



TELECOMMUNICATION FACILITIES

Telecommunication Facilities are unstaffed facilities for public, commercial and private transmission, broadcast, repeater and receiving stations for radio, television, telegraph, telephone, data network, and other similar communications. Depending on the type of facility, a Minor Use Permit or Conditional Use Permit may be required. New facilities cannot be detrimental to the public health, safety, and welfare and must not diminish the integrity and character of the zone district. This submittal checklist outlines the minimum required submittal items that must be provided for new telecommunication facilities.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Initial Study

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

Detailed Project Description

A detailed written description shall be submitted with the application. At a minimum, the description shall include the following information: facility height, building square footage, lot size, number of employees, hours of operation, products made or sold, services performed, special equipment used, and parking requirements. The project description shall also include the following:

1. For projects that do not propose stealth design technology, the description shall also include a detailed analysis as to why stealth design technology is physically and technically infeasible for the project.
2. For projects that propose a new ground-mounted or freestanding tower, the description shall also include factual information explaining why other facility types are not feasible.
3. For projects that exceed the minimum functional height and width required to support the proposed antenna installation, the description shall also demonstrate that the proposal's height will facilitate co-location.

Site Plans

Ten (10) full size copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. Plans shall delineate the following:

1. Site/Project Information (i.e. Zoning, Assessor's Parcel Number(s), site area, building square footage, code-required parking ratios for all uses, building setbacks, types of uses, building height).
2. All property lines with dimensions.
3. Locations of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
4. Existing frontage improvements (curbs, sidewalks, edge of paving, sewer and water mains, etc.).

5. Adjoining streets (names, location), including driveway locations at adjoining properties.
6. Existing or proposed driveways, parking, and service areas, fully dimensioned and labeled, including compact spaces.
7. Locations, dimensions, and use of any outdoor activity areas.
8. Location and type of existing and proposed fencing.
9. Sight triangle(s) at all driveways and intersections per City Standard 3-04A and 3-04B and residential driveways per standard 3-05 on both civil and landscape plans.

Preliminary Landscape Plan

The preliminary landscape plan may be incorporated into the site plan. Ten (10) full size copies of a preliminary landscape plans are required showing the following:

1. All proposed parking lot trees demonstrating compliance with the 50% shading requirement.
2. Lawn and landscape areas demonstrating compliance with the Water Efficient Landscape Regulations in effect at the time the application is submitted.
3. Existing trees including species, trunk size, location, and grade and whether they are to be retained or removed. Any large trees on adjacent properties which are within 50 feet of the project site shall also be shown.
4. Relationship of proposed landscaping to any building signage, whether existing or proposed.
5. Slopes.
6. Parking lot and street lighting plans showing coordination with proposed landscaping.

Exterior Elevations and Floor Plans

Ten (10) full size copies of accurately drawn elevations and floor plans (minimum scale of 1/8" = 1') are required. All sides of each structure shall be shown, noting height, materials, treatment, colors, and details, including signage.

Sample Board

A sample board shall be submitted with samples of the following (catalog cuts, paint swatches, and small tile samples are sufficient):

1. Exterior siding materials.
2. Roof samples (not required for flat roof).
3. Paint chips for all exterior painted surfaces.
4. Glazing (if other than clear).

EMF Report

A radio frequency and interference report providing documentation that the facility will comply with federal standards for radio frequency emissions and interference and that the facility will not interfere with public safety radio communications.

Noise Study

A noise study providing documentation that the facility and any related equipment, including backup generators and air conditioning units, will not generate noise in excess of the limits established in the City's Noise Ordinance (Section 14.09.240.140 of the Vacaville Municipal Code).

Photo Simulations

Photo simulations of the proposed facility from multiple vantage points are required.

Electronic Copies

Digital (PDF/Word) copies of all submittal items shall be included with the application.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

Posting of On-Site Signage (for items going to Planning Commission and/or City Council)

At least 10 calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing. Failure to do so may result in the postponement of the hearing.

Grading Information

Ten (10) full size copies of Preliminary Grading Plan showing existing and proposed grading for the project site. For projects with significant grade differences, include cross sections. Show Project Post-Best Management Practices of cleaning storm water before it goes into the public system. The Grading Plan shall show all existing trees with elevations and identified protection zones, and the location and elevations of proposed retaining walls (including bottom of wall and top of wall).

Utility Information

Ten (10) full size copies of Preliminary Utility Plan showing (1) all service connections and connections to existing utilities and (2) all proposed layouts of future utilities.

Supplemental Studies

One (1) full size copy of supplemental studies (will be determined at pre-application/completeness review), which may include, but not limited to, a Preliminary Drainage Study, Preliminary Water System Analysis, Traffic Report, Preliminary Sewer System Analysis, or Soils Report.

Topographic Boundary Survey

Ten (10) full size copies of Topography Boundary Survey (Topo Map) of entire site and outside areas as needed. The survey must illustrate the project's property boundaries, existing easements, along adjacent properties and street improvements, both sides of the street (including right-of-way) and 100 feet on either side of the project boundaries. This should include striping, driveways and curbs, and dimensions of street widths.

Title Report

One (1) copy of Title Report with up-to-date information on all easements on the subject property. Title reports can be obtained from any Escrow and/or Title Company.

Deviations

Deviations to standards shall be identified on the plan and a written justification for the deviation shall be provided. If no deviations to standard, identify this on the plan. Any deviation not shown on the plan risks not being evaluated by Public Works and may require an approved project to go back through the process.