



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2740
CommunityDevelopment@chinohills.org

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

WIRELESS FACILITY MINOR USE PERMIT APPLICATION

For minor facilities or collocations of wireless communication facilities.

**THE SUBMITTAL OF THIS APPLICATION REQUIRES AN APPOINTMENT WITH THE PLANNING DIVISION.
PLEASE CALL (909) 364-2740 TO SCHEDULE AN APPOINTMENT.**

WIRELESS FACILITY INFORMATION

Wireless Carrier: _____ Application Date: _____

Project Name: _____

Project Address: _____

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

Is the Project located in the Public Right-of-Way or on Public property? 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: _____

SEPARATE APPLICATIONS AND FEES WILL BE REQUIRED FOR EACH FACILITY.

**FOR FURTHER INFORMATION REGARDING WIRELESS REGULATIONS REFER TO CHAPTER 16.44 –
WIRELESS COMMUNICATION FACILITIES IN THE CHINO HILLS MUNICIPAL CODE. www.chinohills.org**

THE FOLLOWING PAGES MUST ACCOMPANY THE APPLICATION UPON SUBMITTAL.

Applications and fees are subject to change. Please visit our website for the most current version of this application.

APPLICANT CERTIFICATION

I/we certify under penalty of perjury that I/we am/are the Applicant for the project and that, to the best of my/our knowledge, 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 shall be released from any liability incurred if the application is approved.

APPLICANT SIGNATURE(S)

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

PROPERTY OWNER CERTIFICATION

I/we, the undersigned owner(s) or authorized agent for the person/organization owning the land(s) for which this application is made, state that I/we am/are aware that the application is being filed with the City of Chino Hills Community Development Department, and that, to the best of my/our knowledge, 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 shall be released from any liability incurred if the application is approved.

When signing on behalf of the owner(s) as an “Authorized Agent”, attach a notarized copy of the Power of Attorney or a notarized letter of authorization.

PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S)

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS

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** – 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.
- 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.
- 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.
- 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

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

- One (1) Copy** – Written authorization for application submittal from the City Manager for new minor facilities and collocations. Written authorization shall be obtained through the Planning Division at (909) 364-2740.
- 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) Copy** – 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.

ADDITIONAL REQUIREMENTS 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.

CERTIFIED SURROUNDING PROPERTY OWNERS MAILING LABELS/LIST DECLARATION

The labels/list 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 list is more than six (6) months old, a new list must be provided for the public hearing notification.

This list includes all properties: 300 foot radius from project site 500 foot radius from project site
 Adjacent to project site

EXAMPLE:

Assessor's Parcel Name Address City, State, Zip Code

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

Print Name: _____ Signature: _____