



Community Development Department - Planning Division

205 S. Willowbrook Ave., Compton, CA 90220 (310) 605-5532 www.comptoncity.org

APPLICATION REQUIREMENTS FOR PERSONAL WIRELESS SERVICE FACILITIES (PWSFs)

The Community Development Department process applications for discretionary land use permits. These applications must be considered by the Planning Commission at an advertised public hearing. Before such a hearing can be held, the City is required to review the application with other government agencies and to notify the public about the proposed project. In order to apply for a PWSF permit, the following materials must be submitted in accordance with Section 30-46 of the Compton Municipal Code (Ordinance No. 2,121):

- COMPLETED APPLICATION FORM: (Form Attached)**
Must include a copy of the grant deed along with all exhibits, if any.
- COMPLETED APPLICANT'S AFFIDAVIT FORM: (Form Attached)**
Must be signed and notarized by the owner and applicant (if different from owner).
- LETTER OF AUTHORIZATION:**
A letter of authorization from the applicant shall be required when a third party is spearheading the project.
- DESCRIPTION OF PROJECT:**
Provide **eight (8) sets** of project description. A written description of the project and/or construction, including (as applicable) how the site is to be used and any other information that may assist the Commission in evaluating the request. Please also include a brief explanation in support of the request, including how it will benefit the public welfare and/or surroundings, be in conformance with the Wireless Master Plan, Wireless Ordinance, General Plan and Zoning designations and/or existing patterns of land use and development. **Provide three (3) copies of project description.**
- PROJECT PLANS:**
8 Full sized sets (24" x 36") and **3 reduced sets** (8½" X 11" or 8½" X 14"). All plans must be drawn to scale and fully labeled and dimensioned. The following plans shall be required.
 - **Plot Plan:**
A drawing of the overall site including all existing and proposed buildings, parking areas (location, number and dimension of aisles, driveways and spaces), property lines, easements, curb cut(s), sidewalks, parkways, landscaping, fencing, signs and north arrow.
 - **Elevations:**
Drawing of the building facades and structures for each elevation (north, south, east and west).

- **Floor Plan:**
A drawing of the interior of all structures, including the dimensions of the building perimeter and room interiors. Room usage should be clearly labeled.
 - **Carrier Location Map:**
A City-wide map showing the other existing PWSFs owned or operated by this carrier in the City and outside the City within (1) mile of its corporate limits.
 - **Service Area Map:**
Identify approximate area the proposed PWSF will serve. (Information may be included on the Carrier Location Map)
 - **Siting Information Plan:**
See Subsection 30-46.9C of the Compton Municipal Code.
 - **Design Information:**
Equipment brochures, materials, colors related to the proposed PWSF.
- PICTURES OF THE SITE:**
Eight (8) sets of color photographs printed on 8 ½" x 11" sheet of paper. Images should be clear, in color and a minimum of 3" x 5" in size. Include all existing buildings, parking areas and adjacent properties.
- ALTERNATIVE SITE ANALYSIS:** (refer to C.M.C. 30-46.10)
- FCC's CHECKLIST FOR LOCAL GOVERNMENT (Form attached)**
- PHOTO SIMULATIONS:**
Include simulations from each public right-of-way adjacent to the property.
- RADIUS MAP: (Drawn to scale; sample map attached.)**
A map of the subject property and all properties within a 500 foot radius of the exterior boundary of the subject property. Street names, lot lines and street addresses for all parcels within the radius must be clearly labeled. Additionally, each parcel within the radius shall be identified by a consecutive numbering system. (Sample map attached.) A list of companies that prepare radius maps and property owner's lists is attached; or the applicant may pay the City to prepare the map and property owner's list.
- PROPERTY OWNER/OCCUPANT LIST:**
A typewritten list of the names, property address, mailing addresses and Tax Assessor's Book, Page and Parcel Number for all owners of property contained within the radius map. Each name shall be identified using the parcel number which corresponds to the number shown on the radius map. The list must be prepared from the latest available assessment roll of the Los Angeles County Tax Assessor.
- MAILING LIST CERTIFICATION FORM: (Must be signed and notarized: form attached)**
- MAILING LABELS:**
Two sets of self-adhesive labels containing the names and mailing addresses of all property owners on the Property Owner's List. Where the mailing address of the owner

is different from the address of the property within the radius, a tenant label shall be addressed to "Occupant" at the applicable property address.

COMPLETED "BURDEN OF PROOF" FORM: (Form Attached)

COMPLETED CEQA QUESTIONNAIRE FORM: (Form Attached)

An initial study is required by the California Environmental Quality Act (CEQA) for discretionary projects including all Changes of Zone, most Conditional Use Permits and some Variances

CD:

Provide one (1) CD that contains a separate digital copy of each document and set of plans submitted (i.e. application, project plans, photos, sample board etc.); PDF and/or jpeg are acceptable formats. Make sure to provide a CD sleeve/case and label CD. Additional CD's will be required with each re-submittal of plans.

ENVIRONMENTAL RECORDATION FEE: (\$75.00 Check made payable to the Los Angeles County Clerk). Most projects will require an environmental posting of either a "Notice of Intent" or a "Notice of Exemption" in accordance with the California Environmental Quality Act. Please submit a check made out to the Los Angeles County Clerk. In the event that your project does not require posting your un-cashed check will be returned.

APPLICATION FEES:

All application fees are non-refundable and must be submitted with your application.

NARRATIVE INFORMATION:

Form 600 on file with the FCC
FCC License

BUDGET & FINANCIAL RESOURCE VERIFICATION: (Optional)

Project budget, schedule of completion and applicant financial statement (include verification of financial resources).

**PLEASE NOTE ALL APPLICATIONS ARE TO BE SUBMITTED BY APPOINTMENT ONLY.
PLEASE CALL (310) 605-5532, MONDAY THROUGH THURSDAY, 7:00 A.M. TO 6:00
P.M. TO SCHEDULE AN APPOINTMENT.**

STEPS ON THE WAY TO OBTAINING A CONDITIONAL USE PERMIT FOR A PERSONAL WIRELESS SERVICE FACILITY



Step 1 - Discussion

Discuss your development plans with a planner from the Community Development Department. If your property is located in a Redevelopment Project area, discuss your plans with the Community Redevelopment Agency also. Consider all practical alternatives before deciding to seek Planning Commission action. Obtain all necessary forms from the Planner.



Step 2 - Application

Complete all applicable forms and prepare/have prepared all required plans (i.e. site plan, floor plan and architectural drawings). Submit these materials to the Planner for review. Please note that applications are to be submitted by appointment only. If you have a complete application package, you will be instructed to pay the required fee(s) to the Treasurer's Office.



Step 3 – Design Review

Depending on the location of your property and the complexity of your development, the Planner will inform you if Architectural Review and/or Environmental Review is necessary. A meeting of the Architectural Review Board and the Environmental Review Committee will be scheduled, as necessary, within four (4) weeks of your application.



Step 4 - Hearing

The Planning Commission will hold a public hearing to consider your request within twelve (12) weeks. You will be notified and requested to appear. The Commission meets on the second Wednesday of every month.



Step 5 - Appeal

There is a 14 day appeal period after the adoption of the resolution which certifies the action taken on the project, during which time any interested party may appeal the decision of the Commission to the City Council. If no appeal is filed, Conditional Use Permits take effect on the fifteenth day.

APPLICATION FORM

THE UNDERSIGNED APPLICANT HEREBY REQUESTS: (Variances requires a separate application)

CONDITIONAL USE PERMIT: Description _____

CARRIER INFORMATION: _____

THE PROPERTY IS LOCATED AT: _____

NEAREST CROSS STREETS: _____ AND _____

ASSESSOR PARCEL NUMBER(S) (APN(S)): _____

THE PROPERTY IS:

being leased by the applicant

owned by the applicant

COMPLETE THE FOLLOWING:

Square footage (or acreage) of subject property: _____

Square footage of existing buildings: _____

Square footage of proposed buildings: _____

Maximum height of existing buildings or structures: _____

Maximum height of proposed buildings or structures: _____

Square footage of proposed equipment area: _____

Square footage of proposed parking area: _____

Number of proposed parking spaces (9'x20"): _____

Square footage of landscaped area: _____

APPLICANT AFFIDAVIT FORM

APPLICANT'S AFFIDAVIT:

(I/We) _____
Name of Applicant(s)

being duly sworn, say that (I am/we are/the corporation is) requesting this Conditional Use Permit and that the statements and information contained in this application are in all respects true and correct to the best of (my/our) knowledge and belief.

(Notary Seal)

Signed: _____

Subscribed and sworn to before me

Mailing address of applicant:

this _____ day of _____ 20____.

Phone Number: _____

Notary Public

PROPERTY OWNERS PERMISSION: *(Complete only if the applicant is not the current owner of the property described in this application.)*

(I/We) _____
(Name of Owner(s))

being duly sworn, say that (I am/we are/the corporation is) the owner of the property described in this application and that (I/we) have familiarized (myself/ourselves) with this application and hereby grant permission for the use of said property as described in this application.

(Notary Seal)

Signed: _____

Subscribed and sworn to before me

Mailing address of applicant:

this _____ day of _____ 20____.

Phone Number: _____

Notary Public

STAFF USE ONLY: Received by: _____ Date: _____ Receipt No. _____ Case No. _____

BURDEN OF PROOF FORM

TO: ALL APPLICANTS FOR CONDITIONAL USE PERMITS, VARIANCES, CHANGES OF ZONE, ZONE TEXT AMENDMENTS, GENERAL PLAN AMENDMENTS OR BUILDING RELOCATIONS:

The employees of the Community Development Department are required to give assistance to anyone who wishes to apply for a land use permit or zoning modification.

Such assistance must not be interpreted as encouragement to the applicant. All applications are granted or denied by the Planning Commission and/or the City Council based on standards and criteria found within the Zoning Ordinance. The applicant must understand that it is his or her responsibility to demonstrate that said application conforms to the relevant criteria.

Department employees are not permitted to prepare the application nor are they permitted to assist the applicant or any opponent of an application in preparing arguments for or against the request.

THERE IS NO GUARANTEE, EITHER EXPRESS OR IMPLIED, THAT ANY APPLICATION FOR A CONDITIONAL USE PERMIT, VARIANCE, CHANGE OF ZONE, ZONE TEXT AMENDMENT, GENERAL PLAN AMENDMENT OR BUILDING RELOCATION WILL BE GRANTED.

The applicant must further understand that each application will be carefully investigated and that after such investigation has been made or the public hearing has been held staff's recommendation may be contrary to any position discussed in the preliminary evaluations.

Finally, the applicant must understand that the Architectural Review Board as well as the Planning Commission may have jurisdiction over the application. Should that be the case further review of the request will be required and additional and separate conditions of approval other than those imposed by the Planning Commission may be applied.

I _____ have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

SIGNATURE OF APPLICANT

CASE NO.

DATE

CEQA QUESTIONNAIRE FORM

APPLICANT'S INFORMATION

Name of Applicant: _____

Business Name: _____

Business Address: Street Address _____

City _____ State _____ Zip Code _____

Contact Numbers: Phone _____ Fax _____ Email _____

PROJECT INFORMATION

Project Site Address: _____

Proposed Use: _____

Project Description: (describe new construction, building floor area, business name, etc.)

Existing Use _____ Existing Floor Area (sq.ft.) _____

Existing Business Name _____

Proposed Use _____ Future Floor Area (sq.ft.) _____

Future Business Name _____

Employment _____ Hours of Operation _____

Description of Business/Project

Note

Please provide as much information as possible. This information will assist City staff in determining the nature and scope of the project's environmental review. Please see the other side of this form to ensure that your CEQA application package is complete.



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Mailing List Certification Form

I, _____ certify that the attached list represents
Name of Mailing List Preparer (print)

the names and addresses of all property owners located within a five hundred (500) foot radius of the exterior boundaries of the property located at _____
Street City State Zip Code

Where the property owner's mailing address differs from that of the property within the radius, a separate label for the "occupant" of the property is included. This information was obtained from utilizing the County Assessment rolls and other data sources.

(Notary Seal)

Subscribed and sworn to before me
this _____ day of _____ 20____.

Signature

Signature

Name:

Full Name (Print)

Company

Name: _____

Company/Home

Address: _____

City: _____

State: _____

Zip Code: _____

Phone

Fax

No.: _____

No: _____

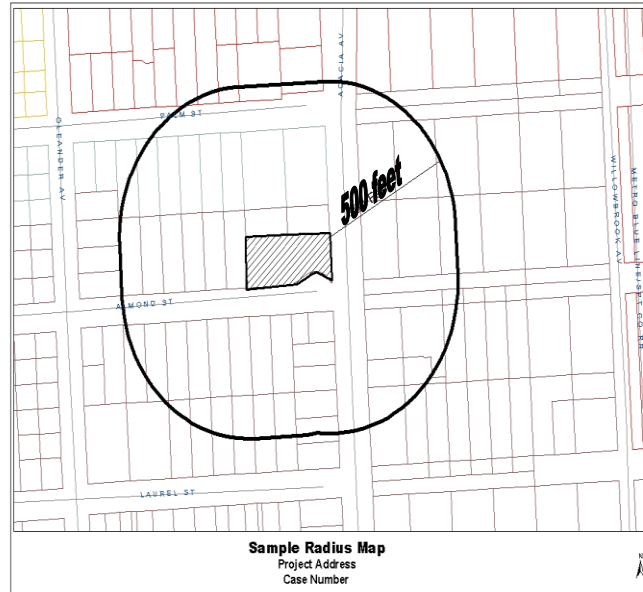
Email: _____



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SAMPLE RADIUS MAP



MAPPING AND PROPERTY OWNER'S LIST PREPARERS

Below you'll find a list of companies that prepare radius maps and property owner's lists. Please note this list is provided as a courtesy only. The Community Development Department makes no recommendation concerning the work or performance of the companies appearing on the list (use at your discretion). Applicants are free to choose from this list or any other consultant of their choice.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. T-Square Mapping Services
P.O. Box 605
La Canada, CA 91012
(626) 403-1803 2. GC Mapping Services
711 Mission Street, Suite B
South Pasadena, CA 91030
(818) 441-1080 3. Continental Mapping Services
6325 Van Nuys Boulevard
Van Nuys, CA 91401
(818) 787-1663 4. Radius Maps
(818) 272-3484 5. More Services
Susan Moreno | <ol style="list-style-type: none"> 6. (818) 350-5944
Szeto + Associates
2714 Stingle Avenue
Rosemead, Ca 91770
(626) 512-5050 7. Susan Case Inc- Radius Maps & Lists
917 Glenneyre St #7
Laguna Beach CA 92651
(949) 494-6105
susan@susancaseinc.com
www.susancaseinc.com 8. Express Mapping
4000 Barranca Pkwy #250
Irvine, CA 92604
(949) 771-0051
orders@expressmapping.com
www.expressmapping.com |
|---|---|

PLANNING FEES

The following fees shall be charged by the Planning Department to partially defray the cost of postage, posting and processing of applicable applications and requests. All fees shall be paid in advance and shall be non-refundable.

ACTIVITY TYPE	Fees
Conditional Use Permit (per application/for each request)	\$10,917.00
Variances (per application/for each request)	\$12,979.00
Subdivisions	
1. Parcel Merger	\$3,515.00
2. Lot Line Adjustment	\$2,141.00
3. Tentative Parcel Map	\$12,736.00
4. Tentative Tract Map	\$12,736.00
5. Liquefaction Compliance (administrative fee)	\$607.00
6. Time Limit Extension	\$1,687.00
Change of Zone	\$12,736.00
Municipal Code Amendment	\$12,736.00
General Plan Amendment	\$12,736.00
Public Right-of-Way Vacations (abandonment)	
1. Preliminary Review	\$607.00
2. Formal Application	\$3,639.00
Annexation	
1. Preliminary Review	\$607.00
2. Formal Application	\$6,065.00
Environmental Review (per permit)	
1. Categorically Exempt (administrative fee)	\$632.00
2. Initial Study/Negative Declaration/EIR (administrative fee)	\$9,825.00
	(Cost of the environmental documents are borne by the applicant)
Certificate of Occupancy	
1. Home Occupation	\$61.00
2. All Other Businesses	\$562.00
Architectural Review Board (ARB)	
1. New Single, Multi-Family or Accessory Dwelling Units	\$3,032.00
2. Residential Additions, Patio Covers, Garages	\$770.00
3. Administrative Design Approval (i.e. solar, fencing)	\$104.00
4. New Commercial & Industrial	\$6,671.00
5. Commercial/Industrial Additions	\$1,698.00
6. Signs, Exterior Paint, Awnings	\$665.00

7.	Exterior Paint Variance	\$559.00
8.	Residential Administrative Modification/Variance (per request)	\$421.00
9.	Commercial Administrative Modification/Variance (per request)	\$1,086.00
10.	Promotional/Inflatable	\$606.00
11.	Banner Permit (annual)	\$69.00
12.	Re-stamp Fee	\$61.00
Additional Case Processing		
1.	Case Re-notification	\$243.00
2.	Case Withdrawal (prior to hearing)	\$485.00
3.	Council appeal by applicant	\$607.00
4.	Council appeal by other	\$243.00
5.	Appeal to Staff (Interpretation)	\$607.00
6.	Copy Fee (Per Page)	\$1.00
7.	Expedite Processing Fee	\$1,820.00
8.	Commission Agenda Mailing (Annual Fee)	\$182.00
9.	Permit Modification (Administrative)	\$121.00
10.	Permit Modification (Commission)	\$425.00
Miscellaneous		
1.	Building Relocation	\$6,065.00
2.	Zoning Classification/Unlisted Use	\$1,213.00
3.	Zoning Letter (simple)	\$121.00
4.	Zoning Letters, Review of Records (complex)	\$243.00
5.	Rebuild Letters	\$712.00
6.	Field Inspection	\$243.00
7.	Research Fee (per hour)	\$210.00
8.	Miscellaneous Fee (per hour)	\$50.00
9.	Temporary Use	\$607.00
10.	SMARA Report	\$607.00
11.	Expert Consultation Services (administrative fee)	10% of service cost [Cost of service borne by applicant]
12.	Residential Yard Sales (per day)	\$12.00
13.	Zoning Map/General Plan Map 24X36 (Per Map)	\$12.00
14.	Special Outdoor Sales Permit	\$52.00
15.	OTC Meeting	\$50.00
Wireless Applications		
Tier 1 applications		
1.	General Fee	\$6,672.00
2.	Right-of-Way Management Fee	Determined by P.W. Dept.
Tier 2 and Tier 3 applications		
1.	General Fee	\$10,917.00
2.	Special Fee	Cost of outside consultant +10%