



LAND USE SERVICES DEPARTMENT

Planning Division

San Bernardino Office

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www.sbcounty.gov/uploads/LUS/Planning/Applications/WirelessTelecommunicationsSitePlanPermit.pdf

WIRELESS TELECOMMUNICATIONS FACILITY SITE PLAN PERMIT INFORMATION SHEET AND APPLICATION

FEES	Wireless Telecommunications Facility - Site Plan Permit.....	\$3,454.00
	Job Closure Fee.....	\$25.00
	Total Fee	\$ 3,479.00

The Site Plan Permit (SPP) procedure is intended to provide a less formal review than that required for a Conditional Use Permit. With regards to Wireless Telecommunication Facility projects, the Development Code permits the Site Plan Permit application only for the following:

- (1) Any building or roof mounted antenna that does not extend above the top of the parapet wall by more than 12 feet and painted to match the structure, or that is completely screened from public view.
- (2) Antennas mounted on or contained within other existing or proposed structures, including, but not limited to, appurtenances to existing structure, penthouses, elevator structures, parapets, steeples, signs, water tanks, pump stations, utility towers and poles, utility streetlights, ball field lighting, etc., in such a manner as to not be readily identifiable as a wireless communication facility. This may include the replacement of an existing structure to accommodate a wireless telecommunications facility.
- (3) The co-location of a new antenna to an existing approved support structure, or the replacement of an existing approved support structure in order to co-locate a new antenna, without an increase in height.
- (4) Change of antennas or microwave dishes of similar construction, size and shape on any existing facility provided that the change of antenna(s) does not result in substantial increased visibility of the structure.

The Site Plan Permit application and process provides the County the opportunity to completely review the proposed project before its implementation.

Site Plan Permits are considered by the Director of Land Use Services using the Staff Review with Notice procedures. Actions of the Director may be appealed to the Planning Commission and actions of the Planning Commission may be appealed to the Board of Supervisors within ten days following the date of the action. Appeals must be made by means of a separate application.

Please use this information sheet as a checklist to assemble the materials required for the submittal of your Site Plan Permit application and bring it with you when you submit your application.

NINE STEPS TO SPP APPROVAL

[Sequential appointments should be made with all the following]

NOTE: PRIOR TO PREPARING YOUR PLOT PLAN YOU SHOULD CONTACT THE AGENCIES BELOW REGARDING YOUR DESIGN, MINIMUM REQUIREMENTS, ROAD WIDTHS, ETC. TO PREVENT A REDESIGN OR DENIAL OF YOUR PROJECT AT A LATER DATE

Steps:

1. **PLANNING:** (Design Review/Initial Sign-off signature)
PAY \$3,479.00 All paperwork must be complete and submitted with **TWO COPIES and the original** of the reproducible plot plan at 385 N. Arrowhead 1st floor, San Bernardino [Planning (909) 387-8311] or 15900 Smoke Tree Street, Hesperia, [Planning (760) 995-8140]. The SPP application must be officially accepted and signed by the assigned planner before it can be circulated by the applicant as specified in Steps 2-6. After the initial sign-off signature is received, you can usually complete the process in 10 working days and must complete it within 180 days. (One 90 day extension may be available with Planning staff approval.)
2. **FIRE:** **MUST HAVE AN APPOINTMENT** (Review/Sign-off for access and protection) If it is County Fire Department, **PAY applicable fee**, submit with **ONE COPY and the original** reproducible of the plot plan at 620 South E Street; San Bernardino 92415-0179 [(909) 387-8311] or at 15900 Smoke Tree Street; Hesperia [(760) 995-8140]. If another Fire Agency has jurisdiction, visit them and pay their fee, if any.
3. **HAZARDOUS MATERIALS:** **MUST HAVE AN APPOINTMENT** (Review/Sign-off for Hazardous Materials, Hazardous Wastes, Aboveground Storage Tanks and Underground Storage Tanks) **PAY applicable fee** submit the Business Emergency/Contingency Plan with **ONE COPY and the original** or Business Plan Exemption Letter at 620 South E Street; San Bernardino. [(909) 386-8430].
4. **INFORMATION SERVICES:** **MUST HAVE AN APPOINTMENT** (Review/Sign-off for Frequency Coordination) Submit **ONE COPY and the original** reproducible of the plot plan at 670 E. Gilbert Street, South Entrance, San Bernardino [(909) 388-5971 or 388-5500].
5. **LAND USE SERVICES:** **MUST HAVE AN APPOINTMENT** **Land Development:** (Review/Sign-off for Road and Drainage) **PAY applicable fee** and submit with the original reproducible plot plan at 385 N. Arrowhead Ave., 1st Fl., San Bernardino [(909) 387-8311]
6. **Make 2 COPIES** of original reproducible plot plan with all step 1-4 signatures.
7. **BUILDING AND SAFETY:** (Review/Sign-off for plot plan only) **PAY applicable fee** and submit with **2 COPIES and the original** reproducible of the plot plan at 385 N. Arrowhead 1st floor, San Bernardino [(909) 387-8311] or 15900 Smoke Tree Street, Hesperia [(760) 995-8140].
8. **Make TEN (10) COPIES** of the plot plan with all approval signatures. Fold these plot plans to 8½" X 11" in size.
9. **PLANNING :** (Final approval signature and letter). Submit **TEN COPIES and the original reproducible plot plan** for review and action. If the proposed project does not require building permits, Planning will issue the final approval only after a site inspection to confirm that all road, parking, fencing and landscaping has been installed in accordance with the approved plan and requirements.

Submit 2 COPIES of the approved SPP plot plan to Building and Safety with your construction plans.

CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Customer Service Unit at (909) 387-8311.

Section A – Fees

1. _____ Check or money order made payable to San Bernardino County in the amount of **\$3,479.00.** (L632/L697)

Note: If your project is within a Geologic Hazard Overlay, you will be required to pay the Building and Safety Division the review fees for any required geologic reports. You will be notified when you will need to complete this part of the process. The fee amount will be as established by the County Fee Ordinance.

Section B - County Documents

2. _____ **One copies** of the completed Land Use Application Questionnaire.
3. _____ Completed Hazardous Waste Site Certification form contained in this packet.

Section C – Other Documents

4. _____ **Two copies** and the original vellum of a plot plan drawn at a scale to accurately delineate the proposed project as it is to be constructed. A conceptual plan is not acceptable. (Folded accordion style - 8" x 10 1/2" size.) (Refer to the Plot Plan Checklist for specific requirements.)
(After you have the project planner stamp the vellum with an initial stamp and the four County agencies that need to review the project have also stamped the vellum, you will need to return the vellum and ten copies to the project planner for final review.)
5. _____ **One copy** of the plot plan reduced to 11" X 17".
6. _____ **One copy** of **a)** the recorded Grant Deed or **b)** the Quit Claim Deed with the previous Grant Deed for each lot or parcel or **c)** a copy of a current Preliminary Title Report (issued within 60 days of filing).
7. _____ **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.
8. _____ **One copy** of the trust agreement if a trustee is listed as the property owner.
9. _____ **One copy** of the appropriate assessor's map obtained from the Assessor's Office.
10. _____ **One copy** of a "Letter of Intent" which specifically details the proposed business or operation.
11. _____ **One copy** of any letters or documents received from the County regarding this project.
12. _____ Original color photos of the project site from various angles (digital photos are preferred).

Section D - Special Studies (if applicable)

13. _____ **One copy** of the Geologic Feasibility Study for any property in a Geologic Hazard (GH) Overlay District.
14. _____ **Three copies** of a Slope Analysis for any project in a Fire Safety Review Area (FS1) Overlay District.
15. _____ **Three copies** of any other studies prepared for this project.
16. _____ **Three copies** of the Endangered Species Report (Desert Tortoise Certificate, etc.), if appropriate.

Section E – Plot Plan Use the following checklist to be sure that your plans include all of the required elements. The plot plan is a drawing, to scale, on one sheet of paper (minimum size of 18" x 24") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. Remember that the staff and Planning Commission are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible or do not contain the information listed below, your application will be returned.**

1. _____ **Identification:** Indicate names, addresses and telephone numbers of the Record Owner(s), applicant, representative, and the person preparing the plot plan.
2. _____ **Utilities:** Indicate names, address and telephone numbers of water company, sewage disposal, electric, gas, telephone, cable television. If no utility company, indicate method of supply. Show power (electrical/telephone) source. Locate and dimension proposed easement to site. Indicate if power source is proposed aboveground or underground and distance between power source and site. Show location of power (electrical/telephone) source to the site. Locate and dimension any proposed easement. Indicate if power source is proposed aboveground or underground. Indicate distance between power source and proposed tower.
3. _____ **Legal Description:** Complete legal description of the property including number of acres. Include APN. If a portion of a large parcel is being developed, include a detailed description of that portion.
4. _____ **Project:** Identify type of project in detail, including the use of each existing and proposed structure and/or open storage areas. Include any phasing of proposed tenants (carriers).
5. _____ **North Arrow:** Indicate north (pointing to top or left hand side of the plan), date of drawing and the scale. Use an Engineer's Scale (1" to 10', 1" to 20', etc.) An architect's scale is acceptable ONLY for elevations.
6. _____ **Dimensions:** Show all property lines and dimensions. Also, show boundary lines of project with dimensions if only a portion of the property is being developed.
7. _____ **Roads/Easements:** Indicate location, names, centerline, widths of boundary streets, and recorded road, utility, and drainage easements on the property. If none exist, indicate by a note that no easements exist. If property is not on a road or easement, show legal and physical access to property and lease area.
8. _____ **Drainage:** Indicate any drainage or hilly terrain by flow-line arrows and contour lines. If none exist, indicate by a note that no hilly terrain or drainage problems exist.
9. _____ **Grading/Topographic Information:**
 - _____ Show existing rough grade contours and finish contours.
 - _____ Show finish elevations at lot corners and graded areas. Show typical lot drainage and swales.
 - _____ Show finish grades for all structures, pads and parking surfaces.
 - _____ If no grading is proposed, state "No grading proposed."
 - _____ Show location, size and height of any existing or proposed retaining walls.
10. _____ **Land Use District:** Indicate existing and proposed General Plan Land Use District for project and all adjacent property including across any streets. If in a City, list the City and City Zoning.
11. _____ **Structures/Land Use (Adjacent Areas):** Indicate the existing land use, including "Vacant" or "citrus grove," of structures on all adjacent property including areas across any adjacent streets. Indicate distance to any structure that is within 20 feet of the project property line.
12. _____ **Structures (Project Area):** Indicate with dimensions all existing and proposed structures, including but not limited to power poles, towers, fences, trash enclosures, signs, septic systems, curbs, driveways, and sidewalks: Indicate type of constructions and approximate age of any existing/proposed structures
 - _____ Locate by distance in relation to other structures and property lines.
 - _____ Indicate existing structures that are to remain or to be removed.
 - _____ Indicate height, building footprint dimensions, including eave overhang projections, square footage of each story and number of stories including basements.
 - _____ Show location and height of any non-retaining wall.
13. _____ **Vicinity Map:** Indicate project location within a general vicinity map with a north arrow. Indicate nearest cross streets, major access roads and community name.
14. _____ **Lot Coverage:** Show percentages of parcel covered by buildings, paving, landscaping, and open space.
15. _____ **Plant and Tree Protection:** Plant and Tree Protection: If no protected or endangered trees exist on the site state "No Protected Plants", otherwise show the location, size, and type of all native trees, including unbranched cacti, yuccas, palms and joshuas, and indicate whether any of the following trees are to be removed:
 - _____ **Valley or Mountain Areas** – Six inches or greater in diameter or 19 inches in circumference measured at 4.5 feet above average ground level of the base.

Desert Areas – Two (2) inches or greater in diameter or six (6) feet or greater in height for smoketrees and mesquites. All Joshua trees and all species of century plants, nolas and yuccas. Creosote rings that are 10 feet or greater in diameter. All plants protected by the State Desert Native Plants Act shall be protected in accordance with that ordinance.

16. _____ Latitude, Longitude, Elevation, Azimuth: Indicate the latitude, longitude, elevation (A.M.S.L.) and azimuth of tower/antennas.

Section F – Additional Materials

Submit supplemental information, map(s) and graphics displays with a description of the project relative to the following:

1. _____ **Two copies** of a report discussing and providing the following:
- _____ a. Identity of all tower or facility occupants. If none, so state.
 - _____ b. If the applicant intends to transfer the ownership or control of the site proposed to another entity within 24 months, so state and identify the name(s) of the proposed or identified transferee(s).
 - _____ c. Identify all other sites that connect to or connect from (hand-off-to/from) this site as proposed. Indicate if other sites are existing or proposed and height of connecting towers. If connecting tower is proposed, indicate what jurisdiction (i.e., city, county, state or federal) has approval authority and indicate at what stage of the approval process the application has reached.
 - _____ d. Document the size and approximate location boundary of the search ring for the proposed site and discuss other sites, if any, considered within the search ring. Explain why other sites were not considered or selected.
 - _____ e. Discuss potential for co-location at an existing or new site. State if a carrier has already been contracted to co-locate. If there is no potential for co-location, explain why.
 - _____ f. Identify any other wireless site(s) within two thousand feet of the subject site. Discuss whether it is practical to co-locate or joint locate on any of the sites you have identified. Please state if there are no sites within two thousand feet.
 - _____ g. Is the facility out of site from major viewing points? If not, is it installed on a site that is already developed with a telecommunication facility or other public or quasi-public use? If not, why?
 - _____ h. Explain how the facility is a compatible design and blends with the surrounding environment?
 - _____ i. Provide technical evidence showing a clear and convincing need for this facility.
 - _____ j. Discuss how the facility will comply with County noise standards, especially relating to generators and air conditioning compressors that may be installed and/or used at the subject site.
 - _____ k. Is the project filling in a "blind spot" in service? If so, explain the circumstances how this is accomplished.
 - _____ l. What steps are being taken to preserve existing significant vegetation?
2. _____ Provide two copies of visual impact analysis or demonstration (photo simulations) of the proposed tower at the site. The analysis shall be "worst case" (i.e., all co-locators) and shall assess the cumulative impacts of the proposed facility, including the provision of electrical service to the site, and other existing and foreseeable telecommunication facilities in the area, and shall identify and incorporate all feasible mitigation measures consistent with the technological requirements of the proposed telecommunication service. The photo simulations should be taken from a minimum of three widely scattered locations and shall include a vicinity map indicating the location and direction of view.

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LAND USE APPLICATION QUESTIONNAIRE

Complete all sections of this application. Please refer to the checklist contained in the information sheet for complete information on submittal requirements. The information furnished in this application will be used in evaluating your project pursuant to the California Environmental Quality Act (CEQA). If you believe an item does not apply to your project, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call the Customer Service Unit at (909) 387-8311. Please use no more than four lines to answer any question. If more space is needed, use Attachment A on page 5 of this application questionnaire.

APPLICATION TYPE: Wireless Telecommunications Facility Site Plan Permit

Assessor's Parcel Number (APN): _____

Section 1 - Applicant Data. (This is the person who the county will contact regarding this application unless a separate representative has been hired.)

Applicant Name: _____
Firm Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____ FAX No.: _____ E-Mail: _____

Section 2 – Property Owner Data (If same as above check ☐)

Property owner of record name: _____
Firm Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____ FAX No.: _____ E-Mail: _____

Section 3 – Representative Data (If same as above check ☐)

Representative Name: _____
Firm Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____ FAX No.: _____ E-Mail: _____

Section 4 – Carrier Data

Carrier Name: _____
Firm Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____ FAX No.: _____ E-Mail: _____

To be completed by County Staff: Filing Date: _____ Project No. _____ JCS Project No. _____

Section 5 – Project Location/Legal Data

Briefly describe the project and use:

Land Use District: _____

Overlay Districts: _____

Legal Description: Township: _____ Range: _____ Section: _____

USGS Quad Name: _____

Location: Community: _____ Nearest cross street: _____

Street name: _____ Side of street: _____

Site Size (Gross acres or square footage): _____

Site Address: _____

Proposal Development Area: _____

Size of Proposed Buildings: _____

Previously approved land use applications for this site: _____

Are you filing other land use applications for this site at this time? Yes ☐ No ☐

If yes, please list other application types _____

UTILITIES:

Water: _____

(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

Are any existing or proposed wells at least 200 feet from any existing or proposed liquid waste disposal system?

Yes ☐ No ☐

If no, attach an explanation

Electricity: _____

(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

Telephone: _____

(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

Section 6 - Environmental Setting

Be sure to answer all of the questions. You must provide additional information for any answers marked "yes" or "uncertain" in a letter of explanation attached to this application.

1. When do you anticipate starting construction? _____

2. Is the project phased? Yes ☐ No ☐

If yes, describe the phasing: _____

3. Provide information describing the wireless telecommunication facility proposed.

	<u>YES</u>	<u>NO</u>	<u>UNCERTAIN</u>
4. Will the project change scenic views or vistas from existing residential areas or public lands or roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Will there be a change in dust, ash, smoke, fumes or odors in the vicinity of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the site been surveyed for historical, paleontological or archaeological resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site on filled land or on slope of 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Will there be the use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Will there be a change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will there be any substantial change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will there be a substantial change in demand for public services (police, fire, water, sewage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has a traffic study been prepared for this site or has it been included in another traffic study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will the project generate significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Will the project change any existing features of hills or make substantial alteration of ground contours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Will there be a substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES NO UNCERTAIN

16. Is there a relationship to a larger project or series of projects?

☐☐☐

17. List any previous environmental documents or technical studies prepared for this site:

18. Describe the project site, as it exists before project implementation, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. On an attachment describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

19. On an attachment, describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercials, etc.), intensity of land use (single family dwelling(s), apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Digital photos are preferred.

Attachment A

(Please use this form to amplify any answer. Be sure to identify which question is being amplified.)

APPLICATION CERTIFICATE

ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE (Attach it to the application)

List Assessor's Parcel Number(s) of the project property:

List Assessor's Parcel Number(s) of all property contiguous to the project property, which is owned or beneficially controlled by the individual(s) signing this Certificate: If there are no contiguous properties under the same ownership, STATE "NONE"—**do not leave blank**

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he/she or the organization is aware that the application is being filed with the San Bernardino County Planning Division, and certifies under penalty of perjury that the County applications forms have not been altered and that the information contained in this application is true and correct. I (We) acknowledge that additional materials may be necessary to provide to the Planning Division once the preliminary review of the specifics of the project has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the County of San Bernardino and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the County for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant also agrees to defend, indemnify and hold harmless the County, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This requirement includes the obligation to reimburse the County, its agents, officers and employees for any court costs or attorney fees which the County, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The County agrees to notify the applicant of any such claim, action or proceeding promptly after the County becomes aware of it. The County agrees to cooperate in the defense provided by the applicant. The County may, at its own expense, participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a notarized copy of the Power of attorney.

(Print) (APPLICANT OR LEGAL AGENT)

Signature

Date

REGISTRATION NO.
(IF R.C.E. OR LICENSED LAND SURVEYOR)

(Print) (OWNER(S) OF RECORD)*

Signature

Date

(Print) (OWNER(S) OF RECORD)*

Signature

Date

(Print) (OWNER(S) OF RECORD)*

Signature

Date

*If property is owned by corporation, partnership or other group, signee should indicate corporate position or title and submit substantiating documentation (e.g. incorporation certificate).

HAZARDOUS WASTE SITE CERTIFICATION

This certificate must be submitted with all Development Case Applications except for legislative acts such as General Plan Land Use District changes.

INSTRUCTIONS

The applicant for this development project shall consult the most current list of identified hazardous waste sites at <http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm> to determine whether the development project is located on a site included on the list.

CERTIFICATION

The undersigned owner, applicant or legal representative of the lands for which this development project application is made, hereby certifies under penalty of perjury, and in accordance with Section 65962.5(e) of the Government Code of the State of California that he (she) has consulted the most current and appropriate list of "CAL/EPA, Facility Inventory Data Base, Hazardous Waste and Substances Sites List," and further certifies that the site of the proposed development project:

☐ Is not located on a site which is included on the Cortese List dated:_____

OR

☐ Is located on a site included on the Cortese List dated:_____.

List all of the Assessor Parcel Numbers (APNs) of the project property:

Printed Name of Person Certifying this Review

Signature of Person Certifying this Review

Date