



CITY OF CORONADO

**DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
1825 STRAND WAY, CORONADO, CA 92118
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COMMDEV@CORONADO.CA.US**

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|--|---|
| HANDOUT 718 April 2019 | <h1 style="margin: 0;">ADMINISTRATIVE SPECIAL USE PERMIT</h1> |
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PURPOSE: To request an Administrative Special Use Permit to establish a Wireless Communication Facility (WCF) in the City of Coronado.

AUTHORITY: Coronado Municipal Code Title 86, Chapter 86.55.

- NOTES:**
1. Application packages for an Administrative Special Use Permit shall be filed with the City of Coronado Community Development Department. Faxed applications will not be accepted.
 2. Application packages must be submitted inclusive of all attachments and submittal requirements. Incomplete applications will not be accepted.
 3. An Administrative Special Use Permit filing fee is not required when filing the initial application. A \$77 Public Notification fee will be required at the time of the initial submittal, along with a complete notification packet.
 4. The Community Development Director considers a request for an Administrative Special Use Permit and renders a decision, unless a request for hearing is received (see Note 5). The Director’s action is appealable to the Planning Commission in accordance with Chapter 1.12 of the Coronado Municipal Code.
 5. If a request for hearing is received, the Planning Commission shall render a decision at a noticed public hearing and the applicant shall submit fees for a Minor Special Use Permit and any required deposit for an independent consultant review as determined by the Director.
 6. In order to be reviewed for processing, applications must be deemed complete. The City has 30 days to determine the application complete or incomplete.

APPLICANT DATA:

| | |
|----------------------------|----------------------------|
| Address of Property: _____ | Assessor Parcel No.: _____ |
| Owner: _____ | Applicant: _____ |
| Mailing Address: _____ | Mailing Address: _____ |
| Phone #: _____ | Phone #: _____ |
| Email: _____ | E-Mail: _____ |
| Signature: _____ | Signature: _____ |

- SUBMITTAL REQUIREMENTS:**
1. Completed Application Form, Filing Fee, and public notification package.
 2. Copy of deed and Preliminary Title Report identifying easements or restrictions placed on uses of property.
 3. Description of proposed use including, but not limited to: on-site activities, operating characteristics, height of facility, design of facility, ancillary equipment, amount of grading proposed, linear feet of trenching, estimated noise.
 4. Completed California Environmental Quality Act (CEQA) documentation.
 5. The following attachments:
 - 1 copy of plans (22" x 34" in size), folded to 11" x 17"
 - 8 copies of project plans printed on 11" x 17"
 - o Plans shall include the name and address of property owner; name and address of applicant proposing use; proposed use and address of property; north arrow and scale; plot plan with

property dimensions including existing buildings on the site, setbacks, structures to be demolished/new buildings to be constructed; exterior elevations; landscape plan, existing/proposed parking; proposed walls/fences

- Complete project description, including reason for additional facility in the area
- Assessor map/aerial map which labels the proposed facility and surrounding neighborhood/streets
- Photo-simulations (existing and proposed)
- A coverage map (demonstrating lack of coverage)
- If the WCF is not in a preferred area, an Alternative Site Analysis (demonstrating why the facility cannot be placed in a preferred location)
- one digital set of project plans and one digital set of photographs of project site

Table 1. WCF Tiers and Required Permits

| Tier | Types of Facilities | Location | Permit Required |
|---|---|--|-----------------------------------|
| I | Modifications to an existing facility per 47 C.F.R. Section 1.40001(b)(3) | All | Section 6409(a) Permit |
| II | Strand-mounted facilities | All ² | Administrative Special Use Permit |
| | Non-stealth pole-mounted facilities | Alleys | |
| | Stealth pole-mounted facilities in ROW | Non-residentially zoned properties ^{2 3} | |
| | Stealth building- or facade-mounted facilities | | |
| A collocation or modification that is not a Tier I facility | | | |
| III | Stealth pole-mounted facilities in ROW | Residentially zoned properties, ROWs | Minor Special Use Permit |
| | Stealth building- and façade-mounted facilities | | |
| IV | Non-stealth facilities not in alleys and all towers | All | Major Special Use Permit |
| | Any facility | Orange Avenue Specific Plan Area, Ocean Blvd, Glorietta Blvd, Centennial Park, Silver Strand ROW, Coronado Cays Blvd | |

¹ Alleys which divide a non-residential and a residential zone are considered non-residential for the purposes of this policy.

² Does not include Orange Avenue SPA, Ocean Blvd, or Glorietta Blvd, Silver Strand, or Coronado Cays Blvd unless the WCF is a fully concealed roof-mounted facility which is invisible from the ground and ROW.

³ Does not include bay, beach, or parks.

CITY STAFF USE: Case #: _____ Date Received: _____ Fee: _____ Receipt No. _____