



PLANNING DEPARTMENT
9955 Live Oak Blvd., Live Oak, CA 95993
(530) 695-2112 FAX (530) 695-2595

WIRELESS FACILITY ZONING CLEARANCE APPLICATION CHECKLIST

WIRELESS FACILITY STANDARDS

Section 17.16.040 of the Zoning Code requires that a zoning clearance be obtained prior to constructing a wireless facility. In order to approve the wireless facility the following must be met:

Location: Wireless telecommunication facilities are allowed with a zoning clearance in all commercial and industrial zone districts, the Public Facilities Zone District and Urban Reserve Zone District.

Development criteria: All new wireless telecommunications facilities shall meet the following criteria:

1. **Distance from a residence:** The facility shall be located a minimum of 50 feet from a residential zone district.
2. **Antenna placement:** The antenna may be located on one of the following:
 - a. On an existing utility pole.
 - b. Integrated into the architecture of an existing building.
 - c. On a rooftop location set back from the roof edge the same distance as the height of the antenna.
 - d. On a pre-existing co-located tower.
 - e. On an existing or new monopole.
3. **Maximum height:** 25 feet above the maximum height allowed by the zone district in which the facility is located.
3. **Screening:** All ground-mounted facilities shall be screened from public view. Landscaping shall be provided and maintained if any of the ground-mounted facilities are visible from the public right-of-way. All antennas, poles and towers shall be painted or otherwise treated to minimize visual impacts.
4. **Minimum distance between poles and towers:** 1,000 feet.

Co-location: A permittee shall cooperate with other wireless telecommunication facility providers in co-locating, and allowing co-location of additional antennas on approved support structures and/or on existing buildings. A permittee shall exercise good faith in co-locating with providers and sharing the permitted site, provided that the shared use does not cause substantial technical impairment of the permittee's ability to provide appropriate service (i.e., a significant interference in broadcast or reception capabilities as opposed to a competitive conflict or financial burden). Good faith shall include sharing technical

information to evaluate the feasibility of co-location. If a dispute arises as to whether a permittee has exercised good faith in accommodating other users, the City may require a third party technical study at the expense of either or both the applicant and permittee. Each applicant shall demonstrate reasonable efforts in developing a co-location alternative for their proposal. Failure to comply with the co-location requirements of this Section may result in the denial of a permit request, or revocation of an existing permit.

Use permit: If a proposed facility cannot meet the standards provided in this Section, an applicant may apply for a use permit, as provided for in 17.35.030.

Removal of abandoned wireless facilities: A wireless communication facility that is not operated for a continuous period of six months shall be considered abandoned, and the owner shall remove the facility within 90 days of notice from the City.

REQUIRED INFORMATION FOR THE APPLICATION

The following items are required in order to submit an application for a wireless facility zoning clearance:

- _____ Completed and signed **Application Form** (form included).
- _____ **Written authorization** of the property owner, if the applicant is not the owner (suggested form is included).
- _____ Payment of **application fee** (fee schedule is included).
- _____ 2 copies of the **site plan**, drawn to scale. List of items to be included on the site plan is provided below:
 - _____ Project title and applicant's name.
 - _____ North arrow.
 - _____ Workable scale.
 - _____ Property lines, with dimensions.
 - _____ All existing buildings, and other structures on the property, with distances to the nearest property line, parking, fencing, landscaping and utility poles. Indicate what will be removed as part of the proposed project and what will remain.
 - _____ All existing on-site or adjacent streets, alleys, easements and right-of-ways.
 - _____ Proposed tower and building(s) and other structures with dimensions and distances from property lines.
 - _____ Proposed parking, walkways and landscaping.
 - _____ Lot size, floor area, number of parking spaces provided.
- _____ 2 copies of the **tower and building elevations** (for the building show all sides). Include tower or building antenna height.

Within 5 days of submitting the application, staff will review the application to determine whether additional information is needed in order to find the application complete.



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WIRELESS FACILITY ZONING CLEARANCE APPLICATION FORM

APPLICANT INFORMATION

Name _____ Address _____
Phone _____ FAX _____ E-mail _____

PROPERTY OWNER INFORMATION (if different from the applicant)

Name _____ Address _____
Phone _____ FAX _____ E-mail _____

PROPERTY DESCRIPTION

Assessor's Parcel No.(s) _____
Address/General Location _____

REQUEST (use additional sheet if needed)

Please check one: ☐ New tower ☐ Co-location ☐ Building or roof antenna

APPLICANT CERTIFICATION

I hereby certify that this application and all other documents and maps submitted are true and correct to the best of my knowledge and belief. I agree to indemnify and hold harmless for all costs and expenses, including attorney's fees, incurred by City or held to be a liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the Applicants' project.

Signature _____ Date _____

(If applicant is not the property owner a **written authorization** of the property owner is also required (suggested form is included in the packet if needed).)

CITY STAFF USE ONLY

Total Fees: \$ _____ Zoning Clearance No. _____
Receipt # _____
Received by _____ Date _____
Approved by _____ Date _____
Staff Comments: _____



PLANNING FEES

GENERAL PLAN AMENDMENT	
Text & map changes	\$2,986.00
SPECIFIC PLANS	
New plans	Cost + 10% admin. fee
Amendments (text & map changes)	2,986.00
REZONING	
Map change	1,897.00
Text change	1,579.00
Planned development (includes text & map changes)	2,060.00
USE PERMIT	
Major (all projects other than minor u.p.)	1,803.00
Minor (related to single family res. or duplex, parking waiver, signs, temporary coaches)	770.00
Amendments	½ regular fee
Extension of time	
Minor	101.00
Major	220.00
VARIANCE	
Single Family dwelling	411.00
Other	823.00
LAND DIVISIONS	
Subdivision Map	1,261 + 28 per lot over 4
Parcel map	966.00
Revise approved map conditions	½ regular fee
Lot line adjustment	442.00 + 38.00 per lot over 2
Certificate of compliance	490.00
Tentative map time extension	206.00
DESIGN/DEVELOPMENT PLAN REVIEW	
Staff Review:	
Single family, duplex,	33.00
Multiple family res.	101.00 + 10.00 per unit
Subdivision	500.00
Commercial or office 10,000 sq. ft. or less	206.00
Commercial or office over 10,000 sq. ft.	500.00

Industrial 10,000 sq. ft. or less	101.00
Industrial over 10,000 sq. ft.	206.00
ZONING CLEARANCE	
Signs, home occupation, model homes, telecomm. tower	33.00
Special event signage	33.00 + 127.00 deposit
CEQA	
Negative Declaration	
Minor (parcel map, minor u.p., variance)	314.00
Major (g.p.a, rezone, subdivision, major u.p.)	612.00
EIR	Actual cost
Fish & Game fee	Actual cost
Sutter County NOD filing fee	50.00
APPEALS	
To P.C. re: single family residence	206.00
To P.C. re: all other	334.00
To C.C. re: single family residence*	334.00
To C.C. re: all other*	696.00
PRE-APPLICATION CONFERENCE	400.00
DEVELOPMENT AGREEMENT	Actual cost

* If requested by the appellant, the City Council, at the conclusion of the City council appeal process, may authorize the return of all or part of the appeal fee to the appellant if all or part of the appeal is granted and the Council determines that the appellant was justified in filing the appeal.



AGENT AUTHORIZATION

To the City of Live Oak:

Agent Name

Phone Number

E-mail

Mailing Address

is hereby authorized to process this application on my/our property, identified as Sutter County Assessor's Parcel Number(s) _____

This authorization allows representation for all applications, hearings, appeals, etc. and to sign all documents necessary for said processing, but not including documents(s) relating to record title interest.

Owner(s) of Record (print and sign name):

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Signature

Signature