



CITY OF NORCO

TELECOMMUNICATION FACILITY APPLICATION

ADMINISTRATIVE PERMIT CONDITIONAL USE PERMIT SMALL CELL FACILITY PERMIT

CHECK THE APPROPRIATE APPLICATION BOX BELOW

- ADMINISTRATIVE PERMIT (Submit to Planning Department):** Includes amateur radio facilities, single-lot reception facilities, and “eligible facilities requests” (definition under Application Review Procedure, page 8) that are located on private property and not otherwise listed under “Satellite Exceptions” (definition under Application Review Procedure, page 8) as not being subject to Chapter 18.57.
- CONDITIONAL USE PERMIT (Submit to Planning Department):** Includes new free-standing wireless telecommunication facilities, that are not collocated on existing telecommunication facilities, and that represent substantial changes not meeting the definition of an Eligible Facilities Request (definition under Application Review Procedure, page 8). This includes non-right-of-way public property locations. This also includes proposed master deployment plan permits not in the public right-of-way.
- SMALL CELL FACILITY PERMIT (Submit to Public Works Department):** Includes small cell facilities and “master deployment plan” permits in the public right-of-way.

REQUIRED SUBMITTALS (for Administrative, Conditional Use, and Small Cell Facility Permits):

- 1. Completed Uniform Application.
- 2. Completed Justification for Approval.
- 3. Ten copies of the site plan. Site plan shall include information specified on the form titled “Site Plan Check List” and shall be folded to 8½” x 11” (so that the bottom right portion of the plan shows). Building elevations and additional plans may be required as determined by the project planner.
- 4. Digital (PDF) format copies of all plans (including updated/revised plans) and application materials.
- 5. Completed Environmental Information Form.
- 6. One copy of Title Report indicating legal vesting, lot description, and easements.
- 7. Public Notice Requirements:
 - a. Three sets of typed, gummed labels listing the names, addresses, and Assessor's Parcel Number of all property owners within a minimum radius of 300 feet of the exterior boundaries of the subject property (the list shall be obtained from the latest equalized assessment rolls issued by the County Assessor's Office) or within the minimum radius that is required such that a minimum of 25 property owners will be notified. Please include applicant, property owner, engineer and anyone else needing to be noticed.
 - b. Radius map drawn on Assessor's Parcel Maps indicating all property within a 300-foot radius around the subject property.
 - c. Completed Letter of Certification (certifies mailing labels were prepared correctly).
- 8. Photos of the subject property (digital format and hard copies).
- 9. Filing fees:
 - Conditional Use Permit (CUP Major, commercial fee): - \$6,743
 - Administrative Permit (CUP Minor, resident fee): - \$1,414;
 - Small Cell Facility Permit: (in public right-of-way) – \$450/site
 - Modification of Existing Telecommunication Facility: - \$225/site
 - Public Notice Fee: \$504
 - Initial Environmental Assessment: \$1,012
 - Categorical Exemption: \$88
 - County Environmental Filing Fee: \$50
 - Calif. Fish and Wildlife Fee: Negative Declaration and Mitigated Negative Declaration - \$2,216.25; Environmental Impact Report - \$3,078.25; Certified Regulatory Program - \$1,046.50
 - Environmental Impact Mitigation, (Negative Declaration, up to 5 hours): \$555
 - Environmental Impact Mitigation, (Negative Declaration, beyond 5 hours): Cost of service



CITY OF NORCO

UNIFORM APPLICATION TELECOMMUNICATION FACILITY

File No: _____
Related Files: _____
Date Filed: _____
Fees Paid: _____

GENERAL INFORMATION:

Project Location:	
Property Owner:	Applicant:
Address:	Address:
Telephone:	Telephone:
Fax: E-mail:	Fax: E-mail:
Engineer:	Architect:
Address:	Address:
Telephone:	Telephone:
Fax: E-mail:	Fax: E-mail:
General Plan:	Site Acreage:
Zoning:	Assessor's Parcel Number:
Description of Proposal:	

REQUESTED REVIEW:

<input type="checkbox"/> Administrative Permit	<input type="checkbox"/> Eligible Facilities Request
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Master Deployment Plan Permit
<input type="checkbox"/> Small Cell Facility Permit	<input type="checkbox"/> Other

APPLICATION CERTIFICATION:

I hereby declare that as applicant for this proposal, I have familiarized myself with the relevant provisions of the Norco Municipal Code; and I have read the foregoing application and know the contents of the application to be true to the best of my knowledge (if applicant is not same as property owner, owner shall authorize applicant to represent his/her interest in the above referenced application by signing below).

Owner:	Applicant:
Date:	Date:



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TELECOMMUNICATION FACILITY APPLICATION JUSTIFICATION FOR APPROVAL

ANSWER THE FOLLOWING QUESTIONS IN THE SPACES PROVIDED BELOW.
ATTACH ADDITIONAL PAGES IF NECESSARY.

1. Explain how the requested telecommunication facility is needed to improve radio frequency coverage (include RF Propagation Maps).

2. Explain how co-location on other existing facilities will not provide the needed radio coverage requirements (include a list and map of all existing telecommunication facilities owned or operated by the same company in the City of Norco and adjoining areas; list should include APN, facility type, and height).

3. Explain the scope of work, co-location opportunities and other telecommunication facilities in the area that were considered for which were considered for co-location opportunities.

4. Explain how the proposed telecommunication facility, or modification of an existing facility, will not interfere with other adjacent or neighboring transmission or reception facilities.

FORM "I"

ENVIRONMENTAL INFORMATION FORM (To be completed by project applicant to assist staff)

DATE FILED: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Address of project:

3. Assessor's Block and Lot Number:

4. Indicate number of the permit application for the project to which this form pertains:

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing zoning district (if not in the public right-of-way):

7. Proposed use of the facility upon which the telecommunication facility is proposed (project for which this form is filed):

PROJECT DESCRIPTION

8. Site size.

9. Proposed height.

10. Proposed square-footage of related equipment shed or encasement.

11. Proposed method of design to blend the facility with architecture and/or surrounding environment. For modifications to existing telecommunication facilities, explain how the proposed modification does not constitute a substantial change in the physical dimension and/or overall design of the facility.

12. Attach plans.

13. Proposed scheduling.

14. Associated projects.

15. Anticipated future co-locations if known.

16. If the project involves a variance or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

Yes No

 17. Change in scenic views or vistas from existing residential areas or public lands or roads.

 18. Change in pattern, scale or character of general area of project.

 19. Substantial change in existing noise or vibration levels in the vicinity.

 20. Site on filled land or on slope of 10 percent or more.

 21. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.

 22. Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING:

23. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

24. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

NOTICE TO APPLICANTS: Acceptance of an application at the counter does not represent a completed application. California Government Code Section 65943 provides 30 days in which the City can review the application package and determine completeness. The applicant will be sent a letter during this time period stating that the application is complete or that additional items are needed before the application can be determined completed.

It is recommended that the applicant, property owner, or representative be present at all hearings. All correspondence and reports will only be mailed to the applicant identified on the application.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date:	Signature:
	For:



CITY OF NORCO

PROPERTY OWNER LIST LETTER OF CERTIFICATION

I, _____, certify that on _____, the attached property owners list was prepared and that said list contains the names and addresses of all persons to whom property is assessed, as found on the latest equalized Riverside County Assessment Roll, for a distance of 300 feet from the exterior boundaries of the property indicated below or within the minimum radius that is required such that a minimum of 25 property owners will be notified:

Address (if available):

Assessor's Parcel Number(s):

I further certify that said list is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may be grounds for rejection of the subject application.

Signature:

Date:

Name:

Title Company :

Address:

Phone Number:



CITY OF NORCO

SAMPLE MAILING LABELS

MAILING LABELS SHALL BE PREPARED AS FOLLOWS:

1. Mailing labels shall be placed on 8-1/2" x 11" sheets with 33 self-adhesive labels per sheet (three columns with 11 labels per column).
2. Three sets of mailing labels are required.
3. Each label shall include the assessor parcel number, owner name and address for each parcel within 300 feet of the subject property, or within the minimum radius that is required such that a minimum of 25 property owners will be notified, as shown on the latest equalized assessment roll of the Riverside County Assessor. In addition, mailing labels shall be provided for the owner of the subject property, the applicant and for the engineer and architect for the project.

SAMPLE LABELS:

129-230-002 Mr. and Mrs. Smith 1234 Republican Ave. Santa Barbara, CA 92860
129-230-003 George Williams 123 Fourth St. Norco, CA 92860
129-241-023 Mr. and Mrs. Johnson 123 Fourth St. Norco, CA 92860

SAMPLE SHEET WITH 33 LABELS:

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=====		
=====		



CITY OF NORCO

APPLICATION REVIEW PROCEDURE

THE PROCEDURE FOR REVIEW OF A TELECOMMUNICATION APPLICATION CONSISTS OF THE FOLLOWING AND MAY OR MAY NOT REQUIRE REVIEW BY THE LISTED APPROVING BODIES:

1. **PRELIMINARY PROJECT REVIEW (optional):** This is preliminary review of the project provided by the Planning, Building, Engineering, and Fire departments. Comments and concerns are returned to the applicant normally within two weeks. No fee is required for the first preliminary review.
2. **SUBMITTAL OF APPLICATION:** Applicant submits all the required materials and information and pays any applicable fees to initiate the review process. Upon submittal of the application, staff is allowed 30 days to determine whether the application is complete or incomplete. If the application is complete, it will be scheduled for Project Review Board or Planning Commission, depending on the type of project. If the application is deemed to be incomplete, staff will notify applicant that additional materials/information must be submitted before the application can be processed further.
3. **PROJECT REVIEW BOARD:** This Board consists of city staff that meets and discusses the project with the applicant at an informal meeting and recommends any necessary revisions to the project. In addition, any potential environmental impacts or issues will be addressed at this time. This step may or may not be necessary depending on the type of project proposed. The Project Review Board meeting is not a regularly-scheduled meeting and is set on an as-needed basis.
4. **PARKS AND RECREATION COMMISSION:** This Commission reviews and makes recommendations to the Planning Commission regarding proposed development in public parks. This step may or may not be necessary depending on the type of project proposed. The Parks and Recreation Commission meets the second Monday of every other month.
5. **STREETS, TRAILS, AND UTILITIES COMMISSION:** This Commission reviews and makes recommendations to the Planning Commission regarding proposed street and trail improvements. This step may or may not be necessary depending on the type of project proposed. The Streets, Trails, and Utilities Commission meets on the first Monday of every other month.
6. **PLANNING COMMISSION:** This Commission is the final decision-making body for all applications except tentative tract and parcel maps, general plan amendments, zone changes, annexations, and decisions which are appealed to the City Council. The Planning Commission meets on the second Wednesday of each month.
7. **CITY COUNCIL:** This is the final decision-making body for tentative tract and parcel maps, general plan amendments, zone changes, and annexations. In addition, the City Council reviews and renders final decisions on any appeal of Planning Commission decisions or conditions. The City Council meets on the first and third Wednesdays of each month.

ELIGIBLE FACILITIES REQUEST: Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving: (i) collocation of new transmission equipment; (ii) removal of transmission equipment; or (iii) replacement of transmission equipment.

SATELLITE EXCEPTIONS: Satellite dishes on private property that are 1.1 meter (39.37 inches) or less in a residential or agricultural zone; and 2.2 meters (78.74 inches) or less in a commercial or industrial zone are not subject to permit requirements. Applicants may be granted a hardship exemption if it is determined that strict application of standards will impose an unreasonable limitation on the applicant's ability to receive satellite signals, or the costs of compliance are excessive relative to the purchase and installation costs of the satellite equipment.



CITY OF NORCO

SITE PLAN CHECKLIST

SITE PLANS SHALL INCLUDE ALL OF THE FOLLOWING INFORMATION (UNLESS SAID INFORMATION IS NOT APPLICABLE TO THE SUBJECT APPLICATION):

1. All plans shall display on one sheet not to exceed 30" x 48" at a scale from 1"=10' to 1"=60'. ARCHITECTURAL SCALES ARE NOT ACCEPTABLE.
2. Persons/firms responsible for project (names, addresses, and telephone numbers) such as property owners, developers, architects or engineers.
3. Site plan identification including north arrow, date of preparation, property boundary lines, dedications for public use, street center line, and right-of-way lines.
4. Project identification including descriptive title, vicinity map, assessor parcel numbers, and legal description.
5. Zoning and land use of surrounding property.
6. Grading and drainage including existing ground contours not less than 50 feet beyond property lines, proposed pad elevations and slope banks, and proposed drainage pattern and type of drainage systems.
7. Street, alley and parkway improvements (inclusive of sidewalks, drive approaches, street lights, curbs, trees, etc.) to a distance of not less than 50 feet beyond property lines.
8. Existing structures/easements (indicate out to a distance not less than 50 feet beyond property lines): a) Buildings over 120 square feet; b) Fences and walls (indicate height and type); c) Fire hydrants and above ground utility structures (i.e., poles, meters, etc.); d) On-site underground utility structures (i.e., water, sewer, storm drains); e) Off-site utility structures which must be extended to serve the project (indicate distances); f) Easements (indicate purpose and dimensions); and g) Existing on-site trees (identify size, type and proposed disposition).
9. Proposed buildings and structures: a) Location, dimensions, area and height; b) Location of proposed building fire walls and fire resistive separations; c) Building entrances and exits; d) Outdoor storage areas including trash, mechanical services, material storage, etc.; e) Locations, dimensions, height and type of screening materials of storage areas; and f) Proposed walls and fences including location, dimensions, height and materials.
10. Indicate on all proposed lots: lot number, dimensions, area (gross and net square footage), proposed pad area, pad elevation, building pads, and the Primary Animal-Keeping Area (PAKA).
11. Site plan summary (to appear as notes on site plan): a) Site acreage; b) Site zoning and land use (existing and proposed); c) Proposed buildings and structures (indicate type of construction, roof materials, total building and ground floor area of each building, and total building coverage (square feet and percentage); d) Landscaped area required and provided; e) Total paved parking area; f) Parking spaces required and provided including handicap spaces; and g) Loading spaces required and provided.