



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2780 Fax (909) 364-2795
www.chinohills.org

WMUP No.: _____
TDA No.: _____
Submittal Date: _____
Accepted By: _____

MINOR USE PERMIT

FOR MINOR OR COLLOCATED WIRELESS COMMUNICATION FACILITIES
as defined in Section 16.44 of the Chino Hills Municipal Code.

Wireless Carrier: _____ Application Date: _____

Project Name: _____

Project Address: _____

Assessor Parcel Number: _____ Tract: _____ Lot: _____ Block: _____

Is the Project located in the Public Right-of-Way? Yes No

Zoning District: _____ General Plan Land Use: _____

Is the project a: Minor Facility Collocation – Non-Substantial Change

Project Description: _____

CONTACT INFORMATION

Applicant (Main Contact Person): _____

City, State, Zip: _____

Phone No.: _____ Email: _____

Property Owner: _____

City, State, Zip: _____

Phone No.: _____ Email: _____

Wireless Carrier Contact: _____

City, State, Zip: _____

Phone No.: _____ Email: _____

**APPLICATION SUBMITTAL REQUIRES AN APPOINTMENT WITH THE PLANNING DIVISION.
PLEASE CALL (909) 364-2750 TO SCHEDULE AN APPOINTMENT.**

SEPARATE APPLICATIONS AND FEES WILL BE REQUIRED FOR MULTIPLE FACILITIES.

FURTHER INFORMATION AND SUBMITTAL REQUIREMENTS ARE NOTED ON THE FOLLOWING PAGES.

THE FOLLOWING CHECKLIST MUST ACCOMPANY THE APPLICATION UPON SUBMITTAL.

SUBMITTAL REQUIREMENTS

The following items must be provided at time of submittal:

- One (1) Copy** – Application, completed, signed and dated by property owner and/or authorized agent.
- Initial Deposit –Minor Use Permit - Wireless. Refer to the Community Development Fee/Deposit Schedule for the amount.
- One (1) Copy** – Trust Deposit Account Procedures/ Agreement form. Shall be signed and dated.
- One (1) Copy** – All Owners must sign the Property Owner’s Authorization Application Certificate. The notarized power of attorney must contain the names of all owners. Page 4 of this application.
- One (1) Copy** – Variance Application (if needed). Shall be signed and dated.
- One (1) Copy** – Preliminary Title Report. Shall be current, within the past 60 days.
- One (1) Copy** – Recorded Grant Deed, or Quit Claim Deed.
- One (1) Copy** – Letter of Intent. Shall clearly indicate the intended use associated with the proposal, along with a brief narrative accompanied by written documentation that explains and demonstrates the applicant’s efforts to locate the facility in accordance with the screening and site selection guidelines.
- One (1) Copy** – Summary Letter. If a Pre-Application Conference was conducted, a summary letter of the conference will be required.
- One (1) Copy** – City approved site plans. Modified and collocated facilities shall require the submittal of City approved site plans and elevations, and conditions of approval. This information can be obtained by submitting a Records Request to the City Clerk.
- Three (3) Copies** – Required Technical Studies. Shall be reviewed and approved by the City before the application may be deemed complete.
 - Radio Frequency (RF) Emission Analysis. Shall show before and after coverage area maps, and site locations throughout the City, etc.
 - Letter from the RF Engineer. Shall indicate that the proposed facility is in compliance with all FCC and California Public Utilities Commission (PUC) requirements.
 - Alternative Site Analysis. Shall demonstrate alternative sites were considered with the following criteria; location, design, impact on aesthetics and welfare of the surrounding community, and the screening and site selection guidelines in Section 16.44 of the Chino Hills Municipal Code.
- One (1) Copy** – Assessor’s Parcel Map. Shall be specific to the project with a redline/black line drawn showing a 500 foot radius from the project property if the proposed location is within the public right-of-way. For all other locations, show a 300 foot radius line identifying the surrounding property owners. Please contact the San Bernardino County Assessor’s Office.
- Three (3) Sets and One (1) Xerox Copy** – Mailing labels. Labels shall list the names and addresses of the surrounding property owners which correspond with the 500 foot radius line from the project property for projects located within the public right-of-way, or a 300 foot radius line for all other locations.

The labels are required to provide surrounding property owners notification of the public hearing for the proposed project and is valid for six (6) months. If the original labels are more than six (6) months old, new labels must be provided for the public hearing notification.

The labels include all properties: 300 foot radius from project site 500 foot radius from project site
 Adjacent to project site

EXAMPLE:

| |
|--------------------------|
| Assessor's Parcel Number |
| Name |
| Address |
| City, State, Zip Code |

- One (1) Copy** – Receipt of payment of Fire Review fees or letter stating such fees are not applicable. (Payment of these fees may be accomplished at the Chino Valley Fire District, located at 14011 City Center Drive, Chino Hills, CA 91709. Please contact the Fire District at (909) 902-5280 regarding Fire Review fees.
- One (1) Digital Copy** – Project plans, photo simulations and required technical studies in PDF format

FOR PROJECTS LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY OR ON PUBLIC PROPERTY

- Seven (7) Copies** – Full Size Project Plans (minimum 24" x 36"), shall include plot plan; any proposed grading and/or trenching; site plans; elevations drawn at a scale to accurately delineate the proposed project; and equipment details for all new and existing equipment associated with the communications facility. (Shall be bound together and folded accordion style.) (Refer to the plot plan checklist for specific requirements. A conceptual plan is not acceptable.)
- Five (5) Copies** – Project Plans, reduced to 11" x 17".
- One (1) Copies** – Project Plans, reduced to 8 1/2" x 11".
- Eleven (11) Copies** – Photo Simulations. Shall be of the proposed facility, before and after, drawn to scale, and in color.

FOR PROJECTS LOCATED ON PRIVATE PROPERTY

- Four (4) Copies** – Full Size Project Plans (minimum 24" x 36"), shall include plot plan; any proposed grading and/or trenching; site plans; elevations drawn at a scale to accurately delineate the proposed project; and equipment details for all new and existing equipment associated with the communications facility. (Shall be bound together and folded accordion style.) (Refer to the plot plan checklist for specific requirements. A conceptual plan is not acceptable.)
- Seven (7) Copies** – Project Plans, reduced to 11" x 17".
- One (1) Copies** – Project Plans, reduced to 8 1/2" x 11".
- Five (5) Copies** – Photo Simulations. Shall be of the proposed facility, before and after, drawn to scale, and in color.

Please note: The Community Development Director or his or her designee may require additional information, as appropriate, for applications proposing a new, or substantial change to, a tower or base station.

I certify under penalty of perjury that I am the legal representative for the project, that all required submittal documents have been submitted, that the proposed facility is in compliance with all FCC and California Public Utilities Commission (PUC) requirements, that I understand the following requirements, and that the foregoing information is true and accurate to the best of my knowledge. I further certify

Print Name: _____ Signature: _____



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PROPERTY OWNER'S AUTHORIZATION APPLICATION CERTIFICATE

I (we), the undersigned owner(s) or officer(s) in the organization owning the land(s) for which this application is made, state that I (we) is (are) aware that the application is being filed with the City of Chino Hills Community Development Department and that I (we) certify under penalty of perjury that the information contained in this application is true and correct.

I (we) further agree that if any such information proves false or incorrect, the City of Chino Hills and any special purpose or taxing district affected thereby are, and shall be, released from any liability incurred if the application is approved.

Any persons signing with Powers of Attorney for the property-owner(s) must print the names of those individuals in the signature block and attach a notarized copy of the Power of Attorney.

I certify under penalty of perjury that I am the (check one below) and that, to the best of my knowledge, the enclosed labels contain the name and addresses of all persons to whom all property is assessed as they appear on the latest equalized assessment roll maintained by the County Assessor or Tax Collector.

- Legal Owner (all names that appear on the Deed must sign their names)
- Owner's Legal Agent

PROJECT SITE APN(s): _____

Owner/Agent Signature(s)

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

If signed by Legal Agent, provide name(s) of property owner(s):

Print Name: _____

Print Name: _____

Print Name: _____