

ADMINISTRATIVE LAND USE PERMIT

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT
DEPARTMENT 110 E MAIN STREET, LOS GATOS, CA 95030
PLANNING@LOSGATOSCA.GOV
408-354-6872

PLEASE SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTS VIA THE CITIZEN'S PORTAL:
<https://permits.losgatosca.gov/Login-and-Manage-My-Records>

PLEASE TYPE OR PRINT CLEARLY

1. PROPERTY LOCATION:

Address of subject property: _____

2. APPLICANT REQUEST:

____ New Telecommunication Structure and/or Facility that does not require a Conditional Use Permit
____ Modification to a Pre-Existing and/or Non-Conforming Telecommunication Structure(s) and/or facilities that does not require a Conditional Use Permit.
____ Microcell/Minor Telecommunications Facility

3. PROPERTY DETAIL:

Lot Area: _____ Zoning: _____ APN: _____

4. APPLICANT:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

5. NAME OF PROPERTY OWNER: (If same as above, check here ☐)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

I hereby certify that I am the owner of record of the property described in Box #2 above, and that I approve of the action requested herein.

SIGNATURE OF OWNER: _____ **DATE:** _____

DO NOT WRITE IN THIS SPACE.

FEES PAID	MINOR	MAJOR
PLPERMIT	\$1,882.00	\$4,542.00
PLTRACK	\$ 75.28	\$ 181.68
PLANAP	\$ 188.20	\$ 454.20
TOTAL	\$ 2,145.48	\$5,177.88

The information contained in this application is considered part of the public record. Therefore, it will appear in both the public record file for the site address, which is available upon request, and on the permitting system on the official Town of Los Gatos website at www.losgatosca.gov.

REQUIREMENTS FOR SUBMITTAL OF ADMINISTRATIVE LAND USE PERMITS

The following is a list of requirements for the submittal of application and plans to the Community Development Department. Applicants are to use this as a checklist to ensure completeness of the proposal.

Administrative Land Use Permit Application Requirements

All applications for an Administrative Land Use Permit shall contain the following:

- a. A completed Administrative Land Use Permit Application.
- b. A preliminary title report for the property on which the facility is proposed.
- c. A completed project description that includes:
 - (1) Number, size and location of proposed existing antennas and facilities.
 - (2) Height and dimensions of all proposed facilities.
 - (3) Equipment and facility enclosure specifications including type, size, materials and colors.
 - (4) Colors and materials of antennas and supporting structures necessary to house or hold the facility.
 - (5) A description and specifications of any required lighting.
 - (6) A description and specifications of proposed signage.
 - (7) A description of how and when the equipment will be accessed for inspection, repair and removal.
 - (8) A description of the energy source and utility lines used to serve the facility.
 - (9) A description of any back-up power source(s).
 - (10) A statement of intent from wireless service provider stating intention to allow co-location.
 - (11) Reference to any easements.
 - (12) A letter stating reasons for not co-locating.
 - (13) A description of the maintenance and accessibility program for the proposed facility.
 - (14) A site specific location map.

- d. An electronic site plan which includes the following:
 - (1) Location of all parcel lines.
 - (2) Location and names of adjacent streets proposed as access to the facility.
 - (3) Site topography of areas exceeding 5% slope with 5-foot contour intervals.
 - (4) Location of all existing buildings, structures, utility easements, driveways parking areas, or other features which may effect the use of the property.
 - (5) Distance from property line for proposed facilities and any other associated improvement.
 - (6) Location of all proposed facilities and improvements necessary to install facilities.
 - (7) Distance to the nearest adjacent structures on the north, south, east and west.
- e. Fully dimensioned electronic site and structure elevations which includes the following information:
 - (1) Fully dimensioned elevations and sections of all proposed facilities and any existing structures, including buildings, for which it is proposed.
 - (2) Specifications on elevations of roof, wall, towers and antenna including materials, colors and dimensions.
 - (3) Fencing, air conditioning, other equipment boxes, and lighting as may be applicable.
 - (4) Any existing roof top features such as vents, HVAC, chimneys, mechanical equipment screening devices or rooms.
 - (5) Height comparison to any nearby buildings, trees, or other applicable structures and natural land forms that are part of the site's background and foreground landscape.
- f. A before and after photo simulation or rendering taken from key points as seen from the public right-of-way or potentially impacted properties.
- g. A story pole or mock-up of the proposed facility.
- h. Documentation verifying compliance with applicable FCC standards and requirements to provide proposed services.
- i. Town of Los Gatos business license.

- j. Facility specifications and certification by an approved FDA professional that the proposed equipment meets the FCC Radio Frequency (RF) emissions standards.
- k. An administrative land use permit requires a ten (10) day Intent to Approve notice that is mailed to all properties abutting the subject site.

Approval will only be granted if all of the following are achieved by the applicant and pursuant to the application being deemed complete by the Community Development Director:

- a. The proposal meets all applicable preferred sites listed in Section III subsection A.1 of the Standards for Wireless Telecommunications Facilities.
- b. The proposal presents no visual impact, is completely hidden from view from adjacent right-of-way and surrounding residential property through screening or stealth design, is constructed below a parapet line, or is fully screened and/or enclosed within an existing building.
- c. The proposal meets setback and height standards of the applicable zoning district and is consistent with the Town's General Plan.
- d. Proposals for utility cabinets containing wireless components shall be placed underground or shielded from view as deemed appropriate by the Community Development Director. Undergrounding of these facilities is required in a residential zone.
- e. In the event of any other conflicting standards or guidelines adopted or used by the Town, the Community Development Director may use his/her discretion and may require a Conditional Use Permit.