

## **ANTENNA SITE PLAN REVIEW & NONCOMMERCIAL AMATEUR RADIO ANTENNA PERMIT**

Pursuant to Rancho Palos Verdes Municipal Code Section 17.76.020, the erection and/or replacement of satellite dish antennas and non-commercial amateur radio antenna assemblies on lots for non-commercial purposes shall be reviewed by the Community Development Director through an Antenna Site plan Review application, or by the Planning Commission through a Noncommercial Amateur Radio Antenna Permit application.

The use of antennas for noncommercial purposes shall mean that no commercial frequency is used for transmission or propagation; that there is no communication for hire or for material compensation, except as allowed by FCC regulations; and that all applicable regulations are complied with at all times, including without limitation FCC Regulation 97. [NOTE: The installation and/or operation of a commercial antenna shall require the submittal and approval of a Conditional Use Permit by the Planning Commission, pursuant to Chapter 17.60 of the City's Development Code.]

The following noncommercial antennas may be constructed or installed on a lot without the approval of an Antenna Site Plan Review application or a Noncommercial Amateur Radio Antenna permit application:

- Satellite or other parabolic dish antennas located in any zoning district that are one (1) meter or less in diameter. This exemption does not apply to dish antennas that are located on a mast that is more than twelve (12) feet in height.
- Satellite or other parabolic dish antennas located in any commercial zoning district that are two (2) meters or less in diameter. This exemption does not apply to dish antennas that are located on a mast that is more than twelve (12) feet in height.
- Replacement of an existing, legally-established antenna or antenna support structure with an outside diameter of three (3) inches or less with a similar antenna or antenna support structure.
- Any combination of two (2) different antenna assemblies from the following categories:
  1. One (1) antenna assembly that complies with all setback requirements and does not exceed sixteen (16) feet in height, as measured pursuant to the residential building height measurement methods described in Section 17.02.040 of the City's Development Code.
  2. One (1) building-mounted antenna assembly that does not exceed twelve (12) feet in height above the point where the assembly meets the roof surface, and that contains radiating elements, each of which is no more than six (6) feet in total length. If the assembly is mounted on or projects height than the roofline, only one (1) antenna may be attached to the antenna support structure.

3. One (1) wire antenna assembly that consists of a single, flexible wire with a maximum diameter of one-half inch suspended between two (2) supports that do not exceed forty-one (41) feet in height (if man-made), connected to a receiver and/or transmitter by a transmission line.
4. One (1) vertical antenna assembly that complies with all setbacks, consists of a single pole or mast with an outside diameter of three (3) inches or less, has no guys or horizontal elements higher than two (2) feet above the ridgeline of the residence, and does not exceed an overall height of forty-one (41) feet.

The following noncommercial antennas shall be reviewed by the Director through an Antenna Site Plan Review application:

- Satellite or other parabolic dish antennas located in any non-commercial zoning or overlay district that exceed one (1) meter in diameter and/or which are located on a mast that is more than twelve (12) feet in height, but which do not exceed twelve (12) feet in diameter and sixteen (16) feet in height.
- Satellite or other parabolic dish antennas located in any zoning district that exceed two (2) meters in diameter and/or which are located on a mast that is more than twelve (12) feet in height, but which do not exceed twelve (12) feet in diameter and sixteen (16) feet in height.
- Three (3) or more exempt antenna assemblies (as defined above) on a lot.
- One (1) non-exempt antenna assembly (as defined above) on a lot, which does not exceed an overall height of forty-one (41) feet.

The following non-commercial antennas shall be reviewed by the Planning Commission through a Noncommercial Amateur Radio Antenna Permit application:

- Any antenna assembly that exceeds an overall height of forty-one (41) feet.
- Two (2) or more non-exempt antenna support structures (as defined above) on a lot.

**\*\*\* IMPORTANT \*\*\***

- ❖ **Before you file a request for any noncommercial antenna permit, it is highly recommended that you discuss your preliminary plans with one of the planners in the Community Development Department in order to determine the appropriate application for your project. Also, please be aware that there may be additional requirements and restrictions in Section 17.76.020 of the Development Code that are not discussed in this application.**
- ❖ **When you are ready to file your application, please make certain the entire form is completed and that you have all the required materials; OTHERWISE, THE APPLICATION CANNOT BE ACCEPTED FOR FILING.**
- ❖ **Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.**

**In order to process your application without unnecessary delay, these are the materials you must submit:**

Antenna Site Plan Review

- **A completed Antenna Site Plan Review application signed by the applicant and property owner.**
- **Two (2) copies of a scaled site plan (three (3) copies if a Building Permit is required), depicting:**
  1. Location of the antenna assembly.
  2. Accurate lot dimensions, all property lines, and all easements on the lot.
  3. Topography of the lot indicated by either elevation call-outs or topographic contours.
  4. The location and dimensions of all existing and proposed structures (delineated existing and proposed).
  5. The distance of the antenna assembly from all the existing and proposed structures.
  6. The height of the proposed antenna assembly.
  7. A section drawing of the antenna's diameter (if applicable).
- **Two (2) copies of an elevation drawing (three (3) copies if a Building Permit is required), depicting:**
  1. The height, size, dimensions, color and material(s) of the proposed antennas and support structure.

All plans must be assembled in complete sets and folded no larger than 9½" by 14".

- **Two (2) copies of a "vicinity map,"** prepared to scale, which shows all neighboring properties adjacent to the subject property (applicant). The "vicinity map" must be prepared exactly as described in the attached instruction sheet.
- **Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels** which list the property owner(s) of every parcel which is adjacent to the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8½" by 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners' mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners' mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.

**Filing Fee:** Non-dish antennas \$378 + Data Processing Fee \$4 = **\$382.00**  
Satellite or parabolic dish antennas \$378 + Data Processing Fee \$4 = **\$382.00**

## Noncommercial Amateur Radio Antenna Permit

- **A completed Non-Commercial Amateur Radio Antenna Permit application signed by the applicant and property owner.**

In completing the Non-Commercial Amateur Radio Antenna Permit application, please make certain to complete and submit the attached Environmental Information and Checklist Form. The Checklist will be used by Staff to determine whether the proposed project warrants an exemption from the California Environmental Quality Act (CEQA). If not exempt, a formal Environmental Assessment application (\$5,642 & Trust Deposit fee) will be required.

- **Three (3) blue line copies of a site plan (minimum scale: 1/4" = 1') depicting:**
  1. Location of the antenna assembly.
  2. An accurate Site Plan including lot dimensions, all property lines, and all easements on the lot.
  3. Topography of the lot indicated by either elevation call-outs or topographic contours.
  4. The location and dimensions of all existing and proposed structures (delineated existing and proposed).
  5. The distance of the antenna assembly from all the existing and proposed structures.
  6. The height of the proposed antenna assembly and support structure.
  7. A section drawing of the antenna's diameter (if applicable).
- **Three (3) copies of the elevations, including section drawings, depicting:**
  1. The height of the proposed antenna assembly, measured from where the antenna structure meets existing grade to the maximum height to which the antenna is capable of being extended.
  2. If the antenna support structure is mounted on a main building, the height of the building and the height of the point of connection where the antenna assembly meets the roof surface shall also be depicted.

All plans must be assembled in complete sets and folded no larger than 9½" by 14". If so desired by the applicant, only one copy of the site plan and elevation plans may be submitted as part of the initial application package. Once the Director determines that the submitted plans contain all the necessary information described in this application, then twelve (12) reduced copies (no larger than 11" by 17") of all full-sized plans must also be submitted prior to the Planning Commission hearing.

- **Two (2) copies of a "vicinity map"**, prepared to scale, which shows all neighboring properties within a 500-foot radius of the subject property (applicant). The "vicinity map" must be prepared exactly as described in the attached instruction sheet.
- **Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels** which list the property owner(s) of every parcel which falls within a 500-foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners Association, if any, must be typed on 8½" by 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners' mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the "Certification of Property Owners Mailing List" form.

**Filing Fee:** Non-commercial Antenna Permit \$1,221 + Data Processing Fee \$4 = **\$1,225**

## Review Process

Upon receipt of an Antenna Site Plan Review application or a Noncommercial Amateur Radio Antenna Permit application, Department Staff will review your application for completeness. Please note that as a result of this review, Department Staff may require further information in order to clarify, amplify, correct, or otherwise supplement existing data. It is strongly suggested that you supply any requested information in a timely manner in order to avoid any delay in the processing of your application. Once your application has been deemed complete, Department Staff will provide written notice of your application to all property owners and homeowners' associations located within the appropriate radius of the property where the non-commercial antenna assembly is proposed. If applicable, Staff will also schedule your application for a hearing before the City's Planning Commission.

In granting an Antenna Site Plan Review application or a Noncommercial Amateur Radio Antenna Permit application, the Director or the Planning Commission shall consider a number of required factors. These are described in detail in Sections 17.76.020(B)(5), 17.76.020(C)(4)(a) and 17.76.020(D)(3) of the City's Development Code.

If your application is granted or conditionally granted, notice of this decision shall be given to the applicant and to all interested persons. If your application is denied, notice shall be provided only to the applicant. Any person may appeal the decision to the Planning Commission or City Council, as applicable.

**Please also be aware that an approved Antenna Site Plan Review or Noncommercial Amateur Radio Antenna Permit shall be valid only so long as all conditions imposed are fully complied with and the antenna assembly is maintained in good repair.**

**More detailed information regarding the City's antenna regulations is contained in Section 17.76.020 of the City's Municipal Code, available online at:**

<http://www.palosverdes.com/rpv/cityclerk/munidatabase/index.cfm>

### **NOTE TO ENGINEERS, ARCHITECTS AND CONTRACTORS:**

In order to perform work in the City of Rancho Palos Verdes, a business license must be obtained from the City's Finance Department prior to obtaining a building permit from the Building and Safety Division. For more information, please visit online at:

<http://www.palosverdes.com/rpv/finance/business-license-information.cfm>.

**ANTENNA SITE PLAN REVIEW (or)**  
**NONCOMMERCIAL AMATEUR RADIO ANTENNA**  
**PERMIT NO. ZON \_\_\_\_\_**

**APPLICANT/CONTACT PERSON:**

**LANDOWNER:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

**GENERAL INFORMATION**

**Existing Development**

- \_\_\_\_\_ 1. Total number of existing non-commercial antenna assemblies.  
[total of lines 2 and 3 below]
  
- \_\_\_\_\_ 2. Number of existing, exempt non-commercial antenna assemblies.  
[total of lines 2a through 2h below]
  - \_\_\_\_\_ a. 16' tall or less, meets all setbacks
  - \_\_\_\_\_ b. Building-mounted, no more than 12' above connection to roof, maximum 6' long radiating elements
  - \_\_\_\_\_ c. Wire antenna, maximum 1/2-inch diameter wire, no more than 2 man-made supports each of which is not over 41' tall
  - \_\_\_\_\_ d. Vertical antenna, meets all setbacks, single pole/mast with outside diameter of 3" or less, no guys or horizontal elements more than 2' higher than ridgeline of house, maximum 41' tall
  - \_\_\_\_\_ e. Satellite or other parabolic dish antennas up to 1 meter in diameter, no more than 12' tall (all zoning districts)
  - \_\_\_\_\_ f. Satellite of other parabolic dish antennas up to 2 meters in diameter, no

- \_\_\_\_\_ 3. more than 12' tall (commercial zoning and overlay districts only)  
 Number of existing, non-exempt non-commercial antenna assemblies.  
 [total of lines 3a through 3c below]
- \_\_\_\_\_ a. Satellite or other parabolic dish antennas over 1 meter in diameter and/or  
 more than 12' tall (non-commercial zoning and overlay districts only)
- \_\_\_\_\_ b. Satellite of other parabolic dish antennas over 2 meters in diameter  
 and/or more than 12' tall (all zoning districts)
- \_\_\_\_\_ c. Other non-exempt, non-commercial antenna assemblies [please describe  
 below; include maximum height extended and retracted, if applicable]:

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[please attach additional sheets if necessary]

**Proposed Development**

- \_\_\_\_\_ 4. Total number of non-commercial antenna assemblies proposed.  
 [total of lines 5 and 6 below]
- \_\_\_\_\_ 5. Number of exempt, non-commercial antenna assemblies proposed.  
 [see description(s) below]
- \_\_\_\_\_ 6. Number of non-exempt, non-commercial antenna assemblies proposed.  
 [see description(s) below]

<b>Antenna Assembly No. 1</b>		<b>EXEMPT / NON-EXEMPT [circle one]</b>		
Ground-mounted?	Y / N	Maximum height above ground:	Fixed	_____
			Extended	_____
			Retracted	_____
Building-mounted?	Y / N	Maximum height above roof:	Fixed	_____
			Extended	_____
			Retracted	_____
Dish Antenna?	Y / N	Length of radiating elements:		_____
		Diameter of dish:		_____
		Maximum height if ground-mounted:		_____
		Maximum height if roof-mounted:		_____
Wire Antenna?	Y / N	Diameter of wire:		_____
		Number of vertical supports:		_____
		Height of vertical supports:		_____
Vertical Antenna?	Y / N	Number of poles or masts:		_____
		Outside diameter of poles or masts:		_____
		Maximum height above ground:		_____
		Height of highest horizontal elements above ridgeline of the residence/main structure:		_____
Other?	[please describe in detail]			

**Antenna Assembly No. 2**

**EXEMPT / NON-EXEMPT [circle one]**

Ground-mounted?	Y / N	Maximum height above ground:	Fixed	_____
			Extended	_____
			Retracted	_____
Building-mounted?	Y / N	Maximum height above roof:	Fixed	_____
			Extended	_____
			Retracted	_____
Dish Antenna?	Y / N	Length of radiating elements:		_____
		Diameter of dish:		_____
		Maximum height if ground-mounted:		_____
		Maximum height if roof-mounted:		_____
Wire Antenna?	Y / N	Diameter of wire:		_____
		Number of vertical supports:		_____
		Height of vertical supports:		_____
Vertical Antenna?	Y / N	Number of poles or masts:		_____
		Outside diameter of poles or masts:		_____
		Maximum height above ground:		_____
		Height of highest horizontal elements above ridgeline of the residence/main structure:		_____

Other? [please describe in detail]

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**Antenna Assembly No. 3**

**EXEMPT / NON-EXEMPT [circle one]**

Ground-mounted?	Y / N	Maximum height above ground:	Fixed	_____
			Extended	_____
			Retracted	_____
Building-mounted?	Y / N	Maximum height above roof:	Fixed	_____
			Extended	_____
			Retracted	_____
Dish Antenna?	Y / N	Length of radiating elements:		_____
		Diameter of dish:		_____
		Maximum height if ground-mounted:		_____
		Maximum height if roof-mounted:		_____
Wire Antenna?	Y / N	Diameter of wire:		_____
		Number of vertical supports:		_____
		Height of vertical supports:		_____
Vertical Antenna?	Y / N	Number of poles or masts:		_____
		Outside diameter of poles or masts:		_____
		Maximum height above ground:		_____
		Height of highest horizontal elements above ridgeline of the residence/main structure:		_____

Other? [please describe in detail]

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**Antenna Assembly No. 4**

**EXEMPT / NON-EXEMPT [circle one]**

Ground-mounted?	Y / N	Maximum height above ground:	Fixed	_____
			Extended	_____
			Retracted	_____
Building-mounted?	Y / N	Maximum height above roof:	Fixed	_____
			Extended	_____
			Retracted	_____
Dish Antenna?	Y / N	Length of radiating elements:		_____
		Diameter of dish:		_____
		Maximum height if ground-mounted:		_____
		Maximum height if roof-mounted:		_____
Wire Antenna?	Y / N	Diameter of wire:		_____
		Number of vertical supports:		_____
		Height of vertical supports:		_____
Vertical Antenna?	Y / N	Number of poles or masts:		_____
		Outside diameter of poles or masts:		_____
		Maximum height above ground:		_____
		Height of highest horizontal elements above ridgeline of the residence/main structure:		_____

Other? [please describe in detail]

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**Antenna Assembly No. 5**

**EXEMPT / NON-EXEMPT [circle one]**

Ground-mounted?	Y / N	Maximum height above ground:	Fixed	_____
			Extended	_____
			Retracted	_____
Building-mounted?	Y / N	Maximum height above roof:	Fixed	_____
			Extended	_____
			Retracted	_____
Dish Antenna?	Y / N	Length of radiating elements:		_____
		Diameter of dish:		_____
		Maximum height if ground-mounted:		_____
		Maximum height if roof-mounted:		_____
Wire Antenna?	Y / N	Diameter of wire:		_____
		Number of vertical supports:		_____
		Height of vertical supports:		_____
Vertical Antenna?	Y / N	Number of poles or masts:		_____
		Outside diameter of poles or masts:		_____
		Maximum height above ground:		_____
		Height of highest horizontal elements above ridgeline of the residence/main structure:		_____

Other? [please describe in detail]

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**New Construction**

Please complete this section if a new structure or building is proposed in conjunction with the proposed antenna assembly.

- \_\_\_\_\_7. Square footage of any proposed new structures or buildings.
- \_\_\_\_\_8. Square footage of any new building footprint.
- \_\_\_\_\_9. Square footage of the existing building footprint.
- \_\_\_\_\_10. Square footage of existing driveways and parking areas.
- \_\_\_\_\_11. Square footage of lot.
- \_\_\_\_\_12. Square footage of new lot coverage [line 8 + line 9 + line 10].
- \_\_\_\_\_13. Percentage of new open space [100% - (line 12 divided by line 11)].

**Grading and Encroachment Information**

1. Are any of the following conditions proposed? \_\_\_\_\_Yes \_\_\_\_\_No.  
If "Yes," a separate Grading Application is required.

- Total volume of earth to be moved (cut and fill) is 20 cubic yards or reater.
- Height of fill or depth of cut is 3 feet or greater.

2. Does the project involve any work, activity, or encroachment in the public right-of-way or public drainage structure? \_\_\_\_\_Yes \_\_\_\_\_No

If ""Yes", you must obtain approval from the Public Works Department prior to issuance of construction permits.

**Questionnaire**

1. Please describe how the placement of the proposed antenna assembly (ies) does not significantly impair a view from surrounding properties.

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2. Please describe the means by which the proposed antenna assembly (ies) shall be designed and constructed to adequately protect public health, welfare and safety, including but not limited to compliance with Building Code requirements, wind load and seismic design criteria, and compliance with Development Code requirements such as setbacks.

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3. Please describe how the proposed antenna assembly (ies) balances the effects upon the character of the neighborhood with the applicant's ability to reasonably transmit and receive non-commercial radio signals.

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4. Please describe how refusing or conditioning the approval of this permit would interfere with the applicant's ability to receive and/or transmit radio signals on amateur frequencies.

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