirements/include the following information:

| Architectural Site Plan Requirement | Required |
|---|--------------------------|
| 1. Dimension/Orientation | |
| 1a. The site plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches. | <input type="checkbox"/> |
| 1b. For projects that are proposed on large lots include an enlargement/detailed drawing of the areas of proposed development. | <input type="checkbox"/> |
| 1c. The scale may not be less than 1-inch equals 20 feet. | <input type="checkbox"/> |
| 1d. The legend must include the scale and description of all symbols used on the plan. | <input type="checkbox"/> |
| 2. Title Block | |
| 2a. The Title Block shall include: | <input type="checkbox"/> |
| (1) The address of the project. | |
| (2) Name, address and phone numbers of: | |
| (i) Applicant. | |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed. | |
| (iii) Property Owner. | |
| (3) Date of latest revision. Any future revisions shall be clearly annotated. | |
| (4) Assessor's Parcel Number(s). | |
| 3. Vicinity Map | |
| 3a. A vicinity map at a scale of 1 inch equals 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site. | <input type="checkbox"/> |
| 3b. North arrow and a graphic and numeric scale. | <input type="checkbox"/> |
| 3c. The project location identified on the map. | <input type="checkbox"/> |
| 4. Project Information List | |
| 4a. Current Zoning of the subject parcel and all abutting parcels ¹ . | <input type="checkbox"/> |
| 4b. Current General Plan designation of the subject parcel and all abutting parcels. | <input type="checkbox"/> |
| 4c. Current Specific Plan designation of the subject parcel and all abutting parcels, if any. | <input type="checkbox"/> |
| 4d. Gross lot area (refer to SVMC Chapter 9-80). | <input type="checkbox"/> |
| 4e. Existing and proposed percent of building coverage. | <input type="checkbox"/> |
| 4f. Existing and proposed percent of landscaped areas, if alterations proposed. | <input type="checkbox"/> |
| 4g. Existing and proposed percent of paved surfaces (e.g. driveways, walkways, parking areas, and loading areas) if alterations proposed. | <input type="checkbox"/> |
| 4h. Existing and proposed permeable paving or special drainage structures. | <input type="checkbox"/> |

| Architectural Site Plan Requirement | Required |
|--|--------------------------|
| 4i. Delineate any FEMA Flood Zones as shown on Flood Insurance Rate Maps (FIRMs) and Special Flood Hazard Areas affecting the site or immediately adjacent sites including the base flood elevation(s), building finished floor elevations, drainage structure information, etc. | <input type="checkbox"/> |
| 4j. Identify all existing and proposed parking by layout and in tabular form, if no floor area or changes are proposed. | <input type="checkbox"/> |
| 4k. Show the number of required and provided accessible parking spaces per CCR Title 24 Standards, if changes are proposed. | <input type="checkbox"/> |
| 4l. All General Plan designated streets, trails, and other mapped items, for development on undeveloped lots. | <input type="checkbox"/> |
| 5. Property Boundaries, Easements, Streets, and Layout | |
| 5a. Existing lot lines, dimensions, and acreages. | <input type="checkbox"/> |
| 5c. Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, ingress and egress to buildings, and path-of-travel both on-site and from the public right-of-way including: | <input type="checkbox"/> |
| (1) Location. | |
| (2) Width. | |
| (3) Surface type. | |
| (4) Proposed grades. | |
| (5) Ventura County Fire Protection District turnarounds. | |
| (6) Existing and proposed access gate locations. | |
| (7) Sight Distance/Traffic Safety Sight Areas (TSSA) ² . | |
| (8) Landscape planters, curbing, and landing zones/walkways. | |
| 5d. Identify all paths of travel and design elements required for compliance with Title 24, California Code of Regulations, of the California Building Code. | <input type="checkbox"/> |
| 5e. Show all existing and proposed building and/or yard setbacks (from property lines to structures) and between buildings and structures (measured in feet), if changes or ground-mounted structures are proposed. | <input type="checkbox"/> |
| 5f. Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements: | <input type="checkbox"/> |
| (1) Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map citation). | <input type="checkbox"/> |
| (2) Street name. | <input type="checkbox"/> |
| 6. Topography | |
| 6a. Show spot elevations as needed to indicate slope and structure and pad elevations. | <input type="checkbox"/> |
| 7. Trees/Vegetation/Habitat (to be included if site is being altered) | |
| 7a. Show the location and existing grade of all existing mature trees on-site and within 20 feet of the property lines. Also identify on the plan: | <input type="checkbox"/> |
| (1) Tree identification number per Tree Report. | |
| (2) Circumference/girth (trunk diameter). | |
| (3) Area of drip line. | |
| (4) Disposition of the tree. | |

| Architectural Site Plan Requirement | Required |
|--|--------------------------|
| 7b. Approximate delineation of all native vegetation or biological resources items identified in a biological or plant report(s). | <input type="checkbox"/> |
| 7c. Delineation of setbacks from habitats. | <input type="checkbox"/> |
| 8. Structures | |
| 8a. Location, dimensions, and use of existing and proposed structures. | <input type="checkbox"/> |
| 8b. Label structures as existing or proposed both on the site and within 100 feet of the project boundary. Indicate all building modifications. | <input type="checkbox"/> |
| 8c. Provide all existing and proposed building details including: | <input type="checkbox"/> |
| (1) Type of construction. | <input type="checkbox"/> |
| (2) Square footage (total, by floor, and by use). | <input type="checkbox"/> |
| (3) Height. | <input type="checkbox"/> |
| (4) Whether or not building is fire-sprinklered. | <input type="checkbox"/> |
| (5) Occupancy and occupant load. | <input type="checkbox"/> |
| (6) Show open stairways and other projections from building walls, including entrances, exits, and handicap ramps. | <input type="checkbox"/> |
| (7) Show footprint, as well as eaves that project into setback areas. | <input type="checkbox"/> |
| (8) Identify the finished floor elevation of all structures. | <input type="checkbox"/> |
| 8d. Provide the location, height, and materials of all garden and retaining walls and fences both on the project site and within 100 feet of the project boundary. | <input type="checkbox"/> |
| 8e. Provide the dimensions between the exterior walls of structures and all property lines. | <input type="checkbox"/> |
| 9. Utilities | |
| 9a. Identify any new public utility structures (i.e., power vaults) associated with this project. | <input type="checkbox"/> |
| 10. Lighting | |
| 10a. Location and size of all exterior lighting standards and devices shown on elevation, site plan, and cut sheet specifics. [NOTE: If lighting is proposed, a photometrics plan will be required at the time of Building Department plan check pursuant to the criteria in SVMC §9-30.040 and the Security Ordinance in SVMC §8-21.] | <input type="checkbox"/> |
| 11. Drainage | |
| 11a. References to location, type, and size (on-site and off-site) of all drainage structures, detention basins, retention areas, treatment devices, and facilities, existing and proposed, on-site and within 100 feet of the property as shown on the Civil Plans if changes to the on-site drainage are proposed. | <input type="checkbox"/> |

¹The land use and zoning designations may be obtained from the Planning Division Public Information Counter

²For all projects in which the project site is not located adjacent to a public road right-of-way, submit documentation (e.g., a recorded access easement/title report) that demonstrates legal access to the property from the nearest public road.

Preliminary Civil/Grading Plans

The following checklist outlines the details on the minimum requirements for the preparation of plans, materials, contents, format, etc. for those project that are changing the grade or involve grading and new building construction on a site. Certain plans require preparation by a licensed professional as noted. Please contact the Planning Division or Public Works Department if you have any questions about the applicability of any of the information or requirements.

The Civil and/or Grading Plans must comply with the following requirements/include the following information:

| Site/Preliminary Grading Plan Requirement | Required |
|--|--------------------------|
| 1. Dimension/Orientation | |
| 1a. The site plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches. | <input type="checkbox"/> |
| 1b. For projects that are proposed on large lots include an enlargement/detailed drawing of the areas of proposed development. | <input type="checkbox"/> |
| 1c. The scale may not be less than 1-inch equals 20 feet. | <input type="checkbox"/> |
| 1d. The legend must include the scale and description of all symbols used on the plan. | <input type="checkbox"/> |
| 2. Title Block | |
| 2a. The Title Block shall include: | <input type="checkbox"/> |
| (1) The address of the project. | |
| (2) Name, address and phone numbers of: | |
| (i) Applicant. | |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed. | |
| (iii) Property Owner. | |
| (3) Date of latest revision. Any future revisions shall be clearly annotated. | |
| (4) Assessor's Parcel Number(s). | |
| (5) Benchmark. | |
| (6) Source/Date of topography. | |
| 3. Vicinity Map | |
| 3a. A vicinity map at a scale of 1 inch equals 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site. | <input type="checkbox"/> |
| 3b. North arrow and a graphic and numeric scale. | <input type="checkbox"/> |
| 3c. The project location identified on the map. | <input type="checkbox"/> |
| 4. Project Information List | |
| 4a. Gross lot area. | <input type="checkbox"/> |
| 4b. Delineate any FEMA Flood Zones as shown on Flood Insurance Rate Maps (FIRMs) and Special Flood Hazard Areas affecting the site or immediately adjacent sites including the base flood elevation(s), building finished floor elevations, drainage structure information, etc. | <input type="checkbox"/> |

| | |
|---|--------------------------|
| 5. Property Boundaries, Easements, Streets, and Layout | |
| 5a. Existing lot lines, dimensions, and acreages, streets and structures as referenced on the Architectural Site Plan. | <input type="checkbox"/> |
| 6. Topography | |
| 6a. Existing and proposed contours at 2-foot intervals (if the existing ground slope is less than 10 percent) and at not less than 5-foot intervals for existing ground slopes greater than or equal to 10 percent. Contour intervals shall not be spread more than 150 feet apart and shall have spot elevations as needed to indicate slope. Existing contours shall be represented by dashed lines or by screened lines. | <input type="checkbox"/> |
| 6b. Show spot elevations as needed to indicate slope. | <input type="checkbox"/> |
| 6c. Indicate the location, shape, height and grade, and tops and toes of manufactured slopes, including daylight lines. | <input type="checkbox"/> |
| 6d. If project is subject to the Hillside Performance Standards, delineate and label all natural slopes that equal or exceed a 20 percent gradient or more by a dashed line and label "20% slope." | <input type="checkbox"/> |
| 6e. Delineate and label Geologic Hazard areas including but not limited to: | <input type="checkbox"/> |
| (1) Earthquake Fault Hazard Zones (Fault Rupture). | <input type="checkbox"/> |
| (2) Seismic Hazard Zones (Liquefaction & Earthquake Landslides). | <input type="checkbox"/> |
| (3) Landslides. | <input type="checkbox"/> |
| 6f. Show existing and proposed building pad elevations. Include adjacent grades and pads within 100 feet of the project boundary. | <input type="checkbox"/> |
| 6g. Provide cross-sectional profiles for existing and proposed grade changes. | <input type="checkbox"/> |
| 7. Trees/Vegetation/Habitat | |
| 7a. Show the location and existing grade of all existing mature trees on-site and within 20 feet of the property lines. Also identify on the plan: | <input type="checkbox"/> |
| (1) Tree identification number per Tree Report. | |
| (2) Circumference/girth (trunk diameter). | |
| (3) Area of drip line. | |
| (4) Disposition of the tree. | |
| 7b. Approximate delineation of all native vegetation or biological resources items identified in a biological or plant report(s). | <input type="checkbox"/> |
| 7c. Delineation of setbacks from habitats. | <input type="checkbox"/> |
| 7d. Proposed new grade elevation at base of tree. | <input type="checkbox"/> |
| 8. Structures | |
| 8a. Location and dimensions of existing and proposed structures. | <input type="checkbox"/> |
| 8b. Provide all existing and proposed building details including finished floor elevation of all structures. | <input type="checkbox"/> |
| 8c. Provide the location of all garden and retaining walls and fences both on the project site. | <input type="checkbox"/> |
| 8d. Location of all existing, abandoned, to be abandoned, or proposed wells, pipelines, tanks and related structures. | <input type="checkbox"/> |
| 9. Utilities | |
| 9a. Location, sizes, and dimensions of existing underground and above-ground utilities, poles, and equipment (both on-site and within 100 feet of the project boundary). | <input type="checkbox"/> |
| 9b. List name, address, and phone numbers of all affected utilities and utility providers. | <input type="checkbox"/> |



| | |
|--|--------------------------|
| 9c. Identify and label all backflow devices, double-detector check valves, transformers and other utility structures (existing and proposed). | <input type="checkbox"/> |
| 9d. Show all sewage disposal systems, points of connection, lines, and laterals. Label as existing or proposed. | <input type="checkbox"/> |
| 9e. Show all water systems, points of connection, lines, meters, wells, and laterals. Label as existing or proposed. | <input type="checkbox"/> |
| 9f. Show all fire hydrants including type and number and size of outlets. | <input type="checkbox"/> |
| 10. Drainage | |
| 10. Show the location, type, and size (on-site and off-site) of all drainage structures, detention basins, retention areas, treatment devices, and facilities, existing and proposed, on-site and within 100 feet of the property. | <input type="checkbox"/> |
| 10b. Show how project will handle storm water and cross drainage to or from adjacent properties. | <input type="checkbox"/> |
| 10c. Show drainage direction, swales, and slopes. | <input type="checkbox"/> |
| 10d. Show any existing or proposed connections to existing drainage facilities (private, shared, City, Watershed Protection District, Arroyo Simi, etc.). | <input type="checkbox"/> |
| 10e. Delineate top of stable (hydrological) bank of creeks and drainages. | <input type="checkbox"/> |
| 11. Grading | |
| 11a. Grading statistics (in cubic yards coordinated with the project phasing and their disposition), including: | <input type="checkbox"/> |
| (1) Cut. | <input type="checkbox"/> |
| (2) Fill. | <input type="checkbox"/> |
| (3) Import. | <input type="checkbox"/> |
| (4) Export. | <input type="checkbox"/> |
| 11b. Identify any staging or phasing areas. | <input type="checkbox"/> |
| 11c. Identify all erosion control measures. | <input type="checkbox"/> |

¹The land use and zoning designations may be obtained from the Planning Division Public Information Counter

² For all projects in which the project site is not located adjacent to a public road right-of-way, submit documentation (e.g., a recorded access easement/title report) that demonstrates legal access to the property from the nearest public road.

Conceptual Landscape Plans

The following checklist outlines the submittal requirements for Conceptual Landscape Plans. Conceptual Landscape Plans must be submitted with the project application for all new and expanding discretionary uses where landscaping is required or where existing required landscaping will be modified. It is the intent of the conceptual plan to provide a vision/template for the ultimate landscaping. The conceptual plan should identify a planting theme, a planting palette (e.g., Mediterranean), and a photographic representation of the plantings. The planting area should be graphically depicted (or called out as landscaped area "LA"). Item by item plant location and sizing is not required at the conceptual level, excepting some trees may need to be shown. These plans must include disposition of on-site mature trees (refer to Tree Report, Appendix H), and any landscape related stormwater specialized areas. In some cases, the landscape plan will need to document compliance with original project approvals and conditions. This includes all uses except for single-family dwellings without slopes. The City of Simi Valley has adopted Landscape Design Guidelines that should be consulted in preparation of the conceptual and final plans, and that will be used for findings of consistency. Erosion control for any graded slopes over three feet is required, and the landscape plans(s) should differentiate short-term vs. ultimate landscape treatments. Attention should also be paid by plan preparers and the applicant to ensure the landscape plan layout matches the site, civil, and architectural plans. Projects will be conditioned to provide a Final Landscape Plan, prior to issuance of a building permit, as outlined below.

Plans for properties having more than 500 square feet of new landscaping or 2,500 square feet of improved landscaping should be prepared by a California registered landscape architect. When preparing conceptual plans, please note that the plan and plant palette should be drafted with incorporation of all enacted requirements of the State Water Efficient Landscape Ordinance as adopted by the City. In Simi Valley, incorporation of a mix of 50% low water use, 25% medium water use and 25% high water use in combination with irrigation efficiencies may achieve a mix conducive to these requirements, however, it is recommended that high water use plants be placed in very limited areas. Irrigation design is not required on conceptual plans; however, it is recommended that the Conceptual Plan reflect the plant palette that will meet all City and State requirements for water conservation.

Example of colored site plan, plant palette and planting legend



The Conceptual Landscape Plan must comply with the following requirements/include the following information:

| Conceptual Landscape Plan Requirements | Provided |
|--|--------------------------|
| 1. Rendering/Colored Plan | |
| 1a. Rendered/Colored landscape plan will be required. The landscape plan shall be 11"x17" in size, folded to 8.5"x11" (or as approved by the case planner) and must be provided in .pdf format on disk. Although the rendered plan will be requested prior to being deemed complete, it is recommended that this plan be submitted after the initial review. If photosimulations are provided, refer to Exhibit R for further information. | <input type="checkbox"/> |
| 2. Dimension/Orientation | |
| 2a. Legend including scale, north arrow, and description of all symbols used on the plan. | <input type="checkbox"/> |
| 3. Title Block | |
| 3a. The Title Block shall include: The address of the project; Name, address and phone numbers of the Applicant, Person Preparing the Plan (and their license/seal/expiration signature and date signed), and Property Owner; Date of latest revision (any future revisions shall be clearly annotated); and Assessor's Parcel Number(s). | <input type="checkbox"/> |
| 4. Conceptual Details | |
| 4a. Conceptual details shall be provided that include: | <input type="checkbox"/> |
| (1) The location and size of all existing and proposed landscape areas. | |
| (2) The overall landscape plant palette/list including photographic representation of typical plants and their common names. | |
| (3) Percentage of shrubs and groundcover as a percentage of the total landscaped area. (City design guidelines recommend no more than 25% grass or high water use plants.) | |
| (4) Approximate location of all mature trees (existing) and any mitigation trees (replacement or as required by the project Tree Report). | |
| 5. Plan Notes | |
| 5a. Conceptual plans must include the following plan notes: | <input type="checkbox"/> |
| (1) "This plan will comply with the requirements of the City of Simi Valley Municipal Code and State Water Efficient Landscape Ordinances." | |
| (2) If a Tree Report was prepared for this project include: "This plan will comply with the requirements of the Tree Report prepared for this project, and Tree Mitigation outlined therein." | |

As part of the conditions of project approval, the applicant will be required to submit a Final Landscape Plan, including the following items. Final Landscape Plans, documentation worksheets, and reports must be submitted, with accompanying fee, and approved prior to grading permits and/or issuance of building permits as appropriate.

The Final Landscape Plan must comply with the following requirements/include the following information:

| Final Landscape Plan Requirements | Provided |
|---|--------------------------|
| 1. Dimension/Orientation | |
| 1a. The landscape plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches. | <input type="checkbox"/> |
| 1b. The scale should be 1 inch equals 20 feet for commercial/industrial projects and 1/8" recommended for single-family residential projects. | <input type="checkbox"/> |
| 1c. Legend including scale, north arrow, and description of all symbols used on the plan. | <input type="checkbox"/> |

| Final Landscape Plan Requirements | Provided |
|---|--------------------------|
| 2. Title Block | |
| 2a. The Title Block shall include: | <input type="checkbox"/> |
| (1) The address of the project. | |
| (2) Name, address and phone numbers of: | |
| (i) Applicant. | |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed. | |
| (iii) Property Owner. | |
| (3) Date of latest revision. Any future revisions shall be clearly annotated. | |
| (4) Assessor's Parcel Number(s). | |
| 3. Project Information List | |
| 3a. Total square footage of project site, parking area, total landscaped area, parking area perimeter landscaping, parking area interior landscaping. | <input type="checkbox"/> |
| 3b. Percentage of the project site that will be landscaped and the parking area that will be landscaped. Indicate both the percentage that is required and the percentage that will be provided. | <input type="checkbox"/> |
| 3c. Number and location of motor vehicle parking spaces and loading zones related to parking lots with planting areas. | <input type="checkbox"/> |
| 3d. General planting notes and details including any Public Works street tree or right-of-way installation instructions. | <input type="checkbox"/> |
| 4. Planting Legends | |
| 4a. The legend must include the scale and description of all symbols used on the plan. | <input type="checkbox"/> |
| 4b. General list of plant names (both botanical and common names) categorized and quantified by use. | <input type="checkbox"/> |
| 4c. Plant sizes and recommended spacing at time of planting. | <input type="checkbox"/> |
| 4d. Water Use Classification of Landscape Species (WUCOLS) rating for each proposed plant. | <input type="checkbox"/> |
| 4e. Estimated number of trees and plants required for the designated planting areas. | <input type="checkbox"/> |
| 4f. Include a Water Efficient Landscape Worksheet with each submittal of landscape and irrigation plans. See Appendix B of State Model Ordinance at Department of Water Resources http://www.water.ca.gov/wateruseefficiency/landscapeordinance/ | <input type="checkbox"/> |
| 5. Plan Features | |
| 5a. Identify and dimension all landscaped planter, curbs, and features. | <input type="checkbox"/> |
| 5b. Identify adjacent property features within 20 feet of the property line including, but not limited to: trees (type, diameter, and drip line), driveways, planting areas, lights, walls and other structures. | <input type="checkbox"/> |
| 5c. Identify all on-site light standards located in or adjacent to planter areas and trees. | <input type="checkbox"/> |
| 5d. Identify all special paved surfaces (hardscape areas), decorative paving, decorative hardscape, seating areas, raised planter walls, etc. and identify if included in the landscape percentages. | <input type="checkbox"/> |
| 5e. Identify and dimension all General Plan required enriched parkways. | <input type="checkbox"/> |
| 5f. Identify spot elevations for top/bottom of landings, slopes, and walls and topography of slopes. | <input type="checkbox"/> |
| 5g. Identify important natural features such as drainages and rock outcroppings. | <input type="checkbox"/> |
| 5h. Identify fuel modification zones. | <input type="checkbox"/> |
| 5i. Identify landscape design elements (e.g., fountains, sculptures, mounds, screening berms). | <input type="checkbox"/> |

| Final Landscape Plan Requirements | Provided |
|--|--------------------------|
| 5j. Identify sight distance triangles (and Traffic Safety Sight Areas) at street intersections and driveways, and planting restrictions in these areas. | <input type="checkbox"/> |
| 6. Grading | |
| 6a. Identify all grading, slopes, and disturbed areas. | <input type="checkbox"/> |
| 6b. Identify restoration of disturbed land to its natural state. | <input type="checkbox"/> |
| 6c. Identify Interim landscaping related to erosion control. | <input type="checkbox"/> |
| 7. Trees (for preparation of a Tree Report refer to Appendix H) | |
| 7a. Identify all existing and proposed trees as outlined in the requirements for preparation of a Tree Report prepared for the project (graphically and in a table). Show tree drip lines. | <input type="checkbox"/> |
| 7b. Indicate those trees (graphically and in a table) that have mature tree status by tree identification number as established in the Tree Report. | <input type="checkbox"/> |
| 7c. Provide a table and plan labels identifying the tree mitigation strategy, required trees, values, sizes, and placement of mitigation trees as outlined in the Tree Report prepared for the project. | <input type="checkbox"/> |
| 8. Drainage | |
| 8a. Identify site retention and treatment of stormwater, bioswales, infiltration, and structures and any limitations related to affected plantings. | <input type="checkbox"/> |
| 9. Utilities, Walls, Trash, and Screening | |
| 9a. Identify and screen all utilities by showing on plans, as outlined in the requirements for preparation of a Utility Screening Program prepared for the project. Show utility and access easements and overhead lines. [Note: screening of utilities must be at 80% at time of installation.] | <input type="checkbox"/> |
| 9b. Identify all trash enclosures and show landscaping vines and shrubs associated with screening of the walls. | <input type="checkbox"/> |
| 9c. Identify all project walls and structures and their landscape screening. Shrubs and vines are required on walls to deter vandalism. | <input type="checkbox"/> |
| 9d. If fencing is not otherwise shown, identify all location, color, materials, heights and installation details. | <input type="checkbox"/> |
| 10. Irrigation | |
| 10a. Show all pipes, valves, points of connection, irrigation heads, sleeving, meters, and controllers by size and location. | <input type="checkbox"/> |
| 10b. Provide controller irrigation seasonal schedules including total water application rates for each valve (smart controllers using evapotranspiration data or soil moisture sensor data are required). | <input type="checkbox"/> |
| 11. Landscape Documentation Package and Certificate of Completion | |
| 11a. Provide completed landscape documentation package and certificate of completion to City per http://www.water.ca.gov/wateruseefficiency/landscapeordinance/ | <input type="checkbox"/> |

Building Elevations

The following checklist outlines the submittal requirements for building elevations for Wireless Telecommunications Permits that include additions to the building. These are in addition to the photo simulations. If your project does not involve the construction of a new building or changes to the exterior of an existing building, you do not need to submit building elevations; however, building and site photographs will be required to document existing conditions. The City of Simi Valley has adopted Citywide Design Guidelines that are available at the Planning Division. These Guidelines should be consulted in the preparation of your plans, as they will analyzed to ensure it is consistent with the Guidelines.

Elevation plans must comply with the following requirements/include the following information:

| Elevation Plan Requirements | Required |
|---|--------------------------|
| 1. Dimension/Orientation | |
| 1a. The elevation plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches. | <input type="checkbox"/> |
| 1b. For projects that are proposed on large lots, or have multiple buildings, include an enlargement/detailed drawing of the each areas/building of the proposed development. | <input type="checkbox"/> |
| 1c. The scale must be to an architectural scale and may not be less than ¼ inch equals 1 foot. | <input type="checkbox"/> |
| 1d. Renderings of buildings any new plants shall convey plant size at approximately 5 years growth. | <input type="checkbox"/> |
| 1e. Legend including scale, north arrow, and description of all symbols used on the plan. | <input type="checkbox"/> |
| 2. Title Block | |
| 2a. The Title Block shall include: | <input type="checkbox"/> |
| (1) The address of the project. | |
| (2) Name, address and phone numbers of: | |
| (i) Applicant. | |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed. | |
| (iii) Property Owner. | |
| (3) Date of latest revision. Any future revisions shall be clearly annotated. | |
| (4) Assessor's Parcel Number(s). | |
| 3. Project Information List | |
| 3a. Gross square footage of building(s), existing and proposed. | <input type="checkbox"/> |
| 4. Elevation Details | |
| 4a. Buildings and structures must be labeled to indicate what building or structure is shown on the elevations. | <input type="checkbox"/> |
| 4b. Four elevations of the exterior of buildings and structures labeled in terms of the direction the elevation faces (i.e., north, south, east, or west). | <input type="checkbox"/> |
| 4c. Building dimensions—both height and width—for each elevation. The heights of buildings and structures must be measured according to the definitions and methodologies stated in the SVMC. | <input type="checkbox"/> |
| 4d. All principal exterior walls, fences, roof projections and other structures with height dimensioned. | <input type="checkbox"/> |
| 4e. All types of exterior building materials shall be described on the plan including, but not limited to, roofing material, wall materials (finished surface), fascia, wainscoting, columns, doors, and glass. | <input type="checkbox"/> |
| 4f. Identify all roof-mounted equipment, including the height, and show method of screening and parapet heights. All telecommunications equipment must be screened to its full height. | <input type="checkbox"/> |



| Elevation Plan Requirements | | Required |
|------------------------------------|---|--------------------------|
| 4g. | On-building lighting and provide fixture details and level of illumination if new lighting is proposed. Except for decorative lighting, fixtures are required to have flat lenses that are not exposed on the horizontal plane. | <input type="checkbox"/> |
| 4h. | All proposed exterior mechanical or utility equipment. [Note: conduit and cable trays must not be visible on the exterior of any building from adjacent streets or properties.] | <input type="checkbox"/> |
| 4i. | Architectural details of all proposed walls, fences, and gateposts, including the height dimensions, materials, and colors. Show existing walls if new ones are to match existing. | <input type="checkbox"/> |
| 4j. | For projects located within a FEMA-designated floodplain, show the base flood elevation plus one-foot freeboard above the base flood elevation on elevation drawings. | <input type="checkbox"/> |
| 4k. | Existing and proposed grades if grading changes are proposed. | <input type="checkbox"/> |
| 5. Roof Plans | | |
| 5a. | Provide roof plans showing the dimensions, slope, materials, and all roof equipment. | <input type="checkbox"/> |

Floor Plans

The following checklist outlines the submittal requirements for floor plans for entitlement review. If your project does not involve the construction of a new building or changes to the floor plan, use or size of an existing building, you do not need to submit floor plans.

Floor plans must comply with the following requirements/include the following information:

| Floor Plan Requirements | Required |
|---|--------------------------|
| 1. Dimension/Orientation | |
| 1a. The floor plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches. | <input type="checkbox"/> |
| 1b. For projects that have multiple floors and/or have multiple buildings, include a sheet for each floor of each building. | <input type="checkbox"/> |
| 1c. The scale must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot. | <input type="checkbox"/> |
| 1d. Legend including scale, north arrow, and description of all symbols used on the plan. | <input type="checkbox"/> |
| 2. Title Block | |
| 2a. The Title Block shall include: | <input type="checkbox"/> |
| (1) The address of the project. | |
| (2) Name, address and phone numbers of: | |
| (i) Applicant. | |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed. | |
| (iii) Property Owner. | |
| (3) Date of latest revision. Any future revisions shall be clearly annotated. | |
| (4) Assessor's Parcel Number(s). | |
| 3. Project Information List | |
| 3a. Gross square footage of building(s) on each building or in total in tabular form | <input type="checkbox"/> |
| 4. Plan Details | |
| 4a. Identify floors, levels, attics, lofts, and basements of the buildings or structures, with labels indicating the building or structure and the proposed use, square footage, occupant load factor and occupant load of each room. | <input type="checkbox"/> |
| 4b. Identify provisions for accessibility to the elderly and physically disabled which are proposed or required by law for buildings and facilities to be used by the public or certain groups. | <input type="checkbox"/> |
| 4c. Show all interior equipment locations and identify possible collocation of equipment for additional carriers within all equipment shelters or vaults. | <input type="checkbox"/> |
| 5. Telecommunications Equipment Signage | |
| 5a. Include a note indicating the applicant will install RF notice signs, in both English and Spanish, located on the inside of the roof access point in a location where it will be clearly visible to anyone before entering onto the roof level for roof-mounted equipment. All signage must be a minimum of 8 inches wide by 12 inches high, compliant with FCC OET Bulletin 65 or ANSI C95.2 (as amended) for color, symbol, and content conventions, and must at all times provide a working local or toll-free telephone number to its network operations center, to reach a live person who can exert transmitter power-down control over this site as required by the FCC. The applicant must maintain the sign in good condition. | <input type="checkbox"/> |



| Floor Plan Requirements | Required |
|---|--------------------------|
| 5b. Include a note indicating that the applicant will install at each antenna sector, an RF Caution sign in English and Spanish, located where it will be clearly visible to anyone before approaching the antennas on the rooftop. All signage must be a minimum of 8 inches wide by 12 inches high, compliant with FCC OET Bulletin 65 or ANSI C95.2 (as amended) for color, symbol, and content conventions, and must at all times provide a working local or toll-free telephone number to its network operations center, to reach a live person who can exert transmitter power-down control over this site as required by the FCC. The applicant must maintain each sign in good condition. | <input type="checkbox"/> |

Colors and Materials Sample Boards

A Color and Materials Sample Board is intended to provide the decision makers and staff a key guide to implementing project details of the architectural theme and style of the project and demonstrate aspects of a new development projects or modification to existing developments/buildings. If the project does not modify or create any new structures, no board is required. If the project involves light poles or flagpoles that are of typical construction, photos can be provided that indicate the color and materials to be used. The City of Simi Valley Citywide Design Guidelines should be consulted in preparation of any architectural plans and designs. Boards are required prior to deeming a project complete. Accurate photographic copies of the boards are also required. Copies should be carefully reviewed and considered, as scanning and color copying methods have varying results and quality.

Colors and Materials Boards must comply with the following requirements/include the following information:

| Colors and Materials Board Requirements | Required |
|--|--------------------------|
| 1. General Information | |
| 1a. All boards shall be no larger than 8.5" x 14" (legal size). | <input type="checkbox"/> |
| 1b. The legend must include the scale and description of all symbols and abbreviations used on the plan and be keyed to coordinate with the elevation plans. | <input type="checkbox"/> |
| 1c. The Title Block shall be located in the lower-right hand corner and include the address(es) and name of the project or center and the applicant/preparers information. | <input type="checkbox"/> |
| 2. Material Samples and Colors | |
| 2a. Actual samples of all materials proposed for the building (no thicker than ½ inch in size). A brochure or photograph may be used if an actual materials sample is not available and if it is an accurate representation of the material to be used. | <input type="checkbox"/> |
| 2b. Exterior material samples must show: <ul style="list-style-type: none"> i. Finishes with colors for walls, fascia, trim, doors, and detail materials (tile, iron, block) etc. ii. Style and color of roofing material. iii. Glass used for windows and doors (operable and faux). iv. Color of window mullions. v. Related exterior materials, screen panels, etc. vi. Palm fronds and pine branches. vii. Accessory equipment including signs, light fixtures and standards, outdoor equipment, fencing, walls, etc. | <input type="checkbox"/> |
| 2c. Color paint chips for all exterior surfaces and materials. Colors must be provided for walls, roofing, widow trim, doors, masonry, and other exterior colors. A brochure or photograph may be used if it is an accurate representation of the color to be used. The colors must be the same as the colors used on the colored elevation plans. | <input type="checkbox"/> |

Public Hearing Presentation Exhibits

These guidelines shall be used in the preparation of project exhibits presented at Planning Commission and City Council public hearings. All optional presentation exhibits must be submitted/reviewed with to the Case Planner before scheduling the project for public hearing. For assistance in the preparation of public hearing exhibits, please contact your Case Planner. Applicants are encouraged to present brief audiovisual presentations at Planning Commission and City Council Public Hearings. Project images that are not normally presented by staff may be included in the applicant presentations, such as computer -generated simulations or video presentations. Applicants must notify the case planner that they wish to make an audio-visual presentation. Applicants must provide their own computer capable of connecting to the City's presentation equipment, and run their own (maximum 10 minute) presentation.

A. Applicants are expected to submit the following presentation exhibits in a maximum of 11x17 in size:

- (1) Colored Site Plan/Conceptual Landscape Plan: This is a plan that depicts the proposed site improvements and landscaping at five years growth if changes are proposed.
- (2) Colored Building Elevation Plans: The building elevation plan(s) shall be colored to accurately depict all proposed colors and materials for any building additions, and photosimulations may substitute as appropriate. Colored building elevation plan(s) shall not include landscaping. A separate plan may be provided to show landscaping.
- (3) Colors and Materials Sample Boards: These boards are submitted prior to deeming the application complete and are available for review at the Public Hearing. The proposed materials boards shall contain actual samples of the colors and materials to be used on the exterior(s) of building(s) as set forth in the Preparation of Colors and Materials Sample Boards. Copies of an accurate photograph or photocopy of the board shall be provided to the Case Planner.
- (4) Digital Copies of Exhibits: One CD with .jpg or .pdf files of each above exhibit must be provided to the Case Planner for incorporation into a PowerPoint Presentation.

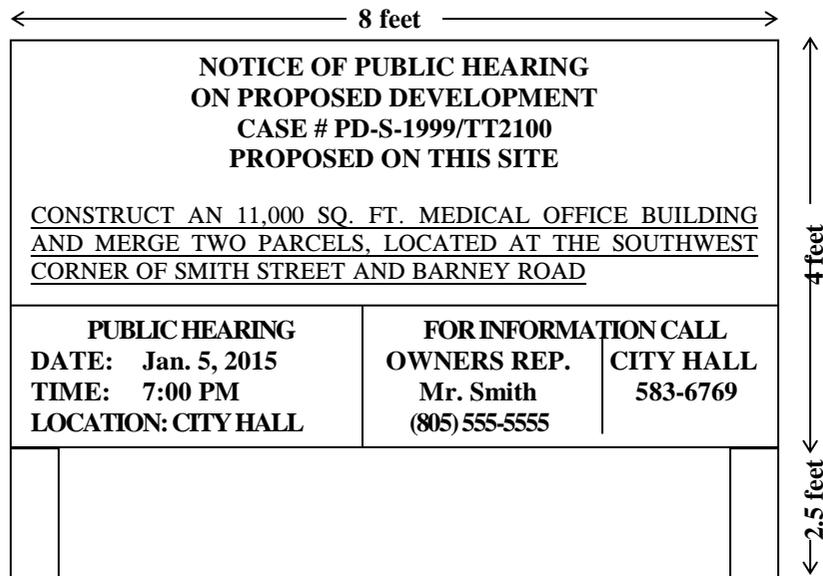
B. The Planning Commission strongly suggests that the following exhibits be provided for review at public hearings:

- (1) Perspective Rendering: This is a three dimensional view of the project as viewed from an important vantage point, such as a major road. These views shall be drawn from a perspective approximately 5 feet above grade. Aerial views are discouraged. All backgrounds shall be depicted accurately and any landscaping depicted in the rendering shall be at 5-years' growth.
- (2) Landscape Elevation Plan and Overlay Exhibits: This plan provides a view of the development with the proposed landscape design. The landscape elevation should depict the size of plant materials after approximately 5 years growth. It is important to show all existing (street trees, retained trees, etc.) and proposed landscaping.
- (3) Line-of-Sight Plans: This type of visual aid shows a cross-section of proposed and existing improvements as viewed from surrounding streets and properties. A line-of-sight plan may also be provided in a photo simulation format.
- (4) Photographs/Photo simulations: These visual aides show photographic images of the site and surrounding area with the proposed improvements superimposed into the photograph. Photo simulations should be provided for all building sides and additional angles. Photo simulations help in determining impacts on adjacent development.
- (5) Aerial Site Plan/Site Plan Overlay: Aerial Site plans show the project layout superimposed onto a colored aerial photograph to show how the project is integrated into the surrounding neighborhood.
- (6) Booklet Containing Colored Exhibits: This contains all of the colored project plans as one package. It may not exceed a size of 11 inches by 17 inches.

Project Site Sign Posting

Specifications for the project site sign required for public hearings include:

1. **Size:** 4 ft. x 8 ft. (32 square feet of sign area).
2. **Height:** A maximum of 8 feet.
3. **Location:** Not less than 5 feet inside the property line in residential zones, and not less than 1 foot inside the property line in commercial and industrial areas. In all instances, the sign shall be located in areas that are most visible to the public.
4. **Materials:** Professionally prepared signage or lettering mounted directly to or on a rigid material, such as plywood, and capable of withstanding wind and weather. Signs must be legible black lettering on white background. Signs must be able to be updated if additional hearings are required.
5. **Restrictions:** The sign shall not be illuminated and are limited to only one sign per street frontage of the property.
6. **Deadline:** Signs must be erected by 12:00 noon, 12 days prior to the public hearing.
7. **Information:** Each sign shall include only the following factual information:
 - Appropriate heading (Example: NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT);
 - Appropriate context as to type of project, number of units, etc. (Example: PROPOSED ON THIS SITE: 62 TOWNHOUSES. Do not use descriptive words such as “luxurious” or “elegant,” etc.);
 - Adequate space to note public hearing date, time, and location. This information must be inserted when the date for the public hearing has been set, at least 12 days prior to the hearing date. If the meeting date has not yet been set, insert “To Be Announced;” and
 - Adequate space to note developer and City Hall phone numbers.
8. **Removal:** Signs must remain up during the project’s appeal period. The signs shall be removed from the premises within 15 days of the expiration of the appeal period.
9. **Sample Sign:**



NOTE: If more than one applicant or more than one legal lot is involved in the project, the sign should provide information for the total development proposed. (Example: 100 townhomes on Lot #1, Applicant “A”, and 100 townhomes on Lot #2, Applicant “B,” the sign should read: “total project to consist of 200 townhomes.”)

Planning Division Submittal Fee Estimate

| APPLICATION/REPORT/DOCUMENT REVIEW | INITIAL DEPOSIT |
|--|-----------------|
| Wireless Telecommunication Permit | |
| Environmental Initial Study | |
| Wireless Telecommunication Consultant Review Deposit | |
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