



Belmont Permit Center
PERMIT CENTER APPLICATION

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Street Address: _____ Application No.: _____

Site Preparation / Grading:

Number of Cubic Yards of Combined Cut and Fill:
_____ Cubic Yards **OR** Check if less than 50 Cubic Yards

Depth of any Cut or Fill at Deepest Point:
_____ Feet **OR** Check if less than 2 Feet

Surface Area to be Graded or Cleared:
_____ Square Feet **OR** Check if less than 2000 Square Feet

Retaining Walls:

The Project Includes New, Rebuilt or Extended Retaining Walls: Yes No

Maximum Height of New, Rebuilt or Extended Retaining Walls: _____ Feet

Floor Area:

Existing Floor Area of All Enclosed Structures: _____ Square Feet

Proposed New Floor Area to be Added: _____ Square Feet

Total Floor Area Resulting from Project: _____ Square Feet

On-site Parking:

Existing Parking / Number of Spaces: _____ Covered _____ Uncovered

Proposed Additional or Lost Parking Spaces: _____ Covered _____ Uncovered

Total Parking Spaces Resulting from Project: _____ Covered _____ Uncovered

Check any of the following items that apply to the project:

- | | | |
|--|---|---|
| <input type="checkbox"/> Steep Terrain | <input type="checkbox"/> New Driveway / Curbscut | <input type="checkbox"/> New Signs |
| <input type="checkbox"/> Large Trees on Site | <input type="checkbox"/> New Water Service | <input type="checkbox"/> Redevelopment Area |
| <input type="checkbox"/> Historic Building on Site | <input type="checkbox"/> Construction Dumpster Required | |

SIGNAL RECEIVING OR TRANSMITTING ANTENNAS



Belmont Permit Center APPLICATION CHECKLIST

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Address: _____

Date: _____

Project: _____

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Applications</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Checklist (this form)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supplemental Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neighborhood Outreach Strategy
<u>Plans</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan (six copies) *
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Antenna Detail & Equipment Plan (six copies) *
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Elevations (six copies) *
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (six copies) *
	<input type="checkbox"/>	<input type="checkbox"/>	Property line survey
	<input type="checkbox"/>	<input type="checkbox"/>	Topographic survey map
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Grading plan
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage plan

Address: _____

	<u>Required</u>	<u>Submitted</u>	
	(by City)	(by applicant)	
<u>Technical Information</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Radio Frequency Analysis/Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coverage Maps (eight copies) *
	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for cut and fill
	<input type="checkbox"/>	<input type="checkbox"/>	Arborist report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary title report
<u>Miscellaneous</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photo Simulation (eight sets)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photographs (eight sets)
	<input type="checkbox"/>	<input type="checkbox"/>	Lease Agreement (if applicable)
<u>Fees and Deposits</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Fee
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal Fee
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Third Party Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Staff Assistant: _____ **Telephone:** _____ **Date:** _____

Applicant's Statement: As applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

Applicant's Name: _____ **Date:** _____

Applicant's Signature: _____

*See "Additional Submittal Requirements & Conditions" section in addition to the typical submittal requirements.

CONDITIONAL USE PERMIT



**Belmont Permit Center
SUPPLEMENTAL APPLICATION**

Application No.: _____ (Office Use)

Address: _____ ***Date:*** _____

Project: _____

In order to approve a request for a Conditional Use Permit, the Planning Commission must determine that the project meets the five findings listed below. Please indicate how the project meets these findings:

A. The location of the proposed use is compatible to other land uses in the general neighborhood area and does not place an undue burden on existing transportation, utilities and service facilities in the vicinity.

B. The site is of sufficient size to accommodate the proposed use together with all yards, open spaces, walls and fences, parking and loading facilities, landscaping and such other provisions required by this Ordinance.

SUPPLEMENTAL APPLICATION

- C. The site will be served by streets of capacity sufficient to carry the traffic generated by the proposed use.

- D. The proposed use, if it complies with all conditions upon which approval is made contingent, will not adversely affect other property in the vicinity or the general welfare of the City.

If the site is located within the Downtown Specific Plan and the project includes commercial uses, the following additional finding must be addressed:

- E. The proposed ground floor non-retail use is the best use in consideration of the building location and design and parking availability, or the nature of the proposed ground floor non-retail use will enhance the neighboring retail base by bringing clients into the area who would be likely to patronize neighboring businesses.

DESIGN REVIEW



**Belmont Permit Center
SUPPLEMENTAL APPLICATION**

Application No.: _____ (Office Use)

Address: _____

Date: _____

Project: _____

In order to approve a request Design Review the Planning Commission must determine that the project meets the seven findings of section 13.5.3 (A-G) of the Belmont Zoning Ordinance listed below. Please indicate how the project meets these findings:

- A. Review of buildings or structures for scale, mass, proportion, use of materials, relationship to adjacent elements and relationship to the community as a whole.

- B. Review of proposed exterior color and material application with relationship to adjacent architectural or natural elements. The intent with respect to review of color is to avoid the use of extreme color.

Belmont Permit Center
DESIGN REVIEW

SUPPLEMENTAL APPLICATION

- C. Review of the proposed location, height, and materials of walls, fences, hedges and screen plantings to insure harmony with adjacent development or to conceal storage areas, utility installations or other surfacing to prevent dust erosion.

- D. Review of location, size, height, lighting and landscaping of signs as specified in the Sign Ordinance, in relation to traffic hazards and the appearance of harmony with the environment. The intent with respect to review of color is to avoid the use of extreme color.

- E. Review of site layout considering the orientation and location of buildings and open spaces in relation to the physical characteristics of the site, the character of the neighborhood, the appearance and harmony of the buildings with adjacent development and the surrounding landscape.

Belmont Permit Center
DESIGN REVIEW

SUPPLEMENTAL APPLICATION

- F. Review of the layout of the site with respect to locations and dimension of vehicular and pedestrian entrances, exits, drives and walkways.

- G. Review of site landscaping including adequacy of irrigation plans, size and location of plant materials, and protection of existing plant materials.

SIGNAL RECEIVING OR TRANSMITTING ANTENNAS ANALYSIS



**Belmont Permit Center
SUPPLEMENTAL APPLICATION**

Application No.: _____ (Office Use)

Address: _____

Date: _____

Project: _____

Section 25 of the Belmont Zoning Ordinance establishes that all wireless communications facilities in the City of Belmont secure approval of a Conditional Use Permit. Thus, in order to make findings of approval for the Conditional Use Permit, the Planning Commission must determine that the telecommunication facility meets standards and requirements of the Wireless Communication Ordinance. Please indicate how the project meets these findings:

1. General Standards

A. Building mounted antennae are encouraged.

B. Where building-mounting is not possible, an attempt should be made to screen new monopoles from public view and to co-locate new antennas on existing monopoles on the site.

Belmont Permit Center
SIGNAL RECEIVING OR TRANSMITTING ANTENNAS ANALYSIS

SUPPLEMENTAL APPLICATION

- C. Where building-mounting is not possible, an attempt should be made to screen new monopoles from public view and to co-locate new antennas on existing monopoles on the site.

- D. In order to minimize overall visual impacts, wireless communication facilities should be designed to promote facility and site sharing.

- E. Wireless communication facilities should avoid any unreasonable views from neighboring properties.

Belmont Permit Center
SIGNAL RECEIVING OR TRANSMITTING ANTENNAS ANALYSIS

SUPPLEMENTAL APPLICATION

F. Where building-mounting is not possible, an attempt should be made to screen new monopoles from public view and to co-locate new antennas on existing monopoles on the site.

G. In order to minimize overall visual impacts, wireless communication facilities should be designed to promote facility and site sharing.

H. Wireless communication facilities should avoid any unreasonable views from neighboring properties.

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SIGNAL RECEIVING OR TRANSMITTING ANTENNAS ANALYSIS

SUPPLEMENTAL APPLICATION

- I. No facility should be installed on an exposed ridgeline, in or at a location readily visible from a public trail or other recreation area or scenic area unless it is screened to appear as a natural environmental feature.

2. Site Location Standards

- A. Wireless communications facilities may be considered at the following locations, provided that other City requirements are satisfied:

1. Existing Utility Substations and Corridors – Wireless communication facilities may be installed in existing public easements, right-of-ways, and on facilities of public and private utilities, such as PG&E right-of-ways.
2. Public Land – Wireless communication facilities may be installed on sites with a Public General Plan land use designation and on land owned by a political subdivision of the State of California, such as the City of Belmont and Belmont County Water District.
3. Commercial and Industrial Land – Wireless communication facilities may be installed on sites with Commercial, Industrial, and Mixed Use General Plan designations.

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- B. Wireless communication facilities are not permitted on any property with a residential General Plan land use designation unless a variance pursuant to Section 14 to this standard is granted.

3. Standards for Building-Mounted Antennas

- A. Building-mounted antennae and any ancillary equipment shall be in scale and architecturally integrated with the building design in such a manner as to be visually unobtrusive.

- B. When feasible, colors and materials shall match the existing building.

Belmont Permit Center
SIGNAL RECEIVING OR TRANSMITTING ANTENNAS ANALYSIS

SUPPLEMENTAL APPLICATION

C. Any ancillary equipment shall be adequately screened from public view.

D. Building-mounted antennae and any ancillary equipment shall not extend more than 15 feet above the main structure's height limit of the zoning district within which the facility is located.

E. Building-mounted antennae and any ancillary equipment shall avoid any interference with public views, unless the applicant demonstrates that no other feasible location within the City is available.

Belmont Permit Center
SIGNAL RECEIVING OR TRANSMITTING ANTENNAS ANALYSIS

SUPPLEMENTAL APPLICATION

4. Standards for Monopoles

- A. Building-mounted antennae and any ancillary equipment shall be in scale and architecturally integrated with the building design in such a manner as to be visually unobtrusive.

- B. New monopoles shall be located no closer to a residentially designated parcel than one (1) foot for each foot in antenna height.

- C. Substantial landscaping or other screening shall be provided to buffer any adjoining residential uses.

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- D. No portion of a monopole shall be located in the required front yard setback and/or in front of the main structure; or in the required setback along a secondary street frontage of a corner lot.

- E. Monopoles located within the required rear yard setback shall not exceed a height of 15 feet above the main structure's height limit of the zoning district within which the facility is located.

- F. Monopoles located within the buildable area of the main structure shall not exceed a height of 50 feet.

Belmont Permit Center
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SUPPLEMENTAL APPLICATION

G. No portion of guy wires or support structures shall extend over any property line.

H. Not more than one monopole in excess of 15 feet above the main structure's height limit of the zoning district within which the facility is located shall be installed on any given lot.

I. Not more than three monopole support structures up to 15 feet above the main structure's height limit set forth in the zoning district shall be permitted per lot.

Belmont Permit Center
SIGNAL RECEIVING OR TRANSMITTING ANTENNAS ANALYSIS

SUPPLEMENTAL APPLICATION

- J. On a developed site, monopoles may be permitted only where the applicant has shown a good faith effort to secure an alternate site at an existing utility substation or corridor. Development of wireless communication facilities on vacant sites shall be temporary. When the site is developed, these facilities shall be removed and replaced with building mounted antennas.

ADDITIONAL SUBMITTAL REQUIREMENTS & CONDITIONS



SIGNAL RECEIVING OR TRANSMITTING ANTENNAS

In addition to the typical submittal requirements for a Use Permit, applications for Wireless Communication Facilities shall include the following:

- *A master plan for all of the service provider's existing and planned sites in the City. The master plan shall indicate the location of each existing and proposed facility and the service area covered by each site.*
- *A professional evaluation of the radio frequency electromagnetic field (EMF) exposure conditions of the facility demonstrating that 1) the EMP levels generated by the facility meet American National Standards Institute (ANSI) requirements and pose no health risks to the public; and 2) interference to consumer electronic products (televisions, stereos, cordless telephones, etc.) is unlikely to occur.*
- *Visual representations sufficient to accurately show the appearance of the proposed facility (e.g., photo-montages, renderings, story poles, etc.).*
- *When an existing monopole exists on the same site, or in the immediate vicinity, alternative site/facility designs may be required to show the relative differences between independent and co-located facilities.*

The City may impose appropriate conditions on a project-by-project basis as required to ensure land use compatibility. Such conditions may include the following requirements:

- *The applicant may be required to correct any and all future interference problems experienced by neighbors with respect to reception problems caused by the facility.*
- *Permits for new monopoles may be conditioned to establish a periodic review by the City to determine whether new technology would allow the facility to be modified to reduce the visual impacts. The facility operator shall be responsible for providing the information necessary to allow for such periodic review.*
- *The City may require a co-location agreement binding the applicant and/or property owner and their successors-in-interest, to make, where technically feasible, the facility available in the future for the installation of additional communication equipment by other private and/or public entities.*
- *If the facility is abandoned in the future, the applicant will be required to remove the wireless communication antennae and equipment from the site.*



NEIGHBORHOOD OUTREACH STRATEGY

Belmont Permit Center APPLICANT'S GUIDE AND FORM

I. INTRODUCTION

The City of Belmont is committed to an open process of development review, and requires that applicants take a proactive approach to neighborhood outreach. Therefore, every development request which is decided by the Planning Commission or City Council in a public hearing must include a Neighborhood Outreach Strategy, submitted with the application. The strategy must include your proposal for contacting your neighbors, informing them of your proposed project and receiving their feedback in advance of the City's review. This form is provided to assist you in preparing your Neighborhood Outreach Strategy

II. OUTREACH STRATEGY

In order to provide an effective Neighborhood Outreach Strategy, you must address these issues:

- A. *Contacting Your Neighbors* – Since you will be providing the City with labels for all property owners and tenants within 300 feet of your property, it is strongly suggested that you notify these same people of your neighborhood outreach efforts. You can mail your own notices to them, post bulletins, make telephone calls or go door-to-door, if you wish. (Please note that these options do not give you the right to trespass or conduct any other activities which are contrary to the law.)
- B. *Informing Your Neighbors of the Project* – This can be accomplished a variety of ways, but is most easily accomplished by a scheduled meeting or open house on the property. At the meeting, you are encouraged to have your project plans available, as well as your architect, engineer or other consultants as necessary to explain and answer questions about the project. The more convenient the meeting date, time and arrangements, the more success you will have in establishing a positive atmosphere for the dialogue. You may choose other means for informing your neighbors, such as mailing a project information packet.
- C. *Receiving Neighbor Feedback* – If you host a neighborhood meeting, you will be able to receive immediate feedback on your proposal. You are urged to take notes on the comments you receive, as well as who attends. If you mail information, some means of communication must be established to allow neighbors to contact you and leave their comments.
- D. *A Schedule for Action* – Your strategy must also include a schedule for achieving the above tasks prior to the first public hearing conducted by the City. While the City acknowledges that schedules may change, you must identify the approximate timing of the three steps described above.

III. YOUR NEIGHBORHOOD OUTREACH STRATEGY

Please submit a written description of your Neighborhood Outreach Strategy on the attached sheet, addressing the four points described above. You are required to implement the Strategy prior to the public hearing on your project. You may be asked by the Planning Commission or City Council about the results of your efforts. Failure to implement the strategy prior to the public hearing on your application may result in the hearing being continued to a later date.

1. I will contact my neighbors by: _____

2. I will inform my neighbors of the project by: _____

3. I will gather feedback from my neighbors by: _____

4. Here is the schedule for my outreach strategy:

A. Contact: _____

B. Informing _____

C. Feedback _____

5. As property owner, I, _____ (*print property owner's name*), hereby acknowledge that I will make every reasonable effort to obtain neighbor comments on my project prior to presenting my request to the Planning Commission or City Council in public hearing. I understand that the purpose of the Neighborhood Outreach Strategy is to foster a positive and constructive dialogue regarding my project and its possible effects on surrounding homeowners and tenants.

Property Owner's Signature

Date



PROPERTY OWNER AFFADAVIT

Application No.: _____
(Office Use)

Site Address: _____

Project Description: _____

Property Owner Name: _____

I. OWNERSHIP

I hereby declare that I am the owner of the property involved in this application.

(Owner's Initials)

II. NOTICE LIST

I hereby declare that the list submitted with this application for public notification contains the names and addresses of all persons who own property within 300 feet from the exterior boundaries of the subject property, as they appear on the latest available assessment roll of the City.

(Owner's Initials)

III. FLOOR AREA AND GRADING

I hereby declare that the information provided on project Floor Area and Grading are accurate to the best of my knowledge and belief. I further acknowledge that revisions to these calculations in the building permit review process may cause the zoning approval granted to the project to be invalid, and that a revised zoning application may be required.

(Owner's Initials)

IV. NEIGHBORHOOD OUTREACH

I hereby declare that I have submitted and will implement a Neighborhood Outreach Strategy with the objective of fostering a dialogue with my neighbors of the proposed project and its possible effects on the neighborhood.

(Owner's Initials)

V. ACCURACY OF INFORMATION

I hereby acknowledge that all statements, responses and information submitted in support of this application are true and correct to the best of my knowledge and belief. I further acknowledge that if it is determined that any information related to the project description, specifications, or dimensions; proposed use; or other aspects of the project is false or inaccurate for any reason, the City of Belmont may deem the application invalid or incomplete, at its own discretion.

Property Owner's Signature

Date

Oct. 2004