



## 6409(a) Modification Wireless Zoning Clearance Application

**County of Ventura • Resource Management Agency • Planning Division**

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2488 • [plan.counter@ventura.org](mailto:plan.counter@ventura.org)

Applicant's Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Wireless Carrier: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Carrier's Address: \_\_\_\_\_

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

Assessor Parcel Number: \_\_\_\_\_

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

Coastal                       Non-Coastal                       Right-of-Way

Site Number/Site Name: \_\_\_\_\_

Active Conditional Use Permit Number: \_\_\_\_\_

Project Description: (Be as specific as possible, attach extra sheets if necessary)

**For all questions please contact:**

**[plan.counter@ventura.org](mailto:plan.counter@ventura.org) or (805)**

**654-2488**

## Supplemental Questionnaire

1. Does this request include the modification of an existing wireless tower or base station? Does the request include the installation of new equipment, removal of equipment, or replacement of equipment? Will you be switching out the support structure?
2. Has the facility been modified since February 22, 2012? (If so, provide a brief description of the previous modifications). The facility includes the support structure, base station, and all associated equipment.      Yes     No
3. Does this request increase the height of the tower more than 20 feet or 10%, (whichever is greater) from the original Conditional Use Permit (CUP) or by any CUP modification approved prior to February 22, 2012?      Yes     No
4. Does this request add an appurtenance to the tower which is more than 20 feet from the edge of the originally approved structure or by any CUP modification approved prior to February 22, 2012?      Yes     No
5. Does the request increase the height of the base station (e.g., building, or light pole) by more than 10 feet in height or 10% (whichever is greater) from the original CUP or any CUP modification approved prior to February 22, 2012?      Yes     No
6. Does the request add an appurtenance to the base station that is more than 6 feet from the edge of the structure as approved in the original CUP or any CUP modification approved prior to February 22, 2012?      Yes     No

7. Does your request include the installation of new equipment boxes? If yes, how many additional boxes are proposed? Will any of the existing boxes increase more than 10% in size? Yes  No
8. Is excavation needed to facilitate the improvements including trenching? If so, how much? Yes  No
9. Will the request add any additional impervious surface to the site? Is so, how much? Yes  No
10. Will the modification comply with the conditions of approval of the active Conditional Use Permit for the wireless facility? Yes  No
11. Is the facility considered to be a stealth facility? If so, please describe how the current proposal avoids defeating the facilities concealment elements.  
Yes  No
12. Will there be any modifications to a backup generator, battery backup system, fire suppression equipment or fuel storage tank associated with the project?  
Yes  No

**Please visit our website at <https://vcrma.org/wireless-communication-facilities-permit-application> to verify that your request complies with the 6409(a) Modification Wireless Zoning Clearance Application requirements and to read all pertinent information prior to submitting your application.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

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

## Provide the following materials with the Zoning Clearance Application

1. One electronic set of 18" x 24" (minimum) construction drawings (for submittal to Building & Safety) that also include a site plan, floor plan (for all levels and floors), antenna details, equipment layout and elevations. Elevations must include existing and proposed views of all sides of the tower and shelter/enclosure.
2. 6409(a) Modification Wireless Zoning Clearance Fee. This fee can be paid by credit card, cash or check payable to the County of Ventura, Planning Division. Consult the Fee Schedule on the Planning Division website for current fees at: <https://vcrma.org/planning-permit-fees>.
3. Photo simulations: Provide one electronic set of before and after colored photo simulations. The photo simulations shall include "before" and "after" renderings of the site in identical scale and size, its surroundings, the proposed facility and *antennas* at maximum height, and any structures, vegetation, or topography that will screen the proposed facility from multiple public viewpoints. Public viewpoints selected for photo simulations should be located approximately a half-mile, 1 mile, and 2 miles from the proposed facility, with an accompanying map showing where each photo was taken. If the modification is on a building, all elements of the proposed project must be shown in one or more close-in photo simulations.
4. A signed statement from a qualified person, together with his/her qualifications, that provides expected radio frequency emissions levels from the antenna array(s) and certifies that these emissions comply with FCC standards not only at ground level below the wireless communications facility, but also wherever terrain or placement of buildings could cause exposure. The statement shall also certify that both individually and cumulatively, and with any other existing facilities located on or immediately adjacent to the proposed facility, that the proposal complies with FCC standards.
5. Letter of Authorization from the Property Owner approving the modifications on their property.
6. Letter of Authorization from the Wireless Carrier allowing the permitting company to submit on their behalf.
7. Letter of Authorization from the Tower Owner approving the modifications on their tower.
8. Electronic set of plans and conditions of approval from the original Conditional Use Permit and any entitlements approved prior to February 22, 2012.
9. Completed Application Form and Supplemental Questionnaire.

10. Other permits and/or other authorizations may be required by other agencies (e.g. building permits, encroachment permits, etc.). Additional information may be required by Building and Safety, Public Works, Environmental Health, and/or the Fire Department. Contact the Building and Safety Division to confirm which agencies may need additional information. Contact information and links to these agency's applications can be found at the following website:  
<https://vcrma.org/wireless-communication-facilities-permit-application>.