## APPLICATION FOR MINOR SITE PLAN REVIEW (Section 17.26.120) DEVELOPMENTS WITHIN PTASP

**Planning Division**  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5200  
planningdiv@cityofpalmdale.org

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<th>Case No.:</th>
<th>Date:</th>
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### REQUEST TO DEVELOP:  

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<tr>
<th>acres (Number)</th>
<th>(Type of Use*)</th>
<th>(No. of Bldgs.)</th>
<th>(Total Square Feet)</th>
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*Types of uses: Industrial (mfg., service, warehouse); Commercial (retail, office, medical, restaurant); Residential (condo, apartments, single-family); Other (please specify).

Include any information you believe will assist the city in reviewing your application.

__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________

Existing Zoning: ____________________________________________________________________________

Existing General Plan Designation: ____________________________________________________________________________

Assessor’s Parcel Number(s): ____________________________________________________________________________

Project Location (Address if Available): ____________________________________________________________________________

List case number(s) of any previous applications filed on this site: ____________________________________________________________________________

List all related applications being filed with this project: ____________________________________________________________________________

If proposed use is located within an existing tract or building, please list Tract and Lot, Parcel No.(s), and Planning Division Case No.(s): ____________________________________________________________________________
APPLICANT:
Name / Email: _____________________________________________________________
Address: _______________________________________________________________
City: ________________________ State: _____________ Zip: _____________
Telephone No.: (____)_______________ Fax No.: (____)______________

CONTACT PERSON:
Name / Email: ___________________________________________________________
Address: _______________________________________________________________
City: ________________________ State: _____________ Zip: _____________
Telephone No.: (____)_______________ Fax No.: (____)______________

PROPERTY OWNER:
Name / Email: ___________________________________________________________
Address: _______________________________________________________________
City: ________________________ State: _____________ Zip: _____________
Telephone No.: (____)_______________ Fax No.: (____)______________

ARCHITECT/ENGINEER/REPRESENTATIVE:
Name / Email: ___________________________________________________________
Address: _______________________________________________________________
City: ________________________ State: _____________ Zip: _____________
Telephone No.: (____)_______________ Fax No.: (____)______________
List and describe any other related permits and/or approvals required for this project from county, regional, State, and federal agencies (e.g., 404 or 1601 permits from the State Fish & Game or Federal Fish & Wildlife Departments, or a discharge permit from the Regional Water Quality Control Board):

If this proposal is commercial or industrial, give the square footage of floor space in gross building area and net leasable area, the number of parking spaces provided (including compact and handicap spaces), an estimate of the traffic generation, and the estimated number of employees:

Floor Space:  Gross Leasable  ________________  Net Leasable  ________________
Parking:  Regular  __________  Compact  __________  Handicapped  __________
Number of Employees:  ________________  Traffic Generation:  ________________

Will the owner or authorized agent of this project need to comply with the requirements of Sections 25505, 25533, and 25534 of the Health & Safety Code and the requirements for a permit for construction or modification from the Antelope Valley Air Quality Management District?

Yes  __________  No  __________

Does this proposed project contain a source or modified source which emits hazardous air emission?

Yes  __________  No  __________

Does the proposal include the storage or use of hazardous materials? If yes, attach a copy of the Business Plan and the Hazardous Materials Management Plan as required by the Los Angeles County Fire Department.

Yes  __________  No  __________

Does this project handle, as defined in Article 1 (commencing with Section 25500) of Chapter 6.95 of Division 20 of the Health and Safety Code, an acutely hazardous material, in a quantity equal to or greater than the quantity specified in Section 24436 of the Health and Safety Code?

Yes  __________  No  __________

Is this project within 1,000 feet of the outer boundary of a school site, a general acute care hospital, or a long-term health care facility, and handles materials defined in the above paragraph?

Yes  __________  No  __________

Will the project introduce a direct source of aerial emissions over which the Antelope Valley Air Quality Management District has permit authority?

Yes  __________  No  __________

If yes, explain what aspects of the project will impact air quality. A copy of the AVAQMD permit application shall be submitted with this application.
INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting approval of a Conditional Use Permit or a Site Plan Review or a time extension or major modification to existing Conditional Use Permits or Site Plan Reviews from the City of Palmdale.

The applicant must complete the attached forms as prescribed and submit the following information before the application can be accepted by the Planning Division.

CONDITIONAL USE PERMIT / SITE PLAN REVIEW CHECKLIST

NOTE: ALL PLAN SHEETS SHALL BE INDIVIDUALLY FOLDED BY PLAN TYPE BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE. STACK-FOLDED, STAPLED, ROLLED, OR BOUND PLANS WILL NOT BE ACCEPTED.

PLEASE PROVIDE ELECTRONIC COPIES OF ALL PLANS IN PDF FORMAT.

_____ The completed Application

_____ A copy of the Development Advisory Board (DAB) letter (if applicable)

_____ Three copies of the Title Report for the subject property prepared within the last six months which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced. Note: Preliminary Subdivision Reports are not acceptable.

_____ Two sets of property owner (including APN) and occupant mailing labels (self-sticking) for all properties within 500 / 700 / 1,000 feet of the subject property (see attached requirements)

_____ One copy of the mailing list in tabular form containing all the information on the above labels (see attached requirements)

_____ One radius map (see attached requirements)

_____ The original signed Mailing Label Certification

_____ The original signed Public Hearing Sign Removal Authorization

_____ One signed hardcopy of the Owner Authorization Letter

_____ One hardcopy and one electronic copy of the legal description of the property

_____ One signed hardcopy of the Hazardous Materials/Waste Products Certification

_____ A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivisions, creeks, railroads and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½” x 11” paper. Note: Thomas Guide maps are not acceptable.
35 copies of the SITE PLANS (see attached requirements)

10 ELEVATION drawing sets for all structures, showing all sides. One copy of the elevations shall be rendered to indicate color and material selections (see attached requirements)

10 FLOOR plan sets for each building type (see attached requirements)

Four conceptual GRADING/DRAINAGE plans (see attached requirements)

Four copies of the GEOTECHNICAL REPORT (liquefaction, fault activity status, soils, and geology)

Four copies of the PRELIMINARY HYDROLOGY REPORT

Four copies of the CONCEPTUAL SEWER STUDY

One electronic copy and two hardcopies of the appropriate Environmental document in compliance with both City and state requirements (CEQA) (i.e., Initial Study, Supplemental or Subsequent Environmental document, or Addendum)

CD or USB containing the site plan, floor plan, and photographs of the existing site

Five copies of a RECLAMATION PLAN prepared in compliance with the State Mining and Geology Board standards and the Palmdale Municipal Code

Wireless Telecommunications Facilities are required to submit additional items (see attached requirements)

Complete Fire Department Transmittal Letter (attached). Once case number is supplied, submit this form to project’s online submittal with the Los Angeles County Fire Department through the EPIC-LA permitting system.

Pursuant to the California Environmental Quality Act, the Planning Division will review the project and determine areas of potential environmental impact. Special studies including, but not limited to, traffic, noise and archaeology may be required. This information may also be obtained through preliminary project review by the Development Advisory Board (DAB).

FEE CALCULATIONS

Base fee: $1,000.00

Initial Environmental Study: ___________

City of Palmdale Fish and Wildlife Processing Fee: $25.90

@ $1.65 / label: _______________

# of labels

Public Hearing Notice: 450.00

TOTAL FEE DUE: _______________
OWNER AUTHORIZATION LETTER

CASE NUMBER(S):

ASSESSOR’S PARCEL NUMBER(S):

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

_________________________________  __________________________  __________
Printed Name                        Signature                         Date

_________________________________  __________________________  __________
Printed Name                        Signature                         Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained, and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT’S REPRESENTATIVE:

_________________________________  __________________________  __________
Printed Name                        Signature                         Date

_________________________________  __________________________  __________
Address (including City and State)  Telephone

_________________________________  __________________________  __________
Printed Name                        Signature                         Date

_________________________________  __________________________  __________
Address (including City and State)  Telephone

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _______________, 20____

________________________________________
NOTARY PUBLIC

NOTE: ATTACH LEGAL DESCRIPTION OF PROPERTY TO THIS DOCUMENT.
Pursuant to Section 65962.5(f) of State Government Code, project applicants must identify whether a project site contains any hazardous materials and/or wastes included on any list compiled by the State Department of Health Services, the State Water Resources Control Board or the California Integrated Waste Management Board or are known by the owner or applicant. These lists generally identify sites that have pending corrective action regarding leaks or migration of hazardous materials.

CERTIFICATION

I have consulted the list compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the project site and any alternatives to the project
☐ are
☐ are not
identified on any of these lists. I further certify that, to the best of my knowledge, there
☐ are
☐ are not
such hazardous materials on this site.

Assessor’s Parcel Number(s): ____________________________________________

Case Number(s): ______________________________________________________

Project Location (address if available): __________________________________

Approximately ______________ Feet N or S of (Circle) __________________ (Street Name)

Approximately ______________ Feet E or W of (Circle) __________________ (Street Name)

Use additional sheets if necessary.

_________________________ ______________________________ Owner’s Signature

_________________________ ______________________________ Owner’s Signature

_________________________ ______________________________ Owner’s Signature

_________________________ ______________________________ Applicant’s Signature

If the site is listed, which listing agency has identified the site?

____________________________________________________________________

If the site is listed, what is the Regulatory Identification Number associated with the site?

____________________________________________________________________

NOTE: Before the Lead Agency can accept the application as complete, this certification must be reviewed and signed by the project owner(s) and applicant.
I certify under the penalty of perjury that on the ______ day of _________________, 20__, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 500 feet of the boundary of the subject property.

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE.

Name: _____________________________________________________________

Title: _____________________________________________________________

Company: _________________________________________________________

Address: _________________________________________________________

City:________________________ State:________________________ Zip: __________

Phone: (____)________________________

Signature: _____________________________ Date: ________________________
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<tr>
<th>Applicant’s Name</th>
<th>Address</th>
<th>City, State, Zip Code</th>
<th>Owner’s Name</th>
<th>Address</th>
<th>City, State, Zip Code</th>
<th>Assessor’s Parcel No.</th>
<th>Name</th>
<th>Address</th>
<th>City, State, Zip Code</th>
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CITY OF PALMDALE PLANNING DIVISION

PROCEDURES FOR PROJECT SITE SIGN POSTING

In order to increase public awareness of pending development proposals requiring public hearings, the City of Palmdale has included “Project Site Sign Posting” in its public hearing notice procedures. The applicant of a proposed project scheduled for a public hearing before the City Council, Planning Commission, or Planning Manager is required to post a sign with public hearing information, which will be visible to the public right-of-way from the subject site. Late or inaccurate sign posting will cause postponement of the public hearing for the case.

CASES REQUIRING SITE PLAN POSTING:
- Annexations
- Appeals
- Amendments, Revisions or Extensions of Time
- Conditional Use Permits
- General Plan Amendments
- Prezone Changes
- Site Plan Reviews
- Specific Plans
- Subdivisions
- Tentative Maps
- Variances
- Zone Changes

SIGN SPECIFICATIONS:

1. SIZE: Dimensions shall be four feet by eight feet (see Figure 1).

2. HEIGHT: Sign shall be six feet in height (see Figure 1).

3. MATERIALS: ½ inch plywood (minimum). Sign shall be constructed with 4” x 4” supporting posts placed at a minimum depth of two feet with 2” x 4” cross supports as shown in the diagram (see Figure 1).

4. LOCATION: A minimum of feet inside the property line in residential zones, and a minimum of one foot inside the property line in commercial and industrial zones. Shall be located in the area most visible to the public on the project site.

5. COLOR: Cyan background with black lettering (see Figures 2 and 3).

6. LETTERING: Shall be block style.

7. LIGHTING: Shall NOT be illuminated.

8. Sign shall include ONLY the information provided by the assigned planner. If it becomes necessary to revise the information required on the sign, such as a change in the number of lots or square footage of buildings, it shall be the responsibility of the applicant to obtain approval of such revision(s) from the assigned planner.
SIGN SCHEDULE:

1. Sign shall be posted a minimum of 10 days prior to the hearing date. It shall be the responsibility of the applicant to contact the Planning Division to obtain the appropriate date and time.

2. Hearing date on the sign shall be changed for Commission items which are continued or are to be heard by the City Council including, but not limited to, Zone Changes, General Plan Amendments, Specific Plans, and appealed items. Said date shall be changed a minimum of 11 days prior to the hearing.

3. Sign shall be removed within 14 days following the Planning Commission hearing date or **IMMEDIATELY** following final City Council action. It is recommended that the cost of sign removal be included in a sign contract with the sign company.
Figure 3
CITY OF PALMDALE PLANNING DIVISION
PUBLIC HEARING SIGN REMOVAL AUTHORIZATION

Case Number(s):  

Assessor’s Parcel Number(s):  

Location (address if available):  

Approximately _______ Feet N or S of  (Circle)  (Street Name)  

Approximately _______ Feet E or W of  (Circle)  (Street Name)  

By this signature, I acknowledge that I understand the requirements for posting the subject property for public hearing and do agree to pay all costs for the removal and storage of said public hearing sign if it is not removed within 14 days of the final hearing for this/these case(s).  

Applicant/Agent:  ___________________________  Date:  ________________  

Owner:  ___________________________  Date:  ________________
PLAN PREPARATION GUIDELINES

Plans must be prepared accurately by a qualified individual (e.g., registered civil engineer, licensed architect, licensed building designer), drawn to a standard engineering scale (e.g., 1 inch = 20 feet, 1 inch = 50 feet, 1 inch = 100 feet, 1 inch = 200 feet) or architectural scale (e.g., ¼ inch = 1 feet, 1/8 inch = 1 inch) that is appropriate to the project size and able to clearly define and identify all required information, and include the following:

A. SITE PLANS:

1. Title Block containing:
   a. Name, address, and phone number of developer and/or owner.
   b. Name, address, phone number, license number, expiration date, and stamp of the person preparing the plans.
   c. Address of project.

2. Legend containing:
   a. The Assessor’s Parcel Number (APN).
   b. Scale.
   c. A legal description of the property sufficient to locate the property.
   d. Existing and proposed zoning and General Plan designations.
   e. Date of plan preparation with revision date plate.
   f. Statement indicating current and proposed land use.
   g. Statement indicating gross and net acreage (after dedications) of property.
   h. Gross square footage of structure(s) (existing and proposed) including a breakdown of net leasable floor area and linear and square footage of seating (if applicable); indicate estimated square footage proposed for each different use within the structure(s); and density analysis (residential only).
   i. Lot coverage (area of site covered by structures) expressed as percentage of site or Floor Area Ratio (if applicable).
   j. Square footage of landscaping, existing and proposed, with dimensions and amount of landscaped area expressed as (1) a percentage of the entire site, and (2) a percentage of the interior parking area (i.e. exclude landscaping located within the required setback areas).
   k. Number of parking spaces required and provided (breakdown by proposed uses, if more than one, and show calculations for each); list separately the number of covered, handicapped, uncovered, compact, bicycle, and loading zone spaces provided.
   l. Type of building construction.
   m. Type of building occupancy and number of employees.
3. **Plot Plan Showing:**
   a. North arrow.
   b. Boundaries - Existing and proposed lot lines, numbers, and areas.
   c. Easements - Locations, dimensions, and type of all easements.
   d. Grades - Existing and proposed including building pad elevations, streets, adjacent grades within 100 feet of project boundary; show by contours at adequate intervals.
   e. Structures - Locations, footprints, dimensions, distances between structures and property lines and use of existing and proposed structures within the project. Show open stairways and other projections from exterior buildings walls, including entrances and exits, and handicap ramps.
   f. Fences and Walls - Location, elevation, height, and composition of all existing and proposed walls and fences.
   g. Yards - Distance between exterior walls of structures and other such walls and property lines. Indicate location of any dedicated yards.
   h. Circulation/Parking - Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, vehicle ingress and egress to site, sidewalks or other pedestrian walkways, and handicapped access for the site conforming to Title 24 of the California Building Code. Include appropriate required markings for handicap parking and loading zones. Identify and give direction of all one-way aisles.
   i. Streets - Location and cross-sections of existing and proposed rights-of-way, enriched parkways, left turn lanes, improvements (sidewalks, curbs, gutters, driveways, and landscaping), completely dimensioned (on-site and off-site).
   j. Drainage Facilities - Location, type, and size (on-site and off-site). Show how the project will handle storm water and cross drainage to or from adjacent properties.
   k. Lighting - Location and size of all exterior lighting standards and devices.
   l. Refuse - Location of refuse disposal areas.
   m. Storage - Location of outside storage areas and indication of screening method.
   n. Utilities - Location, size, and dimensions of all existing and proposed underground and above ground utilities and equipment (on-site and off-site). Provide name, address, and phone number of all affected utilities. Show proposed screening of electrical transformer and Water District backflow device.
   o. Sign Location - Location of all existing and proposed free-standing signs.
   p. Trees - Location, existing grade, circumference, and species of all existing trees on site (may require a separate tree report).
q. Adjacent Uses - All existing uses, structures, walls, fences, yards, drainage facilities, lighting, signs, parking, driveways, trees, and grades within 100 feet of the project boundary.

r. Barriers - Location and dimensions of all wheel/bumper stops and concrete headers separating vehicular areas from landscaped areas.

4. Vicinity Map:
A vicinity map of the project site depicting adjoining projects, creeks, railroads, major cross streets, landmarks and other data sufficient to locate the proposed project in relationship to the surrounding community.

B. BUILDING ELEVATIONS:

1. All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from grade to the highest point of construction.

2. Architectural elevations of each side (i.e. front, rear, and sides) of each building or structure type:
   a. Show rooftop equipment and demonstrate parapet screening (identify screening material).
   b. Show adjacent structures on street elevation.
   c. Include a composite elevation from street level if multiple buildings are proposed (incorporate the profile of landscaping and structures or equipment adjacent to such elevations).
   d. Label each elevation with a directional (north, south, etc.) orientation.

3. Type of roof, window, and wall materials (finished surface) to be used.

4. Accurate color rendering of structure (1 copy of typical elevation or perspective rendered in accurate color).

5. Location(s) and dimensions for all sign, graphics, or other advertising displays proposed on-site; indicate type, color, copy (if known) and materials of construction. (NOTE: If a separate sign plan is required for this project, make sure that the information contained in both is the same).

6. Roof plan showing the direction of roof elements and equipment, exterior lights, vents, ducts, and other exterior mechanical utility equipment.
C. COLORS AND MATERIALS:

The colors and materials sample card shall be no larger than 8½” x 11” and shall contain representative samples of all external colors and materials of construction proposed for use on the project. Samples must be consistent with the information shown on the elevations. The card shall also identify the project location, name and address, and bear a prominent label indicating the Case Number(s) it is associated with (leave space for staff to add the number).

D. FLOOR PLANS:

1. All room and area dimensions including existing rooms/areas adjacent to the proposed construction and overall dimensions.

2. The proposed use of all rooms and areas identified and the amount of gross floor area for each proposed use.

3. Occupant load calculations and Occupancy Classification for each room or area and the entire structure.

4. Provisions for accessibility to the elderly and physically disabled which are required by law for buildings and facilities to be used by the public (consistent with Title 24 of the California Building Code).

5. Statement indicating whether or not automatic fire sprinkler systems will be used in the structure.

E. CONCEPTUAL GRADING / DRAINAGE PLANS:

1. Show the proposed shape, height, and grade of the site including the direction of drainage flow, existing trees, and percent of grade (Slope Map).

2. Indicate all proposed cuts and fills coordinate with the proposed phasing of the project.

3. Indicate all quantities of cut and fill and their ultimate disposition.

4. Indicate all erosion control measures including proposed detention basins and retaining walls.

5. Provide cross-sectional profiles for existing and proposed grade changes.

6. Show location of perimeter walls, if applicable, and relationship of the walls to slopes and other walls, existing and proposed. Where existing
and proposed walls are shown, identify distance between wall faces and indicate grade differential, if any.

F. CONCEPTUAL LANDSCAPING / IRRIGATION PLANS:

1. A rendered plan graphically identifying by symbol and notes the types of proposed plantings.
   a. Turf shall be indicated by a symbol distinct from shrub and ground cover symbols.
   b. Existing and proposed berms shall be identified by general shape and gradient.

2. A reasonable representation of the proposed number of trees without calling out exact quantities.

3. A legend which identifies the plant material (botanical and common names) with a breakdown in percentages of the various container sizes for each tree and shrub symbol (i.e., 25% 15-gallon), for each plan graphic symbol.

4. The proposed method and type of irrigation must be indicated by notes. If multiple systems of irrigation are used, clearly identify on the plan where each type of system will be used.
   a. In notes, the irrigation concept should include a proposed water management strategy.

5. Existing trees shall be shown on the plan.

G. RADIUS MAP:

The radius map must show the subject parcel(s) and all properties within 500 / 700 / 1,000* feet of the boundaries. Indicate the Assessor’s Parcel Number of every parcel within or touching the radius line on the map. Also, list the Parcel Number of the mailing label. If it is impractical to list all Assessor’s Parcel Numbers on the map, provide cross-references to the tabular mailing list.

*The radius for the surrounding property is calculated on the subject property size as follows:

   20 acres or less – 500-foot radius
   21 acres to 159 acres – 700-foot radius
   160 acres or more – 1,000-foot radius
All applications for wireless telecommunications facilities must be accompanied by the following supplemental materials:

1. A preliminary report that quantifies the project’s Electromagnetic Frequency (EMF) radiation exposures and power levels, and compares them with adopted standards;

2. A plan for the on-going security and inspection of the facility, which may include but not be limited to provisions for fencing, anti-climbing devices, elevated ladders on towers, and monitoring to prevent unauthorized access and vandalism;

3. An alternative site analysis to mitigate visual, land use, or environmental impacts; and,

4. A facilities propagation map to ensure that maximum utilization and efficient use of limited communications sites will be achieved. The map must be at a scale no smaller than 1-inch = 0.5 miles and must include the corporate boundaries of the City and the City’s Sphere of Influence.
Planning Division
FIRE DEPARTMENT TRANSMITTAL LETTER

This form will serve as the cover sheet for this project’s online submittal to the Los Angeles County Fire Department through the EPIC-LA permitting system. It is essential that this project be submitted to EPIC-LA as soon as possible after it is assigned to a case number, so that the review process is not delayed. Development Advisory Board comments or Conditions of Approval may be postponed if the project is not submitted in a timely manner.

Applicant’s Name: ____________________________

Phone: ____________________________ Email: ____________________________

Project Location (address or vicinity): ____________________________

Assessor’s Parcel Number(s) (APN): ____________________________

Project Description: __________________________________________

The instructions below outline how to submit a project to EPIC-LA. If you have questions or encounter issues during the submittal process, please reach out to Wally Collins at Wally.Collins@fire.lacounty.gov or (323) 890-4243.

1. Go to epical.lacounty.gov.
2. Click “Login or Register”. If you already have an account with EPIC-LA, sign in now. If you do not, please register for a new account.
3. Click “Apply”. Then, select the permit type that matches the EPIC-LA Designation listed below.
4. Follow the prompts to enter information related to your project. When you reach the Attachments screen, be sure to upload this worksheet as a “City Transmittal Letter”.
5. Email a copy of your invoice or receipt to your case planner to let them know that the item has been submitted.

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5. Email a copy of your invoice or receipt to your case planner to let them know that the item has been submitted.

City Use Only

Case Number: ____________________________

Case Planner: ____________________________ Email: ____________________________

EPIC-LA Designation: Fire – Land Development – City Requests –

☐ One Stop Counseling ☐ Lot Line Adjustment ☐ Tentative Parcel Map
☐ Conditional Use Permit ☐ Site Plan Review ☐ Zone Change
☐ Tentative Tract Map ☐ Other __________________________________________