



Planning Division	6617 Third Street Riverbank, CA 95367	Tel: (209) 863-7138 Fax: (209) 863-7126
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INFORMATION FOR FILING A COMPLETE APPLICATION FOR A CELLULAR TOWER

There may be certain conditions imposed by the City of Riverbank for your application that are not established by the City of Riverbank City Code, which can relate to the aesthetics of your project (ie: block wall, colors, materials, trash enclosures, etc.) and other criteria. These conditions shall be implemented and interpreted at the discretion of the Community Development Director. This may create costs to your project which are not clearly identified.

Each application must contain the following information, unless specifically waived by the Community Development Director. Incomplete applications will not be processed or considered by the Community Development Department.

To minimize delay and duplication, the Community Development Department encourages applicants to **apply for all the discretionary permits and approvals** needed for the review of their project(s) **at the same time**. The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one (1) permit or approval, **it is not necessary to duplicate the information submitted**. If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Riverbank Community Development Department at (209) 863-7138 for assistance.

- Completed Application Form, including:

Signature of all property owners

Environmental Questionnaire Form

Indemnification Form

Declaration of Posting of NOTICE OF DEVELOPMENT PERMIT APPLICATION

Hazardous Waste Form

Application fee – Please check with the Community Development Department for the exact fee you will be subject too.

- Payment of all applicable fees. Applicants are responsible for all fees and costs (engineer initial review, consultants, etc.) of processing an application with the City of Riverbank. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Riverbank.

- Plans and Exhibits as described below. All plans shall be prepared by the appropriately licensed and qualified design professional, must be drawn to scale and dimension appropriately. Unless otherwise indicated, five (5) full size sets of each plan (24" x 36"), 10 sets of each plan 11"x17" and 1-set 8 ½ " x 11" are required.

Applicant shall also be required to submit to the City of Riverbank Community Development Department the proposed said Architecture and Site Plans in an electronic format (i.e. pdf)."

Site Plan showing all existing and proposed buildings, structures, and other physical features, including: parking areas, drainage system, driveways, streets, curbs, walkways, fences, walls, light standards, signs, large trees, trash enclosures, etc. The site plan shall also indicate the use of directly adjoining properties and include any buildings or other structures within 50 feet of the proposed project.

Tower/Equipment Building Elevations showing the front, side and rear views of typical buildings and structures, including all mechanical, duct work, utility boxes, etc. The building elevations shall identify the type of color of the building materials proposed for all buildings or structures.

Floor Plans showing entryway, windows, walls, gross floor area, seating arrangements (if applicable) and the intended use of each interior area.

Landscape Plan showing the type, size and location of all proposed plant materials and irrigation system, etc. Landscape Plan must be prepared by a licensed landscape architect or other legally qualified design professional or contractor.

Legal Description (one) of the properties proposed for the use permit.

- **Preliminary Title Report** (1) or change of title guarantee or equivalent documentation which shows any and all easements affecting the project site.
- **Site Photos** (one set) of the site and surrounding area, if requested.