



EL DORADO COUNTY PLANNING SERVICES

2850 Fairlane Court, Placerville, CA 95667 (530) 621-5355 <http://edcgov.us/Planning/>

Cell Tower Eligible Request/Substantial Change Worksheet

The questions within this worksheet will assist in determining whether your proposed project can proceed as an Eligible Request or whether it needs new and/or discretionary review.

Accordingly, please provide the preliminary information about your proposed project found below. In addition, the following supplemental documents must accompany this worksheet: Final Conditions of Approval (Final Conditions of Approval must include the hearing body and hearing date), a simple Site Plan and a simple Elevation Plan showing the proposed work.

NOTE: Authorizing signatures by the both the applicant and the tower owner must be on this worksheet at the time of submittal.

An Eligible Request is for:

- the Co-Location of new equipment (ground and/or antennae);
- the Removal of Equipment; and/or
- the Replacement of Existing Equipment, subject to the thresholds identified below.

An Eligible Request is still bound by the development standards established by Final Conditions of Approval so long as the Conditions of Approval do not conflict with the entitlements of an Eligible Request. Valid and applicable Conditions of Approval include, but may not be limited to, proposed cell tower/cell site projects that deal with, Drainage, Maintenance, Lighting, Landscaping/Screening/Appearance, Fencing, Access, and "General Laws" (CEQA).

A substantial change exists when the eligible request thresholds are exceeded for height, width, number of equipment shelters, or excavation and/or the proposal conflicts with a valid Condition of Approval.

Private Property

**Public Property
and/or ROW/RPUE's**

HEIGHT

Does your proposed project exceed 10% of the approved/existing height? Yes / No (circle one)

(Proposed Height Addition / Existing Total Height = __ %)

_____ ÷ _____ = _____ %
Proposed Height Addition Existing Total Height

OR (Use whichever is greater)

Does your proposed project add more than 1 additional array, less than or equal to 20 feet in height? Yes / No (circle one)

Existing Height: _____
 Proposed Height: _____
 +/- Total: _____

HEIGHT

Does your proposed project exceed 10% of the approved/existing height? Yes / No (circle one)

(Proposed Height Addition / Existing Total Height = __ %)

_____ ÷ _____ = _____ %
Proposed Height Addition Existing Total Height

OR (Use whichever is greater)

Is your proposed project less than or equal to 10 feet of the existing height? Yes / No (circle one)

Existing Height: _____
 Proposed Height: _____
 +/- Total: _____

WIDTH

Does your proposed project expand the width more than 20 feet? Yes / No (circle one)

Existing Width: _____
 Proposed Width: _____
 +/- Total: _____

OR (Use whichever is greater)

Does your project expand the width at the level of the appurtenance? Yes / No (circle one)

WIDTH

Does your proposed project expand the width more than 6 feet (for all tower and base stations)? Yes / No (circle one)

Existing Width: _____
 Proposed Width: _____
 +/- Total: _____

EQUIPMENT (for Private Property & Public Property and/or ROW/RPUEs)

Does your proposed project add more than 4 Equipment Shelters? Yes / No (circle one)

Existing Equipment Shelters: _____
 Proposed Equipment Shelters: _____
 +/- Total: _____

EXCAVATION

Does your proposed project require excavation outside the leased area? Yes / No (circle one)

EXCAVATION

Does your proposed project require excavation outside the "proximity to the ground mounted equipment located in the ROW/RPUEs? Yes / No (circle one)

Final Conditions of Approval – (attach a copy including hearing body & hearing date)

Does your proposed project conflict with an Approved Condition of Approval? Yes / No (circle one)

If YES, please explain the nature of the conflict, and how you believe compliance to this Condition of Approval is not required:

ATTACHMENTS (to be included with this worksheet)

- Final Conditions of Approval (Final Conditions of Approval must include the hearing body and hearing date);
- A simple Site Plan; and
- A simple Elevation Plan showing the proposed work.



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APPLICATION FOR CELL TOWER ELIGIBLE REQUEST

FILE # _____

ASSESSOR'S PARCEL NO.(s) _____

APPLICANT/AGENT _____

Mailing Address _____
P.O. Box or Street City State & Zip

Phone () _____ EMAIL: _____

TOWER OWNER _____

Mailing Address _____
P.O. Box or Street City State & Zip

Phone () _____ EMAIL: _____

PROPERTY OWNER _____

Mailing Address _____
P.O. Box or Street City State & Zip

Phone () _____ EMAIL: _____

LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET IF APPLICABLE

ENGINEER/ARCHITECT _____

Mailing Address _____
P.O. Box or Street City State & Zip

Phone () _____ EMAIL: _____

Signature of Applicant Representing Date

Signature of Tower Owner Representing Date

For County Staff Use Only:

Building Permit may Proceed: Yes / No (circle one) Discretionary Review Required: Yes / No (circle one)

County Staff Printed Name/Acronym Division

Date Fee \$ Receipt

**COUNTY OF EL DORADO
CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Application or Solicitation Number: _____

Application or Solicitation Title: _____

Was a campaign contribution, regardless of the dollar amount, made to any member of the El Dorado County Board of Supervisors or to any County Agency Officer on or after January 1, 2023, by the applicant, or, if applicable, any of the applicant's proposed subcontractors or the applicant's agent or lobbyist?

Yes _____ No _____

If no, please sign and date below.

If yes, please provide the following information:

Applicant's Name: _____

Contributor or Contributor Firm's Name: _____

Contributor or Contributor Firm's Address: _____

Is the Contributor:

- The Applicant Yes _____ No _
- Subcontractor Yes _____ No _
- The Applicant's agent/ or lobbyist Yes _____ No _

Note: Under California law as implemented by the Fair Political Practices Commission, campaign contributions made by the Applicant and the Applicant's agent/lobbyist who is representing the Applicant in this application or solicitation must be aggregated together to determine the total campaign contribution made by the Applicant.

Identify the Board of Supervisors Member(s) and County Agency Officer(s) to whom you, your subcontractors, and/or agent/lobbyist made campaign contributions on or after January 1, 2023, the name of the contributor, the dates of contribution(s) and dollar amount of the contribution. Each date must include the exact month, day, and year of the contribution.

Name of Board of Supervisors Member or County Agency Officer: _____

Name of Contributor: _____

Date(s) of Contribution(s): _____

Amount(s): _____

(Please add an additional sheet(s) to identify additional Board Members or County Agency Officer to whom you, your subconsultants, and/or agent/lobbyist made campaign contributions)

By signing below, I certify that the statements made herein are true and correct. I also agree to disclose to the County any future contributions made to Board Members or County Agency Officers by the applicant, or, if applicable, any of the applicant's proposed subcontractors or the applicant's agent or lobbyist after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested license, permit, or entitlement to use.

Date

Signature of Applicant

Print Firm Name if applicable

Print Name of Applicant

**EL DORADO COUNTY BOARD OF
SUPERVISORS AND COUNTY AGENCY
OFFICERS**

Board of Supervisors

John Hidahl, District One

George Turnboo, District Two

Wendy Thomas, District Three

Lori Parlin, District Four

Brook Laine, District Five

County Agency Officers

Jon DeVille, Assessor

Joe Harn, Auditor-Controller

Vern Pierson, District Attorney

Janelle K. Horne, Recorder-Clerk

Jeff Leikauf, Sheriff-Coroner-Public Administrator

K.E. Coleman, Treasurer-Tax Collector

Attachment A

GOVERNMENT CODE SECTION 84308

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit, or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution

in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

(d)(1) If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.

(2)(A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than two hundred fifty dollars (\$250) during the 12 months after the date a final decision is rendered in the proceeding in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of two hundred fifty dollars (\$250), within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest.

(B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.

(C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.

(e)(1) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.

(2) A party, or agent to a party, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding shall not make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.

(3) When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.

(f) This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

Attachment B

**COUNTY OF EL DORADO
CAMPAIGN CONTRIBUTION DISCLOSURE INFORMATION**

The attached Campaign Contribution Disclosure Form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use, including most contracts and franchises, pending before the Board of Supervisors (“Board”) of the County of El Dorado or any of its affiliated agencies.

IMPORTANT NOTICE

Government Code section 84308 (also known as the “Levine Act”) contains requirements that are summarized generally as follows:

- A. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of more than \$250 to any member of the Board of Supervisors or other County official who may participate in your proceeding. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends 12 months after a final decision is rendered by the Board of Supervisors or other County officer. In addition, no Board member or other County official who may participate in your proceeding alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any Board member or other County officer who may participate in your proceeding during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual Board member or other County officer who may participate in your proceeding during the 12 months preceding the decision on the application or proceeding, that Board member or other County officer must disqualify himself or herself from the decision. However, disqualification is not required if the Board member or other County official returns the campaign contribution within 30 days from the time the member or official knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Campaign Contribution Disclosure Form should be completed and filed with your application or proposal, or with the first written document you file or submit after the proceeding commences.

1. A proceeding involving “a license, permit, or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment contracts), and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency relationship, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding must also be included as part of the aggregation. Campaign contributions made to different Board of Supervisors members or other County officer who may participate in your proceeding are not aggregated.
4. A list of the Board of Supervisors members and other County officials is attached.

This notice summarizes the major requirements of Government Code section 84308 of the Political Reform Act and California Code of Regulations, Title 2 sections 18438.1-18438.8.