



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

SECTION 6409(A) WIRELESS COMMUNICATION FACILITIES PERMIT APPLICATION CHECKLIST

Applicants must submit Section 6409(a) Wireless Communication Facilities 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 MONDAYS AND TUESDAYS 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): _____

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

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: _____



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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. If signed by an agent, provide either a notarized copy of the Power of Attorney or a notarized letter of authorization. ☐ **Initial Deposit** – Zoning Clearance for Wireless Facilities. Refer to the Community Development Fee/Deposit Schedule for the amount.
- ☐ **Trust Deposit Account Procedures/ Agreement form** – Shall be fully executed.
- ☐ **Section 6409(a) Evaluation Worksheet** – Completed and signed.
- ☐ **Project Plans**
 - ☐ Cover Sheet
 - ☐ Site Development Plan
 - ☐ Equipment Inventory
 - ☐ Site Survey [For Section 6409(a) Facilities in the Public Right-of-Way]
 - ☐ Traffic Control Plans [For Section 6409(a) Facilities in the Public Right-of-Way]
 - ☐ Fiber Network Plan [For Section 6409(a) Facilities in the Public Right-of-Way]
- ☐ **Site Photos and Photo Simulations**
 - ☐ Current Site Photos
 - ☐ Photo Simulations
- ☐ **Regulatory Authorizations and Approvals**
 - ☐ Prior Local Regulatory Approvals – Previous Permits
 - ☐ 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**
- ☐ **Acoustic Analysis**
- ☐ **Structural Analysis**
- ☐ **Fire Review Fees**
- ☐ **Certification of Applicant**



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APPLICATION GUIDELINES AND REQUIRED MATERIALS

I. GUIDELINES

Proposals to construct, install, modify, remove, and/or operate wireless communication facilities require additional information and materials to evaluate compliance with Chino Hills Municipal Code subject to certain federal and state laws. These Application Guidelines specify those requirements that any applicant must submit for a complete permit application for a Section 6409(a) approval, pursuant to 47 U.S.C. § 1455(a), as may be amended or superseded.

For information regarding wireless regulations for eligible facilities refer to Chapter 16.44.100 in the Chino Hills Municipal Code

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

1. Appointments

Section 6409(a) Applications can be submitted by appointment only. Appointments are scheduled for Mondays and Tuesdays between 8:30 am until 11:30 am, excluding holidays and City closures.

Please contact the City's Planning Division at (909) 364-2750 or via e-mail at planning@chinohills.org to schedule an appointment with City staff to submit a Section 6409(a) application.

Questions about Section 6409(a) applications should be directed to Planning at (909) 364-2750 or via e-mail at planning@chinohills.org.

2. Electronic Copies

Applicants must submit an electronic copy of the entirety of its Section 6409(a) Application Form 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 Planning Division at (909) 364-2750 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 Community Development Director or their designee.

II. REQUIRED MATERIALS

For the City to deem complete any permit application for Section 6409(a) Wireless Communication Facility, the applicant must submit all the applicable application materials listed below with the following instructions in these Application Requirements.

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:



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<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 Section 6409(a) Application Form must be accompanied by the appropriate processing fee. This fee includes fees for a third-party plan review and staff administration cost.

2. SECTION 6409(a) COMPLIANCE EVALUATION WORKSHEET

Instructions: If the applicant requests approval pursuant to Section 6409(a), the applicant must complete and submit the City's Section 6409(a) evaluation worksheet and attach it to the application. The 6409(a) evaluation worksheet is available on the City's website at [insert hyperlink to 6409 (a) evaluation worksheet].

Batched Application Under AB965 does not apply to Section 6409(a) modifications.

3. PROJECT PLANS

Instructions: Provide project plans that include the cover sheet, site development plans, equipment inventory, traffic control plans, fiber network plans. Some of these requirements depend on whether the proposed modification of the wireless site is private property or in the public right of way.

a. Cover Sheet

The cover sheet must include:

- ☐ a detailed project description that specifies the proposed installation and/or modifications;
- ☐ 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 Development Plan

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;
- ☐ plan-view drawings, which include:
 - ☐ the entire property or right-of-way block with the proposed project improvements;
 - ☐ for public right of way projects, detailed before-and-after views of any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features;
 - ☐ for private or government property projects outside of the right of way, detailed before-and-after views of the any and all buildings, towers, antennas, radio equipment, equipment cabinets, antennas, cables, trees, and other landscape features;
 - ☐ detailed before-and-after views for each antenna sector;
 - ☐ detailed before-and-after views for any equipment pads, shelters, enclosures, rooms, vaults and/or platforms;



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- ☐ all existing and proposed equipment (including the point of origin and point of connection for all power and telco utilities) with all dimensions, labels and ownership identifications clearly called out;
- ☐ boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
- ☐ boundaries for all easements, encroachments and/or other rights-of-way for access and utilities in connection with the wireless site with all dimensions clearly shown and called out;
- ☐ all existing and proposed primary and backup utilities, including without limitation all cables, connectors, risers, conduits, cable shrouds, trays, bridges and/or doghouses, transformers, disconnect switches, panels, meters, pedestals, cabinets, vaults, handholes, generators and/or generator sockets;
- ☐ as applicable, all existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out;
- ☐ detailed before-and-after elevation drawings of the project site from all four cardinal directions, which include:
 - ☐ all existing and proposed structures, improvements and/or fixtures with all dimensions clearly called out within **100** feet of the proposed project site;
 - ☐ for public right of way projects, detailed before-and-after views of any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees and other landscape features;
 - ☐ for private or government property projects outside of the right of way, detailed before-and-after views of the any and all buildings, towers, antennas, radio equipment, equipment cabinets, antennas, cables, trees, and other landscape features;
 - ☐ all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out;
 - ☐ as applicable, all existing and proposed fiber optic cables, conduits, risers, guy wires, anchors, primary and secondary power lines clearly called out;
- ☐ callouts and notes for any proposed new or extended concealment elements;
 - ☐ depictions of the applicant's plan for electric and data backhaul utilities, which includes the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches and points of connection;
- ☐ a demonstration that the proposed project will be in full compliance with all applicable health and safety laws, regulations, or other rules.

c. Equipment Inventory

All equipment must be inventoried with the following information for each component in a separate cut sheet:

- ☐ manufacturer specifications and model number;
- ☐ basic dimensions (height, width, length, and weight).



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d. Site Survey [For Section 6409(a) Facilities in the Public Right-of-Way]

Only a California Registered Civil Engineer (licensed prior to 01/01/1982) or licensed surveyor may prepare the site survey. A complete site survey must include:

- ☐ a north arrow, date, scale and legend;
- ☐ private and public property boundaries and right-of-way boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out within **300** feet from the proposed project site;
- ☐ location of all traffic lanes within **100** feet from the proposed project site;
- ☐ location of above and below-grade utilities and related structures and infrastructure within **300** feet from the proposed project site;
- ☐ location of all fire hydrants, roadside call boxes and other public safety infrastructure within **300** feet from the proposed project site;
- ☐ location of all streetlights, decorative poles, traffic signals and permanent signage, sidewalks, driveways, parkways, curbs, gutters, and storm drains, benches, trash cans, mailboxes, kiosks, and other street furniture within **100** feet from the proposed project site;
- ☐ location of all existing trees, planters, and other landscaping features within **150** feet from the proposed project site, including any trees at least 4 inches in diameter at a point approximately **4** feet above ground;
- ☐ boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
- ☐ boundaries for all easements and/or dedications with all dimensions clearly shown and called out;
- ☐ all access points and/or access routes to the nearest public right-of-way;
- ☐ approximate topographical contour lines with elevations called out;
- ☐ all structures or improvements on the property;
- ☐ for projects in the public right-of-way, all structures or improvements within the public right-of-way within any block partially or entirely occupied by the project and any elements thereof;
- ☐ all structures or improvements on adjacent parcels within **15** feet from the property line;
- ☐ wet stamp and wet signature from preparer;
- ☐ general specifications and notes identifying the applicable public health and safety codes and standards.

e. Traffic Control Plans [For Section 6409(a) Facilities in the Public Right-of-Way]

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 [For Section 6409(a) Facilities in the Public Right-of-Way]

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

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

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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 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:

- ☐ 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 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.



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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 as allowed by 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.

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 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.



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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.

9. 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 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.

10. 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.

11. 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.



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12. 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: _____

13. 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.