



# City of Sebastopol

## ANTENNA USE PERMIT – Staff Level Application Checklist

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

Upon receipt of this information the Planning Department will determine if the application is complete. Once this is completed the project can be processed by the Planning Department.

The applicant and/or his representative must be present for any meetings, if required. Failure to do so may result in the application being continued.

**Size Limit:** Plans should not be larger than 36" x 42". All plans shall be folded into a 9" x 11" size. **Unfolded plans will not be accepted.**

**Scale:** The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

### SUBMITTAL REQUIREMENTS

(# of copies)

- 1. **Application Form:**..... (1)  
Completed and signed by applicant and property owner.
- 2. **Deposit:** As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol. Total application costs are determined by the Planning Department with the final amount based on processing time spent by staff and consultants.
- 3. **Location Map:** ..... (1)  
Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.
- 4. **Written Statement:** ..... (1)  
Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If, because of use permit approval, there will be multiple uses on the site, indicate the location and square footage of the different uses. Describe the project in detail. State the reasons for the project, including the City's potential benefits and costs.
- 6. **Site Photographs:**..... (1 set)  
Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a series of overlapping photographs of the surrounding neighborhood that show a panoramic view. Polaroids or digital photos on a CD are acceptable.
- 7. **Area Development Map:**..... (10 sets)  
Drawing should show existing development on site, surrounding land uses, streets and driveways and structures within 300 feet of subject parcel. Drawings should be accurately drawn to scale. Information may be obtained from recent aerial photos.
- 8. **Site Plan:** .....(10 sets)  
Scaled plan identifying proposed site development.

[ ] 9. **Reduction:** ..... (1 set)  
 Include an 8 1/2" x 11" reduction of each plan.

Describe in detail the type of antenna and other improvements proposed (use additional sheets as needed):

---



---



---

Describe how the type of antenna and other proposed facilities will be designed and/or screened to blend in or reduce visual impacts (use additional sheets as needed):

---



---



---

State the need for an Antenna Use Permit including the rationale for the proposed location.

---



---



---



---

Describe the reason(s) for any exceptions to the City antenna regulations are being requested (use additional sheets as needed):

---



---



---



---

***BUILDING HEIGHT AND ANTENNA HEIGHT:***

	<u><i>Existing</i></u>		<u><i>Proposed</i></u>	
	Building	Antenna	Building	Antenna
Average Natural Grade	_____	_____	_____	_____
Feet Above Grade	_____	_____	_____	_____
Stories Above Grade	_____	_____	_____	_____
Feet Above Roof	_____	_____	_____	_____

Will the facility include a back-up generator? \_\_\_\_\_

Commercial Hours of Operation: \_\_\_\_\_

Number of Peak Hour Employees: \_\_\_\_\_