

## INSTRUCTIONS FOR FILING A UTILITY STRUCTURE ADMINISTRATIVE PERMIT APPLICATION

### DEFINITION:

“Utility Structure” shall mean any above ground structure, except an antenna or utility pole and associated appurtenances, which a Provider constructs, erects or places on a site, and is attached or affixed to something having a permanent location on or under the ground which is used to provide its services to customers and which:

1. Exceeds thirty-two (32) cubic feet total volume or minimum height of four (4) feet above grade; or
2. Contains any power generating equipment, regardless of size of the structure; or
3. Has the potential for creating environmental impacts such that it would not be exempt pursuant to the California Environmental Quality Act, as amended.

### CRITERIA:

- A. All Utility Structures shall conform to all the applicable minimum criteria:
  1. Utility Structures shall be located in a private, public utility, or public service easement.
  2. Sight lines shall remain unobstructed at intersections or driveways consistent with the Caltrans Traffic Safety Manual on file with the Director of Public Works.
  3. Utility Structures shall be enclosed or screened, to the extent possible, to match existing fencing, screening or landscaping.
  4. Utility Structures shall be constructed and treated with appropriate materials which discourage or repel graffiti.
  5. Utility Structures shall be sited to avoid impacts on ordinance sized trees.
  6. No Utility Structure shall exceed 110 cubic feet or maximum height of 5.5 feet above grade, exclusive of meter panels or pedestals.
- B. Utility Structures located on property zoned or used for R-1 single-family residential uses shall conform to the following additional criteria:
  1. Utility Structures shall maintain a minimum sixty (60) feet setback from the front property line; and
  2. Utility Structures shall not be located in the front setback; and

3. Utility Structures may be located in side setback areas or along back fence if the backyard is along a major street;
  4. Utility Structures shall maintain a minimum five (5) foot setback from the side property line or be located as closely as possible to an existing fence, whichever is less; and
  5. Utility Structures shall not be located within six (6) feet of a residential structure as measured from the wall of the residential structure.
  6. Utility Structures must serve the immediate residential area in which it is located; and
  7. A three hundred (300') foot separation shall be maintained between all Utility Structures located on land zoned R-1 or used for single-family residential purposes.
- C. Utility Structures that contain power generating equipment shall meet all of the following applicable minimum criteria:
    1. Utility Structures shall contain an automatic excess flow gas shutoff valve or other comparable equipment.
    2. Maximum noise levels emanating from the Utility Structure shall be subject to the General Plan noise policies.
    3. The Cabinet exhaust system and port shall:
      - a. The exposed exhaust stream temperature shall not exceed one hundred fifty eight (158) degrees Fahrenheit; and
      - b. The exhaust port shall be affixed with a warning label to indicate the danger of exposure to the exhaust temperature
      - c. Back-up batteries shall be programmed to vary their duration of operation with the length of power outage up to a maximum of thirty (30) minutes. As technology allows and without increasing the size of the cabinets, cabinets shall be retrofitted with higher capacity batteries capable of providing full service operation for a maximum of two hours a full (6.1 fW) load.

**PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE DEVELOPMENT SERVICES CENTER, CITY HALL.**

## UTILITY STRUCTURE ADMINISTRATIVE PERMIT

TO BE COMPLETED BY PLANNING STAFF			
FILE NUMBER <b style="font-size: 1.2em;">AP</b>	RECEIPT # _____		
PROPERTY LOCATION	DATE _____		
ZONING	PD ZONING FILE #	AMOUNT _____	
QUAD #	PERMIT FILE#	BY _____	
SUBJECT TO CONDITIONS	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	DATE _____ BY _____

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)	
PROPERTY LOCATION	
ASSESSOR'S PARCEL NUMBER(S)	
<input type="checkbox"/> <b>FILING FEE</b> (see fee schedule) <input type="checkbox"/> <b>ASSESSOR'S PARCEL MAP</b> marked with the project location. <input type="checkbox"/> <b>PHOTOGRAPHS</b> of existing building or subject area. <input type="checkbox"/> <b>THREE (3) COPIES</b> of the development plans that include: <ol style="list-style-type: none"> <li>a. A <b>site plan* drawn to scale</b> showing the location of the proposed change on the subject property, <b>and</b></li> <li>b. A <b>drawing to scale</b> of the proposed change (elevations, floor plans, sign details, construction details, as appropriate).</li> </ol>	<p>* A <b>Site Plan</b> should contain the following basic information:</p> <ul style="list-style-type: none"> <li>• Dimensions of subject property, lot lines, and existing and proposed driveways.</li> <li>• Streets adjoining the subject property.</li> <li>• Existing and proposed buildings and structures, including proposed building removal.</li> <li>• Dimensions of existing and proposed setbacks.</li> <li>• Existing and proposed off-street parking, loading, and circulation areas.</li> </ul> <input type="checkbox"/> <b>Evidence of the private utility or public service easement.</b> <input type="checkbox"/> <b>Comprehensive network plan showing the locations of each utility structure planned by the provider.</b> <input type="checkbox"/> <b>Verification of 300' separation between utility structures. (Single family location)</b>

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FILE NUMBER <span style="margin-left: 100px;">AP</span>
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APPLICANT			
<b>PRINT NAME OF APPLICANT</b>	<b>PRINT NAME OF BUSINESS</b>		
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE			DATE
<b>PRINT NAME OF CONTACT PERSON</b>			
DAYTIME TELEPHONE # (        )	FAX # (        )	E-MAIL ADDRESS	
PROPERTY OWNER			
<b>PRINT NAME OF PROPERTY OWNER</b>			
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE			DATE
DAYTIME TELEPHONE # (        )	FAX # (        )	E-MAIL ADDRESS	

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