



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2750
Planning@chinhills.org

SMALL WIRELESS FACILITIES PERMIT APPLICATION CHECKLIST

Applicants must submit Small Wireless Facilities ("SWF") Application Checklist, together with all information and materials provided in the Application Guidelines and Requirements. City staff may deem the application incomplete if the applicant fails to include any required information or materials.

THE SUBMITTAL OF THIS APPLICATION REQUIRES AN APPOINTMENT WITH THE PLANNING DIVISION. APPOINTMENTS ARE SCHEDULED FOR THE FIRST TUESDAY OF EACH MONTH BETWEEN 8:30 AM UNTIL 11:30 AM, EXCLUDING HOLIDAYS AND CITY CLOSURES.

PLEASE CALL (909) 364-2750 OR EMAIL PLANNING@CHINOHILLS.ORG TO SCHEDULE AN APPOINTMENT.

WIRELESS FACILITY INFORMATION

Wireless Carrier: _____ Carrier Site ID: _____

Facility Address: _____ Pole Number: _____
(If Applicable)

Longitude (Decimal, WGS 84): _____ Latitude (Decimal, WGS 84): _____

Carrier MCLA Number: _____ MCLA Pre-Approved Design Type: _____

Is the Project located in the Public Right-of-Way or on Public property? ☐ Yes ☐ No

Project Description: _____

CONTACT INFORMATION

Applicant (Main Contact Person): _____

Company: _____

Full Address: _____

Phone No.: _____ Email: _____

Property Owner: _____

Contact Name: _____

Full Address: _____

Phone No.: _____ Email: _____

Wireless Carrier: _____

Contact Name: _____

Address: _____

Phone No.: _____ Email: _____



SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS

The following items must be provided at time of submittal:

- ☐ **Application** – Completed, signed, and dated by property owner and/or authorized agent.
- ☐ **Initial Deposit** – Small Wireless Facility Permit. Refer to the Community Development Fee/Deposit Schedule for the amount.
- ☐ **Trust Deposit Account Procedures/ Agreement form** – Shall be fully executed.
- ☐ **Master License agreement or Agreement Number**
- ☐ **Project Plans**
 - ☐ Cover Sheet
 - ☐ Site Development Plan
 - ☐ Equipment Inventory
 - ☐ Site Survey
 - ☐ Traffic Control Plans
 - ☐ Fiber Network Plan
- ☐ **Site Photos and Photo Simulations**
 - ☐ Current Site Photos
 - ☐ Photo Simulations
- ☐ **Regulatory Authorizations and Approvals**
 - ☐ FCC Licenses
 - ☐ FAA Forms
- ☐ **Property Owner's Authorization/Title Report.**
 - ☐ Private Property
 - ☐ Public Right of Way
 - ☐ City Owned Infrastructure
 - ☐ Non-City Owned Infrastructure
- ☐ **Carrier Authorization to Applicant**
- ☐ **RF Compliance Report**
- ☐ **Project Narrative and Justification**
- ☐ **Project Purpose and Technical Objectives**
- ☐ **Alternative Site Analysis**
- ☐ **Acoustic Analysis**
- ☐ **Structural Analysis**
- ☐ **Fire Review Fees**
- ☐ **Certification of Applicant**



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APPLICATION GUIDELINES AND REQUIRED MATERIALS

I. GUIDELINES

This guideline is specifically tailored to Small Wireless Facilities (“SWF”) as defined by the Federal Communications Commission (FCC) in 47 C.F.R. § 1.6002(l). This SWF guideline is designed to provide guidance on how to submit wireless application materials in support of new SWF within the City.

See the City’s SWF details within the Municipal Code Chapter 16.44.90 at:

https://library.municode.com/ca/chino_hills/codes/code_of_ordinances?nodeId=TIT16DECO_CH16.44WICOFREQ_16.44.090SMWIFA

1. Appointments

SWF Applications can be submitted by appointment only.

Appointments are scheduled for the first Tuesday of the Month between 8:30 am until 11:30 am, excluding holidays and City closures.

Please contact the City’s Community Development Department at (909) 364-2740 to schedule an appointment with City staff to submit an SWF application. Questions about SWFs should be addressed to the Planning Division at (909) 364-2750 or via email at planning@chinohills.org.

For batched SWF applications under AB965, please refer to the City’s AB965 guidelines at <https://www.chinohills.org/DocumentCenter/View/31685/AB965---Batched-Small-Wireless-Facility-SWF-Application-PDF>.

2. Electronic Copies

Applicants must submit an electronic copy of the entirety of this application and all supporting documents through the Community Development Department’s electronic permitting portal. <http://www.chinohills.org/VDS>

3. Pre-Submittal Conferences:

The City strongly encourages, but does not require, applicants to schedule and attend a pre-submittal conference with City staff for all proposed projects. This voluntary pre-submittal conference does not cause the FCC Shot Clock(s) to begin and is intended to streamline the review process before a Section 6409(a) application is filed.

To schedule a voluntary pre-submittal conference, please contact the City’s Community Development Department at (909) 364-2740 or via email at planning@chinohills.org to schedule an appointment.

4. Resubmission Timelines

When the City timely issues a Notice of Incomplete (NOI), the Applicant shall have sixty (60) calendar days from the date of the NOI to resubmit the required application materials. If the Applicant fails to submit the necessary materials within this timeframe, the application shall be deemed automatically withdrawn without further notice. However, prior to the expiration of the sixty (60) day period—specifically no later than thirty (30) days from the deadline, the Applicant may submit a written request to the City for additional time. Any extension shall be subject to the sole discretion and written approval of the City Director or their designee.

II. REQUIRED MATERIALS

For the City to deem complete any permit application for SWF, the applicant must submit all the applicable application materials listed below with the following instructions in these Application Requirements.



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1. APPLICATION FEE

Instructions: The applicant must submit the appropriate permit application fee based on the City's Fee Schedule for the current year available on the City's website at:

<https://www.chinohills.org/DocumentCenter/View/31504/CD-Master-Fee-Schedule>

The permit application fee will require the applicant to fund a deposit with the City for further assessed fees related to the application.

Each individual SWF Application Form (including each individual application within a batch) must be accompanied by the appropriate processing fee. This fee includes fees for a third-party plan review and staff administration cost.

2. MASTER COMMUNICATIONS LICENSE AGREEMENT

Instructions: For SWF proposed on City-owned infrastructure in the PROW, the Applicant to contact the City Clerk to execute a Master Communications License Agreement (MCLA).

The proposed SWF shall be in compliance with current MCLA insurance requirements. The MCLA account shall be in good standing.

3. PROJECT PLANS

Instructions: Provide project plans that include all the following. Dimensions must be shown in decimal feet and volumes must be shown in decimal cubic feet.

a. **Cover Sheet**

The cover sheet must include:

- ☐ a detailed project description that specifies the proposed installation;
- ☐ site information that includes the site address, assessor's parcel number, site latitude and longitude, zoning classification, project team contact information, site map, and pole number (if applicable);

b. **Site Survey**

Only a California Registered Civil Engineer, licensed architect, or licensed surveyor may prepare, sign, and seal the site development plan. A complete site development plan must include:

- ☐ a north arrow, date prepared, scale, and legend;
- ☐ Show all leased/licensed areas in connection with the small wireless facility, including all power and fiber vaults;
- ☐ Include sidewalk measurements (in feet) to demonstrate full compliance of Americans with Disability Act ("ADA") regulations;
- ☐ Within 50 feet, depict all surrounding existing pedestrian ramps, posts, pedestals, traffic signals, sidewalk widths, fire hydrants, transit shelters, kiosks, ramps, driveways, curbs, and all other existing features in the PROW;
- ☐ Show all traffic lanes;
- ☐ Depict planters, vegetation, trees, and any other landscaped areas and features;
- ☐ Depict all above and below-grade utilities, related structures, and encroachments;



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- ☐ Demonstrate that the proposed SWF project will be in full compliance with all building codes, electrical codes, and all other required codes in the PROW.

c. Site Development Plans

- ☐ Be prepared, signed, and wet stamped by a California Licensed or Registered Engineer;
- ☐ Include the North Arrow, date, scale, and legend on each plan page;
- ☐ Include all elevations of the proposed SWF;
- ☐ Within 100 feet, include all existing and proposed improvements, structures, equipment, fixtures, concealment elements, and/or facilities with all dimensions, labels and ownership identifications clearly called out;
- ☐ Depict all electrical, fiber and data backhaul connections (conduits, vaults, handholes, cables, wires, junctions, meters, meter-less power, etc.);
- ☐ Depict all proposed antennas, associated equipment, pedestals, flush-to-grade vaults, concealment elements, conduits, risers, and all conditions related to the proposed SWF;
- ☐ Include all azimuth orientation of all proposed antennas;

d. Equipment Inventory

- ☐ Contain cut sheets with all the technical specifications (manufacturer, model number, physical dimensions [height, width, length, and weight]) of all the proposed antennas and associated equipment;
- ☐ Include all dimensions shown in decimal feet (ft), and all volumes must be shown decimal cubic feet (ft³).

e. Traffic Control Plans

Provide engineered traffic control plans that show the traffic control for the project. The plans must be drawn in accordance with the latest version of the California Manual on Uniform Traffic Control Devices by a registered California civil engineer or traffic engineer. The preparer's stamp and signature must be shown on the plans.

f. Fiber Network Plan

To the extent that the project requires running new fiber optic cables to the proposed node, the plans must include a street map view that shows all the proposed nodes in the deployment, clearly labeled with pole number and/or site ID, the hub or base station that serves the nodes in the deployment, all fiber optic cable routes that connect the nodes to the hub, and a legend that identifies any symbols, colors or other items on the map. The fiber plans should clearly identify all meet-me points and points of connection. Even if the fiber deployment is performed by a third-party vendor, the applicant for wireless nodes must disclose all known or reasonably foreseeable fiber network elements.

Any fiber details and fiber routing depictions will be considered for illustrative purposes only and will not constitute approval of any fiber installation. The fiber portion of a wireless application must be reviewed and processed separately through the City's standard fiber encroachment permit process.

4. SITE PHOTOS AND PHOTO SIMULATIONS

Instructions: Provide site photos and photo simulations that would allow the City to visualize the applicant's proposed project as constructed. The photo simulations must be in a high-resolution format and show the proposed facility from reasonable line-of-sight locations that would accurately and reliably reflect the appearance of the proposed facility and/or modifications as-built. Except as otherwise provided, photo simulations must contain all the following:

a. Current Site Photos

Current site photos must include:

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- ☐ photographs of the existing site from at least three different reasonable line-of-sight locations from public streets or other publicly available areas;
- ☐ a key map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.

b. Photo Simulations

Photo simulations must include:

- ☐ an accurate and reliable visual representation of the proposed facility from the same three reasonable line-of-sight locations used in the current site photographs and must include without limitation all interconnecting cables, conduits, brackets, and electronic equipment such as antennas, radio units and powering equipment;
- ☐ at least one photo simulation depicting the proposed facility from a vantage point approximately 50 feet from the proposed support structure or location;
- ☐ a map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location.
- ☐ at least one photo simulation that demonstrates the impact of the proposed modification on the all the concealment elements, if any, of the support structure. Concealment elements include but are not limited to screen walls, architectural elements, paint to match, radomes, landscape features, equipment enclosures and designs and/or techniques intended to mimic the natural or built environment.

5. REGULATORY AUTHORIZATIONS AND APPROVALS

Instructions: Provide true and correct copies of all the following:

a. Prior Local Regulatory Approvals- Previous Permits

Provide copies of all permits and/or other regulatory approvals issued by the City (or other local public agency within the jurisdiction over the subject wireless tower or base station) in connection with the initial construction or installation and any subsequent collocations, modifications or renewals of the subject wireless tower or base station. Alternatively, the applicant may submit a written justification that sets forth reasons why prior permits or other regulatory approvals were not required for the wireless tower or base station at the time it was constructed or modified.

b. FCC Licenses

If the applicant proposes to operate in FCC-licensed spectrum, please provide proof of licenses for all planned operating bands in the applicable geographic market(s).

In lieu of submitting copies of the actual FCC licenses, the applicant may provide a list of all associated FCC license call signs.

c. FAA Forms

If the proposed wireless facility requires the applicant to file FAA form 7460 or other documentation under Federal Aviation Regulation Part 77.13 *et seq.*, or under other FCC rules, please provide such documentation.

d. State Regulatory Authorization

For facilities proposed in the public rights-of-way, the applicant must submit evidence of the applicant's regulatory status California law to provide the services and construct the facility proposed in the application. Applicants may provide a URL address or written instructions on where to find the regulatory status (e.g, CPCN or WIR) in publicly available resources.



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6. PROPERTY OWNER'S AUTHORIZATION / TITLE REPORT

Instructions: If the applicant does not own the subject property or support structure, please provide a written authorization executed by the property owner(s) that empowers the applicant to file the application and perform all wireless communication facility modification, operation, maintenance, removal to the extent described in the application. If the property owner is a corporation, the names, addresses and titles of all officers of the corporation must accompany this application. If the property owner is a general partner, the names and addresses of all general partners must accompany this application.

a. **Property Owner's Authorization**

Private Property: provide a written authorization executed by the property owner(s). The property owner's signature must be original and duly notarized.

Public Right of Way:

City-Owned Infrastructure: If the applicant proposes a Section 6409(a) wireless site on any structure owned or controlled by the City, the applicant must submit a City authorization.

Non-City Owned Infrastructure: If the applicant proposes a Section 6409(a) wireless site on any structure not owned nor controlled by the City, the applicant must submit the standard authorization form issued by in the regular course of business to demonstrate that the applicant has the authority to perform the installation or modification.

b. **Title Report [not required for the Public Right of Way]**

Provide a duly certified title report prepared within the past 60 days prior to the application filing date that clearly describes the subject property and identifies the current owner(s) of the property. City staff will use the title report to verify the property owner's identity. On a case-by-case basis, the City might request for a Recorded Grant Deed.

7. WIRELESS CARRIER AUTHORIZATION TO APPLICANT

Instructions: If the applicant is not the wireless carrier, please provide a written authorization executed by the wireless carrier that empowers the applicant to file the application and perform all wireless communication facility modification, operation, maintenance, removal to the extent described in the application.

8. RADIO FREQUENCY ("RF") COMPLIANCE REPORT

Instructions: Provide an RF exposure compliance report prepared and certified by an RF engineer that certifies that the proposed facility, as well as any collocated facilities, will comply with applicable federal RF exposure standards and exposure limits.

The RF compliance report must include:

- ☐ the actual frequency and power levels in watts effective radiated power ("ERP") for all existing and proposed antennas at the site;
- ☐ exhibits that show:
 - ☐ the location and orientation (degree azimuths), and tilt (if any) of all transmitting antennas;
 - ☐ the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC);
 - ☐ the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC).

Note: Each such boundary must be clearly marked and identified for every transmitting antenna at the project site.



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9. PROJECT NARRATIVE AND JUSTIFICATION

Instructions: The applicant must complete and submit the information to support evaluation of whether the proposed facility qualifies as a SWF under 47 C.F.R. § 1.6002(l)(1-6).

The proposed SWF in the PROW shall not interfere with the City's Supervisory Control and Data Acquisition (SCADA) system.

Please refer to the City's Batched Application Under AB965 Evaluation and Instruction Form at <https://www.chinohills.org/DocumentCenter/View/31685/AB965---Batched-Small-Wireless-Facility-SWF-Application-PDF>.

10. PROJECT PURPOSE AND TECHNICAL OBJECTIVES INFORMATION

Instructions: This section should demonstrate the intended technical service objectives and the nature of the existing service capabilities of the applicant's network in the area that would be served by the proposed SWF. All necessary coverage maps should be provided.

a. Project Purpose

Identify and describe the dominant project purpose. Possible responses analyze whether the proposed facility or modification will:

- i. add new personal wireless service coverage to an area in which the licensee does not currently provide any personal wireless service coverage;
- ii. add new personal wireless service capacity to an area in which the licensee currently provides personal wireless service coverage.

If the project has a different dominant purpose from the options described above, please provide such purpose in full detail.

b. Technical Objectives

Provide a detailed written statement that describes the technical objectives the applicant intends the proposed SWF to achieve and the factual reasons why the proposed location, centerline height and equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- i. a street-level map that shows the general geographic area of the service area(s) to be improved through the proposed wireless facility (the "**Service Area**");
- ii. full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSRP (or other relevant signal level or quality indicator) and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps;
- iii. a written narrative that describes the uses (commercial, residential, primary thoroughfare, highway, etc.) within the Service Area, and the manner in which those uses would be negatively affected if the Service Area were to remain unaddressed;

11. ALTERNATIVES ANALYSIS

Instructions: Provide a detailed written analysis that describes how the proposed MWF complies with all the requirements in the City of Chino Hills Municipal Code of all the alternative locations and designs considered before the applicant submitted this application.

The analysis must include all the following required information and/or materials:

- ☐ an aerial map that shows the general geographic area of the proposed location annotated to show:

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- all existing wireless facilities within the City;
- the search ring used for this particular project;
- all locations for each alternative considered for this particular project;
- ☐ for each alternative site considered, a detailed written description that includes, without limitation, all the following:
 - the physical address or coordinates;
 - zoning district or plan area designation;
 - the property owner's name, contact information used in attempts to inquire about interest in a lease or other agreement to use the property for a wireless facility, when such attempts were made and the response, if any, received from the property owner;
 - support structure type considered;
 - general design concept and concealment elements/techniques considered;
 - overall height and achievable antenna centerline height;
 - the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable, or not in accordance with the standards in the City of Chino Hills Municipal Code and this application.

Note: This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable, or not consistent with the standards in the City of Chino Hills Municipal Code and this application. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable, or not in accordance with the standards in the City of Chino Hills Municipal Code and this application will be deemed incomplete;

Note: If a less preferred MWF location is proposed, the applicant must present fact-based, reliable evidence to support its selection of the less preferred MWF location.

- ☐ for each alternative site *within the search ring*, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in RSSI, RSRP or other relevant signal level or quality indicator with and without the alternative site and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.

12. ACOUSTIC ANALYSIS

Instructions: Provide an acoustic analysis prepared and certified by an engineer (or other qualified personnel acceptable to the City) that measures all noise-emitting equipment related to the wireless facility and would operate at the site. Such equipment includes without limitation all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators. The acoustic analysis must include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines.

In lieu of a certified acoustic analysis, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed equipment will not, both individually and cumulatively, exceed the applicable ambient noise limits. In addition, describe whether the equipment will be passively or actively cooled if any equipment will be enclosed



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in a shroud, cabinet, pedestal, or other enclosure. If the equipment is actively cooled, the applicant must include the manufacturer's specifications for all active cooling mechanisms.

13. STRUCTURAL ANALYSIS

Instructions: Provide a report prepared and certified by an engineer (or other qualified personnel acceptable to the City) that evaluates whether the underlying support structure (tower or base station) has the structural integrity to support all the proposed equipment and attachments. At a minimum, the analysis must be consistent with all applicable requirements in the most current versions of the CPUC General Order 95 (including, but not limited to, load and pole overturning calculations), the National Electric Safety Code, California Building Code and any safety and construction standards required by all state and local regulations.

14. FIRE REVIEW

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.

15. CERTIFICATION OF APPLICANT

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 FOR PROJECTS LOCATED ON PRIVATE PROPERTY

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: _____

SEPARATE APPLICATIONS AND FEES WILL BE REQUIRED FOR EACH FACILITY.

The information provided on this form may be subject to disclosure pursuant to the California Public Records Act (Gov't Code 6250 et seq.) and, at the City's discretion, may be posted/published on the City's website.

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

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