



CITY of CHINO

Development Services Department
13320 Central Avenue
Chino, CA 91710
(909) 334-3250

www.cityofchino.org

WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

All applicants seeking to install a wireless telecommunications facility or a modified wireless telecommunications facility must complete the attached application and submit all documentation requested thereunder.

INTRODUCTION

1. For a Small Wireless Facility ("SWF") or Eligible Facility Request that do not result in a substantial change, the application will be processed administratively. For a Major Wireless Telecommunication Facility Permit ("Major MWFP") approval of a Special Conditional Use Permit (SCUP) is required.
2. Submit all application materials in person via a pre-scheduled appointment. Please contact Engineering permit staff at (909) 334-3411. All appointments will be located at:

City Hall, Engineering Front Counter
13220 Central Avenue, Chino, CA 91710
Office hours are Monday to Friday, 7:30 AM to 5:30 PM

SUBMITTAL REQUIREMENTS

1. Submit:
 - a. Application
 - b. Copies of the plans and information outlined in application Sections A-H
 - i. All written responses to the questions below must be typed in 12-point font. Space has been provided in this form for the applicant's direct input into this form.
 - ii. Several questions require you to attach as exhibits supplemental documentation and commentary to support your answers.
 - iii. All plans shall be collated in separate packages and exhibits must be numbered to correspond as outlined below.
 - iv. All supporting documentation must be clear and legible.
 - c. Any other documents and/or information as may be required pursuant to the Chino Municipal Code, Chapter 12.30 Wireless Telecommunications Facilities in the Public Right-of-Way and in the Policy for Small Wireless Facilities.

An incomplete application will result in any of the following: (1) denial; (2) delay; (3) a request for additional information.

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

APPLICANT INFORMATION

Applicant (Company Name):	Contact Person:
Applicant Address: (Street, City, State, Zip)	
Phone No.:	Email Address:
Your property interest: <input type="checkbox"/> Lease <input type="checkbox"/> License <input type="checkbox"/> Ownership <input type="checkbox"/> Other:	

WIRELESS PROVIDER OR CARRIER

Company Name:	Contact Person:
Address: (Street, City, State, Zip)	
Phone No.:	Email Address:

PROPERTY OWNER

Company Name:	Contact Person:
Address: (Street, City, State, Zip)	
Phone No.:	Email Address:

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

PROPERTY INFORMATION

Assessor's Parcel No.:

Address/Location of Site:

Homeowner's Association:

Address:
(Street, City, State, Zip)

Phone No.:

HOA Contact Name:

Email Address:

A. Application Type

For parts (1) – (4), provide a description supporting your selections below. Attach all rules, regulations, agreements, court documents, or other materials on which you base your response. Attach description and supporting documentation marked as Exhibit A.

If the application is for an Eligible Facilities Request, the application shall state as such and must contain information sufficient to show that the application qualifies as an Eligible Facilities Request, which information must demonstrate that the eligible support structure was not constructed or deployed without proper local review, was not required to undergo local review, or involves equipment that was not properly approved. This shall include copies of all applicable local permits in-effect and as-built drawings of the current site. Provide documentation sufficient to show that the proposed facility will comply with generally-applicable health and safety provisions of the Municipal Code and the FCC's radio frequency emissions standards. Attach description and supporting documentation marked as Exhibit A-1.

1. Check the box pertaining to the type of project you believe applies to your application:

- a. Small Wireless Facility
- b. Eligible Facilities Request (see questions 3 & 4)
- c. Major Wireless Telecommunications Facility Permit

2. Check the box below pertaining to the shot clock you believe applies to your application:

- a. 150-day shot clock for Major Wireless Telecommunications Facility Permit
- b. 90-day shot clock for new sites or modifications resulting in a substantial change for a Small Wireless Facility
- c. 60-day shot clock for existing sites or modifications that do not result in a substantial change for a Small Wireless Facility

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

3. Is the application for an Eligible Facilities Request?
- a. Yes
 - b. No
4. If yes, will the proposed project cause a substantial change in the physical dimension of the existing eligible facilities structure?
- a. Yes
 - b. No

B. Characteristics of the property

1. Specify the following:
- a. Parcel Number, if applicable:
 - b. Parcel Size (approx. if right-of-way):
 - c. Parcel Width (approx. if right-of-way):
 - d. Parcel Depth (approx. if right-of-way):
 - e. Average Slope:
 - f. Applicable zoning designation (or zoning within 300' of right-of-way):
 - g. Describe the current use of the parcel:
 - h. Legal description of the parcel, (or nearest address and distance to nearest structure, drive, utility pole, street sign, streetlight or other feature, if in right-of-way):
2. Attach pictures of the site and surrounding area as it currently exists. ***Attach and mark as Exhibit B.***

C. Description of the project and project purpose

Provide a complete description of the proposed wireless telecommunications facility and any and all work that will be required to install or modify it, including, but not limited to, detail regarding proposed excavations, if any; detailed site plans showing the location of the wireless telecommunications facility, and dimensioned drawings with specifications for each element of the wireless facility, clearly describing the site and all structures and facilities at the site before and after installation or modification; and a dimensioned map identifying and describing the distance to the nearest residential dwelling unit and any historical structure within 500 feet of the facility.

Provide any supporting documentation regarding the purpose of the project. Attach responses and documentation marked as Exhibit C.

1. Is the purpose of the project, in whole or in part, designed to close what you believe to be a "significant gap" in coverage?
- a. Yes
 - b. No

Attach supporting documentation and commentary substantiating your response. If you selected "yes", identify whether the proposed project is the least intrusive means of

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

closing the significant gap and on what basis you believe the project to be the least intrusive means. ***Attach and mark as Exhibit C1.***

2. Check the box below that most accurately identifies the primary purpose of the project:
- a. Increase network capacity without adding new radio frequency coverage
 - b. Provide significant new radio frequency coverage in areas without radio frequency coverage
 - c. Increase existing radio frequency coverage in area with coverage
 - d. Other:

D. Project location and coverage

1. Facilities will be located:

- a. On private property
- b. In the public right of way (PROW)

If the facilities will be sited in the PROW, state:

- i. Your authority to locate the facility in the PROW:
- ii. If applicable, include a copy of the certificate of public convenience and necessity (CPCN). ***Attach and mark as Exhibit D1.***

2. Provide the following maps related to the project: (***Attach and mark as Exhibit D2***)

- a. An accurate map of the proposed site that identifies the location of existing wireless telecommunications facilities owned and/or operated by the applicant.
- b. Three (3) copies of each of the following propagation maps illustrating:
 - i. Existing network or radio frequency coverage;
 - ii. Proposed radio frequency coverage;
 - iii. Geographic boundaries of a significant gap in coverage, if applicable.

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

E. Plans

1. Attach documentation or information marked as Exhibit E1 relating to the following:

- a. Copies of the plans in compliance with City requirements.
 - i. The plans must at minimum include:
 - (1) The location and dimensions of the existing facility and maximum height above ground of the facility;
 - (2) The benchmarks and data used for elevations;
 - (3) The location of existing access-ways and the location and design for all proposed access-ways;
 - (4) The design of the facility, including the specific type of support structure, type, location, size, height, and configuration of applicant's existing and proposed facilities; and
 - (5) If applicable, the method by which an antenna will be attached to the mounting structure should be depicted in the site plans.
 - (6) A depiction of existing City infrastructure adjacent to the proposed facility.
- b. Three (3) copies of the Master Plan of all existing and proposed facilities that will be installed in the next two-years in the City.
- c. Provide three (3) sets of photo simulations of the before and after images of the project and project site.
- d. Provide all other documentation required by the City's Municipal Code.

2. Attach a narrative description and supporting documentation marked as Exhibit E2 relating to the following:

- a. Identify whether the proposed project is consistent with the General Plan and any specific plans.
- b. Identify whether the proposed use is conditionally permitted within the zoned area.
- c. Identify applicable zoning and development codes and requirements and demonstrate whether the proposed project complies with all applicable provisions of the City's zoning and development code.
- d. Identify applicable building codes and other generally applicable laws or prior conditions for approval that reasonably relate to public health and safety and demonstrate compliance therewith.

F. Alternative sites

1. List a minimum of three (3) alternative sites for the proposed project, including at least one (1) collocated site.

a. Alternative 1:

- i. Address of property:
- ii. Property owner(s) name(s):

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

- (1) Address:
- (2) Telephone number:
- iii. Zoning designation:
- iv. Explanation of why Alternative 1 is inferior to proposed project.
Attach and mark as Exhibit F1.

b. Alternative 2:

- i. Address of property:
- ii. Property owner(s) name(s):
 - (1) Address:
 - (2) Telephone number:
- iii. Zoning designation:
- iv. Explanation of why Alternative 2 is inferior to proposed project.
Attach and mark as Exhibit F2.

c. Alternative 3:

- i. Address of property:
- ii. Property owner(s) name(s):
 - (1) Address:
 - (2) Telephone number:
- iii. Zoning designation:
- iv. Explanation of why Alternative 3 is inferior to proposed project.
Attach and mark as Exhibit F3.

G. Environmental impacts and other confounding factors

- 1. Provide descriptions, commentary, and supporting documentation relating to the following for:
 - a. Noise studies related to the proposed project. ***Attach and mark as Exhibit G1.***
 - b. CEQA review, or documentation supporting a CEQA exemption, if such exemption is claimed by applicant. ***Attach and mark as Exhibit G2.***
 - c. Historic preservation review. ***Attach and mark as Exhibit G3.***
 - d. Wind velocity test. ***Attach and mark as Exhibit G4.***
 - e. Seismic analysis. ***Attach and mark as Exhibit G5.***

H. Determination of Facility Type

- 1. Provide every element proposed in connection with the wireless facility (even if concealed within City of Chino required camouflage elements) including and not limited to:
 - a. Every electronic equipment component or cabinet of every type (e.g. radio transmission; backhaul; interconnection; etc.);
 - b. Every support structure added for this project (e.g., new and replacement poles of every type such as light standards, H-Frames, pole offset brackets/sleds, all cable trays of all types, etc.);
 - c. All conduits above and below ground, cables not within conduits, and interconnecting equipment;

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

- d. All surface-mounted and sub-surface structures not already disclosed;
- e. All electric utility and grounding equipment associated with the facility (e.g. disconnect switches, electric meters, pedestals, remote power sources, etc.);
- f. All foundations, whether physically attached to the ground or a structure, or weighted to rest about, above, or below a structure; and
- g. Each and every other element of the small wireless facility not disclosed in (a)-(f) above.

For every element disclosed in (a)-(g) above shall be included on the plan; also, list in table form the discrete callout, description of the element, and volume. Provide the volumetric sum of every item listed at the bottom of the table. The table should appear very similar to the following example, and must contain all the columns show in the example:

Call out	Description of Element	Cubic Volume of Element	Government Use Only
1			
2			

22			
23			
		Total of above = _____ ft ³	

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

Separately, on the same Plan, identify and provide the height-width-depth (or as applicable the height-radius for canister/cylindrical antennas) dimensions of every antenna proposed for the SWF project (without regard to whether the antenna transmits, receives, or both) including without limitation to panel antennas, omni-directional antennas, GPS-antennas, LMU antennas, microwave antennas, millimeter wave antennas, any every other type of antenna to be placed in connection with the SWF. For each antenna, also provide a call-out listing the volume including the dimensions of the mounting bracket if such a bracket is integrated into the antenna. Note that if the mounting bracket is not integrated into the antenna, it must be listed as part of (g) above. For every antenna, on the SWF-1 drawing, also list in table form the discrete callout, description of the element, and volumes of every antenna. The table should appear very similar to the following example, and must contain all of the columns show in the example:

Call out	Description of Element	Cubic Volume of Element	Government Use Only
A			
B			
C			

L			
M			
N			
Insert total number of antennas here _____			

CITY OF CHINO
WIRELESS TELECOMMUNICATIONS FACILITY PERMIT APPLICATION

Applicant's Certification: I understand and acknowledge that this Wireless Facility Telecommunications Facility Permit Application can only be filed in conjunction with the City of Chino's current 'Right-of-Way Encroachment Permit' form. I understand that if this application does not meet the criteria of a SWF, and is deemed a Major Wireless Telecommunication Facility, will subject the requirements under Title 20, Zoning Code, Municipal Code Section 20.23.080 and will be processed as such.

 Applicant's Signature

 Applicant's Printed Name and Title

 Date Signed by Applicant

Staff Use Only:

Facility Type: SWF <input type="checkbox"/>	Eligible Facilities Request <input type="checkbox"/>	Major WRFPP <input type="checkbox"/>
Shock Clock Start Date: _____	<input type="checkbox"/> 60-Days	<input type="checkbox"/> 90-Days <input type="checkbox"/> 150-Days
Routing: _____	Cc: _____	
Permit Processing Specialist	Planning Technician	
_____ (Dual Review)	_____	
Associate Planner	Assistant Engineer	
_____	_____	
Permit & Inspection Supervisor	Assigned Inspector	

Attachments:

Exhibit A – Small Wireless Facility Policy

Exhibit B – Encroachment Permit

Exhibit C – Land Use Development Uniform Application (Major WTFP)

EXHIBIT “A”
COUNCIL POLICY
SMALL WIRELESS FACILITIES PER 47 CFR 1.6002(1)
“SWF REGULATIONS”

<u>SUBJECT:</u> Small Wireless Facilities (Administrative Approvals and Standards)	<u>DATE ADOPTED:</u> April 2, 2019
	<u>AUTHORITY:</u> Resolution No. 2019-010

TABLE OF CONTENTS

	<u>Page</u>
SECTION 1. GENERAL PROVISIONS	1
SECTION 1.1 PURPOSE AND INTENT	1
SECTION 1.2 GENERAL DEFINITIONS	1
SECTION 2. SMALL WIRELESS FACILITIES	2
SECTION 2.1 APPLICABILITY; REQUIRED PERMITS AND APPROVALS	2
SECTION 2.2 SMALL CELL PERMIT APPLICATION REQUIREMENTS	2
SECTION 2.3 SMALL CELL PERMIT APPLICATION SUBMITTAL AND COMPLETENESS REVIEW	5
SECTION 2.4 APPROVALS AND DENIALS; NOTICES	6
SECTION 2.5 STANDARD CONDITIONS OF APPROVAL	7
SECTION 2.6. LOCATION REQUIREMENTS	8
SECTION 2.7 DESIGN STANDARDS	10

City Council Policy

SECTION 1. GENERAL PROVISIONS

SECTION 1.1 PURPOSE AND INTENT

This Policy is not intended to, nor shall it be interpreted or applied to: (1) prohibit or effectively prohibit any personal wireless service provider's ability to provide personal wireless services; (2) prohibit or effectively prohibit any entity's ability to provide any interstate or intrastate telecommunications service, subject to any competitively neutral and nondiscriminatory rules, regulations or other legal requirements for rights-of-way management; (3) unreasonably discriminate among providers of functionally equivalent services; (4) deny any request for authorization to place, construct or modify personal wireless service facilities on the basis of environmental effects of radio frequency emissions to the extent that such wireless facilities comply with the FCC' s regulations concerning such emissions; (5) prohibit any collocation or modification that the City may not deny under federal or California state law; (6) impose any unfair, unreasonable, discriminatory or anticompetitive fees that exceed the reasonable cost to provide the services for which the fee is charged; or (7) otherwise authorize the City to preempt any applicable federal or California law.

SECTION 1.2 GENERAL DEFINITIONS

- (a) **Undefined Terms.** Undefined phrases, terms or words in this Policy will have the meanings assigned to them in Chapter 12.30 of the Chino Municipal Code, as may be amended or superseded, and, if not defined therein, will have their ordinary meanings. If any definition assigned to any phrase, term or word in this Policy conflicts with any federal or state-mandated definition, the federal or state-mandated definition will control.
- (b) **Defined Terms.**
 - (1) **“approval authority”** means the City official responsible for reviewing applications for small cell permits and vested with the authority to approve, conditionally approve or deny such applications as provided in this Policy. The approval authority for applications in connection with small wireless facilities within the public rights-of-way shall be the Development Services Director.
 - (2) **“arterial road”** The term “arterial road” as used in this Policy includes freeways, expressways, major arterials, primary arterials, and secondary arterials as defined in the City of Chino General Plan, Circulation Element.
 - (3) **“collector road”** The term “collector road” as used in this Policy includes collectors and locals streets as defined in the City of Chino General Plan, Circulation Element.
 - (4) **“concealed” or “concealment”** means camouflaging techniques that integrate the transmission equipment into the surrounding natural and/or built environment such that the average, untrained observer cannot directly view the equipment but would likely recognize the existence of the wireless facility or concealment technique. Camouflaging concealment techniques include, but are not limited to: (1) facade or rooftop mounted pop-out screen boxes; (2) antennas mounted within a radome above a streetlight; (3) equipment cabinets in the public rights-of-way painted or wrapped to match the background; and (4) an isolated or standalone faux-tree.

City Council Policy

- (5) **“decorative pole”** means any pole that includes decorative or ornamental features, design elements and/or materials intended to enhance the appearance of the pole or the public rights-of-way in which the pole is located.
- (6) **“FCC Shot Clock”** means the presumptively reasonable time frame within which the City generally must act on a given wireless application, as defined by the FCC and as may be amended from time to time.
- (7) **“ministerial permit”** means any City-issued non-discretionary permit required to commence or complete any construction or other activity subject to the City's jurisdiction. Ministerial permits may include, without limitation, a building permit, construction permit, electrical permit, encroachment permit, excavation permit and/or traffic control permit.
- (8) **“personal wireless services”** means the same as defined in 47 U.S.C. § 332(c)(7)(C)(i), as may be amended or superseded, which defines the term as commercial mobile services, unlicensed wireless services and common carrier wireless exchange access services.
- (9) **“personal wireless service facilities”** means the same as defined in 47 U.S.C. § 332(c)(7)(C)(i), as may be amended or superseded, which defines the term as facilities that provide personal wireless services.
- (10) **“RF”** means radio frequency or electromagnetic waves generally between 30 kHz and 300 GHz in the electromagnetic spectrum range.
- (11) **“Section 6409”** means Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. No. 112-96, 126 Stat. 156, codified as 47 U.S.C. § 1455(a), as may be amended.
- (12) **“Small cell”** bears the same meaning as “small wireless facility” or “SWF” as used in Chapter 12.30 of the Municipal Code.

SECTION 2. SMALL WIRELESS FACILITIES

SECTION 2.1 APPLICABILITY; REQUIRED PERMITS AND APPROVALS

- (a) **Applicable Wireless Facilities.** Except as expressly provided otherwise in this Policy, the provisions in this Policy shall be applicable to all existing small wireless facilities (SWFs) and all applications and requests for authorization to construct, install, attach, operate, collocate, modify, reconstruct, relocate or otherwise deploy small wireless facilities within the City's jurisdictional and territorial boundaries within the public rights-of-way (PROW).

SECTION 2.2 SMALL CELL PERMIT APPLICATION REQUIREMENTS; PRE-APPLICATION PUBLIC NOTICING REQUIREMENTS

- (a) **Small Cell Permit Application Contents.** All applications for a SWF WTFP must include all the information and materials required in this subsection (a), unless exempted by the approval authority.

City Council Policy

- (1) **Application Form.** The applicant shall submit a complete, duly executed SWF WTFP application on the then-current form prepared pursuant to Chapter 12.30 of the Municipal Code.
- (2) **Application Fee.** The applicant shall submit the applicable SWF WTFP application fee established by City Council resolution. Batched applications must include the applicable application fee for each SWF in the batch.
- (3) **Construction Drawings.** The applicant shall submit true and correct construction drawings, prepared, signed and stamped by a California licensed or registered engineer, that depict all the existing and proposed improvements, equipment and conditions related to the proposed project, which includes without limitation 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. The construction drawings must: (i) contain cut sheets that contain the technical specifications for all existing and proposed antennas and accessory equipment, which includes without limitation the manufacturer, model number and physical dimensions; (ii) identify all structures within 250 feet from the proposed project site and call out such structures' overall height above ground level; (iii) depict the applicant's plan for electric and data backhaul utilities, which shall include the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches, and points of connection; and (iv) demonstrate that proposed project will be in full compliance with all applicable health and safety laws, regulations or other rules, which includes without limitation all building codes, electric codes, local street standards and specifications, and public utility regulations and orders.
- (4) **Site Survey.** For any SWF proposed to be located within the PROW, the applicant shall submit a survey prepared, signed and stamped by a California licensed or registered engineer. The survey must identify and depict all existing boundaries, encroachments and other structures within 250 feet from the proposed project site, which includes without limitation all: (i) traffic lanes; (ii) all private properties and property lines; (iii) above and below-grade utilities and related structures and encroachments; (iv) fire hydrants, roadside call boxes and other public safety infrastructure; (v) streetlights, decorative poles, traffic signals and permanent signage; (vi) sidewalks, driveways, parkways, curbs, gutters and storm drains; (vii) benches, trash cans, mailboxes, kiosks and other street furniture; and (viii) existing trees, planters and other landscaping features.
- (5) **Photo Simulations.** The applicant shall submit site photographs and photo simulations that show the existing location and proposed SWF in context from at least three vantage points within the public streets or other publicly accessible spaces, together with a vicinity map that shows the proposed site location and the photo location for each vantage point.
- (6) **Project Narrative and Justification.** The applicant shall submit a written statement that explains in plain factual detail whether and why the proposed wireless facility qualifies as a SWF as defined by the FCC in 47 C.F.R. 1.6002(I). A complete written narrative analysis will state the applicable standard and all the facts that allow the City to conclude the standard has been met—bare conclusions

City Council Policy

not factually supported do not constitute a complete written analysis. As part of the written statement the applicant must also include (i) whether and why the proposed support is a structure as defined by the FCC in 47 C.F.R. § 1.6002(m); and (ii) whether and why the proposed wireless facility meets each required finding for a SWF permit as provided in Section 2.4.

- (7) **RF Compliance Report.** The applicant shall submit an RF exposure compliance report that certifies that the proposed SWF, as well as any collocated wireless facilities, will comply with applicable federal RF exposure standards and exposure limits. The RF report must be prepared and certified by an RF engineer acceptable to the City. The RF report must include the actual frequency and power levels (in watts ERP) for all existing and proposed antennas at the site and exhibits that show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC) and also the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC). Each such boundary shall be clearly marked and identified for every transmitting antenna at the project site.
- (8) **Regulatory Authorization.** The applicant shall submit evidence of the applicant's regulatory status under federal and California law to provide the services and construct the SWF proposed in the application.
- (9) **Site Agreement.** For any SWF proposed to be installed on any structure owned or controlled by the City and located within the public rights-of-way, the applicant must enter into a site agreement prepared on a form prepared by the City and approved by the City Attorney that states the terms and conditions for such non-exclusive use by the applicant. No changes shall be permitted to the City's form site agreement except as may be indicated on the form itself. Any unpermitted changes to the City's form site agreement shall be deemed a basis to deem the application incomplete.
- (10) **Acoustic Analysis.** The applicant shall submit an acoustic analysis prepared and certified by an engineer for the proposed SWF and all associated equipment including all environmental control units, sump pumps, temporary backup power generators and permanent backup power generators demonstrating compliance with the City's noise regulations. The acoustic analysis must also 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 an 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 limits. Applicant must adhere to the requirements set forth in Chapter 16 of the Chino Municipal Code, Section 9.40.060 Noise Sources Generated on Publicly Owned Property.
- (11) **Wind Load Analysis.** The applicant shall submit a wind load analysis with an evaluation of high wind load capacity and shall include the impact of modification of an existing facility.
- (12) **Environmental Data.** A completed environmental assessment application, or in the alternative any and all documentation identifying the proposed WTFP as

City Council Policy

exempt from environmental review (under the California Environmental Quality Act, Public Resources Code 21000–21189, the National Environmental Policy Act, 42 U.S.C. §4321 *et seq.*, or related environmental laws). Notwithstanding any determination of environmental exemption issued by another governmental entity, the city reserves its right to exercise its rights as a responsible agency to review *de novo* the environmental impacts of any WTFP application. A filing fee will be required by the County of San Bernardino upon filing the notice of exemption with the County. It should be further noted this section only applies to “Major” WTFP applications and does not apply to SWF applications. CEQA applies only to projects which have the potential for causing a significant effect on the environment.

- (13) **FAA Documentation.** Copies of any documents that the applicant is required to file pursuant to Federal Aviation Administration regulations for the proposed wireless telecommunications facility.
 - (14) **Traffic Control Plan (TCP).** A traffic control plan when the proposed installation is on any street in a non-residential zone. The city shall have the discretion to require a traffic control plan when the applicant seeks to use large equipment (e.g. crane) which is subject to the review and approval of the Director of Public Works.
 - (15) **Landscape Plan.** A scaled conceptual landscape plan showing existing trees and vegetation and all proposed landscaping, concealment, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the SWF and its accessory equipment.
 - (16) **CPCN.** Certification that applicant is a telephone corporation or a statement providing the basis for its claimed right to enter the PROW. If the applicant has a certificate of public convenience and necessity (CPCN) issued by the California Public Utilities Commission, it shall provide a copy of its CPCN.
- (b) **Additional Requirements.** The City Council authorizes the approval authority to develop, publish and from time to time update or amend permit application requirements, forms, checklists, guidelines, informational handouts and other related materials that the approval authority finds necessary, appropriate or useful for processing any application governed under this Policy. All such requirements and materials must be in written form and publicly stated to provide all interested parties with prior notice (or posted upon the City’s website).

SECTION 2.3 SMALL CELL PERMIT APPLICATION SUBMITTAL AND COMPLETENESS REVIEW

- (a) **Pre-Submittal Conferences.** For purposes of SWFs only, and notwithstanding any contrary provisions of Chapter 12.30, the City does not require pre-submittal appointments for the submission of SWF WTFPs. However, the City strongly encourages applicants to schedule and attend a pre-submittal conference with the approval authority for all proposed SWF projects, and particularly those that involve more than five SWFs. This voluntary pre-submittal conference does not cause the FCC Shot Clock to begin and is intended to streamline the review process through informal discussion that includes, without limitation, the appropriate project classification and review process; any latent

City Council Policy

issues in connection with the proposed project, including compliance with generally applicable rules for public health and safety; potential concealment issues or concerns (if applicable); coordination with other City departments responsible for application review; and application completeness issues. To mitigate unnecessary delays due to application incompleteness, applicants are encouraged (but not required) to bring any draft applications or other materials so that City staff may provide informal feedback and guidance about whether such applications or other materials may be incomplete or unacceptable. The approval authority shall use reasonable efforts to provide the applicant with an appointment within five working days after receiving a written request and any applicable fee or deposit to reimburse the City for its reasonable costs to provide the services rendered in the pre-submittal conference.

- (b) **Batched Applications.** Applicants may submit up to five (5) individual applications for a SWF permit in a batch or one application inclusive of five (5) sites; provided, however, that small wireless facilities in a batch must be proposed with substantially the same equipment in the same configuration on the same support structure type. Each application in a batch must meet all the requirements for a complete application, which includes without limitation the application fee for each site in the batch. If any application in a batch is incomplete, the entire batch shall be deemed incomplete. If any application is withdrawn or deemed withdrawn from a batch, the entire batch shall be deemed withdrawn. If any application in a batch fails to meet the required findings for approval, the entire batch shall be denied.
- (c) **Additional Procedures.** The City Council authorizes the approval authority to establish other reasonable rules and regulations for duly filed applications. All such rules and regulations must be in written form and publicly stated to provide all interested parties with prior notice (or posted upon the City's website).

SECTION 2.4 ADDITIONAL FINDINGS FOR SWFs

- (a) **Required Findings.** In addition to those finding requirements set forth in Chapter 12.30 for SWF WTFP, the following findings are required for the approval or conditional approval of a SWF application:
 - (1) The proposed SWF would not be located on a prohibited support structure identified in this Policy;
 - (2) The proposed SWF would utilize the most preferred support structure and location within 250 feet from the originally proposed site in any direction, or the applicant has demonstrated with clear and convincing evidence in the written record that any more-preferred support structure(s) or locations within 250 feet would be technically infeasible;
- (b) Because Section 332(c)(7) of the Telecommunications Act preempts local decisions premised directly or indirectly on the environmental effects of radio frequency (RF) emissions, no decision upon a SWF application shall be premised upon the environmental or health effects of RF emissions, nor shall public comments be considered to the extent they are premised upon the environmental or health effects of RF emissions.

City Council Policy

SECTION 2.5 STANDARD CONDITIONS OF APPROVAL

- (a) **General Conditions.** In addition to all other conditions adopted by the approval authority and Chapter 12.30 for a SWF permit, all SWF WTFPs issued under this Policy shall be automatically subject to the conditions in this subsection (a).
- (1) **Post-Installation Certification.** Within 60 calendar days after the permittee commences full, unattended operations of a SWF approved or deemed-approved, the permittee shall provide the approval authority with documentation reasonably acceptable to the approval authority that the SWF has been installed and/or constructed in strict compliance with the approved construction drawings and photo simulations. Such documentation shall include without limitation as-built drawings, GIS data and site photographs.
 - (2) **Adverse Impacts on Other Properties.** In addition to those requirements in Chapter 12.30 the permittee shall not perform or cause others to perform any construction, installation, operation, modification, maintenance, repair, removal or other work that involves heavy equipment or machines except during normal construction work hours authorized by the Municipal Code. The restricted work hours in this condition will not prohibit any work required to prevent an actual, immediate harm to property or persons, or any work during an emergency declared by the City or other state or federal government agency or official with authority to declare a state of emergency within the City. The approval authority may issue a stop work order for any activities that violates this condition in whole or in part.
 - (3) **Inspections; Emergencies.** The permittee expressly acknowledges and agrees that the City's officers, officials, staff, agents, contractors or other designees may enter onto the site and inspect the improvements and equipment upon reasonable prior notice to the permittee. Notwithstanding the prior sentence, the City's officers, officials, staff, agents, contractors or other designees may, but will not be obligated to, enter onto the site area without prior notice to support, repair, disable or remove any improvements or equipment in emergencies or when such improvements or equipment threatens actual, imminent harm to property or persons. The permittee, if present, may observe the City's officers, officials, staff or other designees while any such inspection or emergency access occurs.
 - (4) **Future Undergrounding Programs.** If other public utilities or communications providers in the PROW underground their facilities in the segment of the PROW where the permittee's SWF is located, the permittee must underground its equipment except the antennas and any other equipment that must be placed above ground to function. Accessory equipment such as radios and computers that require an environmentally controlled underground vault to function shall not be exempt from this condition. SWFs installed on wood utility poles that will be removed pursuant to the undergrounding program may be reinstalled on a streetlight that complies with the City's standards and specifications. Such undergrounding shall occur at the permittee's sole cost and expense except as may be reimbursed through tariffs approved by the state public utilities commission for undergrounding costs.

City Council Policy

- (5) **Electric Meter Upgrades.** If the commercial electric utility provider adopts or changes its rules obviating the need for a separate or ground-mounted electric meter and enclosure, the permittee on its own initiative and at its sole cost and expense shall remove the separate or ground-mounted electric meter and enclosure. Prior to removing the electric meter, the permittee shall apply for any encroachment and/or other ministerial permit(s) required to perform the removal. Upon removal, the permittee shall restore the affected area to its original condition that existed prior to installation of the equipment.
- (6) **Rearrangement and Relocation.** The permittee acknowledges that the City, in its sole discretion and at any time, may: (i) change any street grade, width or location; (ii) add, remove or otherwise change any improvements in, on, under or along any street owned by the City or any other public agency, which includes without limitation any sewers, storm drains, conduits, pipes, vaults, boxes, cabinets, poles and utility systems for gas, water, electric or telecommunications; and/or (iii) perform any other work deemed necessary, useful or desirable by the City (collectively, "City work"). The City reserves the rights to do any and all City work without any admission on its part that the City would not have such rights without the express reservation in the SWF permit. If the Public Works Director determines that any City work will require the permittee's SWF located in the PROW to be rearranged and/or relocated, the permittee shall, at its sole cost and expense, do or cause to be done all things necessary to accomplish such rearrangement and/or relocation. If the permittee fails or refuses to either permanently or temporarily rearrange and/or relocate the permittee's SWF within a reasonable time after the Public Works Director's notice, the City may (but will not be obligated to) cause the rearrangement or relocation to be performed at the permittee's sole cost and expense. The City may exercise its rights to rearrange or relocate the permittee's SWF without prior notice to permittee when the Public Works Director determines that the City work is immediately necessary to protect public health or safety. The permittee shall reimburse the City for all costs and expenses in connection with such work within 10 days after a written demand for reimbursement and reasonable documentation to support such costs.

SECTION 2.6 SECTION 2.6. LOCATION REQUIREMENTS

- (a) **Preface to Location Requirements.** Applications that involve lesser-preferred locations or structures may be approved so long as the applicant demonstrates that either (1) no more preferred locations or structures exist within 250 feet from the proposed site; or (2) any more preferred locations or structures within 250 feet from the proposed site would be technically infeasible to achieve the operator's service objectives, as supported by clear and convincing evidence in the written record. The final subsection of this Section 2.6 identifies "prohibited" support structures on which the City shall not approve any small cell permit application for any competitor or potential competitor.
- (1) Allowable locations for SWFs are on existing or replacement infrastructure such as street lights and utility poles.
- (2) When locating in an alley, the SWF shall be placed at a height above the roof line of adjacent buildings to avoid being placed adjacent to a window. When locating in a walk-way, the facility shall be placed below the roof line of the adjacent

City Council Policy

buildings per the standards set forth in the California Manual Uniform Traffic Control Devices regarding height requirements

- (3) When choosing locations, choose locations in between occupiable buildings rather than immediately adjacent to occupiable buildings, and not adjacent to a window.
 - (4) If the SWF is not able to be placed on existing infrastructure, the applicant shall provide a map of existing infrastructure in the service area and describe why each such site was not feasible.
- (b) **Locations in the Public Rights-of-Way.** The City prefers small wireless facilities in the public rights-of-way to be installed in locations, ordered from most preferred to least preferred, as follows:
- (1) Locations within commercial or industrial districts on or along arterial roads;
 - (2) Locations within commercial or industrial districts on or along collector roads;
 - (3) Locations within commercial or industrial districts on or along local roads;
 - (4) Locations within residential districts on or along arterial roads;
 - (5) Locations within residential districts on or along collector roads;
 - (6) Any location in any district within 250 feet from any structure approved for a residential use.
- (c) **Support Structures in the Public Rights-of-Way.** The City prefers SWFs to be installed on support structures in the PROW, ordered from most preferred to least preferred, as follows:
- (1) Existing or replacement streetlight poles;
 - (2) Existing or replacement wood utility poles;
 - (3) New, non-replacement streetlight poles;
 - (4) New, non-replacement poles for small wireless facilities.
- (d) **Prohibited Support Structures.** The City prohibits SWFs to be installed on the following support structures:
- (1) Strand-mounted wireless facilities
 - (2) Decorative poles;
 - (3) Traffic signals, signs, poles, cabinets and related devices;
 - (4) Any utility pole scheduled for removal or relocation within 12 months from the time the approval authority acts on the small cell permit application;

City Council Policy

- (5) New, non-replacement wood poles.

SECTION 2.7 DESIGN STANDARDS

- (a) **Visual & Other General Standards.** SWFs shall be designed in the least visible means possible and to be compatible with support structure/surroundings.
 - (1) **Noise.** SWFs and all accessory equipment and transmission equipment must comply with all applicable noise control standards and regulations in Municipal Code Chapter 16, Section 9.40.060 Noise Sources Generated on Publicly Owned Properties, as may be amended or superseded, and shall not exceed, either on an individual or cumulative basis, the noise limit in the applicable district/zone.
 - (2) **Lights.** SWFs shall not include any lights that would be visible from publicly accessible areas, except as may be required under Federal Aviation Administration, FCC, other applicable regulations for health and safety. All equipment with lights (such as indicator or status lights) must be installed in locations and within enclosures that mitigate illumination impacts visible from publicly accessible areas. The provisions in this subsection (a)(2) shall not be interpreted or applied to prohibit installations on streetlights or luminaires installed on new or replacement poles as may be required under this Policy.
 - (3) **Graffiti.** The Public Works Services Division tracks, addresses and removes graffiti in the PROW. The City is not responsible for any damaged equipment resulting from graffiti removal on a SWF.
 - (4) **Landscape Features.** SWFs shall not displace any existing landscape features unless: (A) such displaced landscaping is replaced with native and/or drought-resistant plants, trees or other landscape features approved by the approval authority and (B) the applicant submits and adheres to a landscape maintenance plan. The landscape plan must include existing vegetation, and vegetation proposed to be removed or trimmed, and the landscape plan must identify proposed landscaping by species type, size and location. Landscape maintenance must be performed in accordance with Title 20, Zoning Code, Chapter 20.19 Landscape, which may be amended or superseded.
 - (A) If any trees are damaged or displaced, the permittee shall hire and pay for a licensed arborist to select, plant and maintain replacement landscaping in an appropriate location for the species. Only International Society of Arboriculture certified workers under the supervision of a licensed arborist shall be used to install the replacement tree(s). Any replacement tree must be substantially the same size as the damaged tree or a reasonable replacement determined by the Director of Public Works or his or her designee. The permittee shall, at all times, be responsible to maintain any replacement landscape features.
 - (B) To preserve existing landscaping in the public rights-of-way, all work performed in connection with SWFs shall not cause any street trees to be trimmed, damaged or displaced. If any street trees are damaged or displaced, the applicant shall be responsible, at its sole cost and

City Council Policy

expense, to plant and maintain replacement trees at the site for the duration of the permit term.

- (5) **Site Security Measures.** SWFs may incorporate reasonable and appropriate site security measures, such as locks and anti-climbing devices, to prevent unauthorized access, theft or vandalism. The approval authority shall not approve any barbed wire, razor ribbon, electrified fences or any similarly dangerous security measures. All exterior surfaces on SWFs shall be constructed from or coated with graffiti-resistant materials.
 - (6) **Signage; Advertisements.** All SWFs shall contain a site identification sticker that accurately identifies the site owner/operator, the owner/operator's site name or identification number and a toll-free number to the owner/operator's network operations center. SWFs may not bear any other signage or advertisements unless expressly approved by the City, required by law or recommended under FCC, OSHA, Federal Aviation Administration or other United States governmental agencies for compliance with RF emissions regulations. Permittees shall:
 - (A) Remove or paint over unnecessary equipment manufacturer decals and fill-in any visibly depressed manufacturer logos on equipment.
 - (B) Utilize the smallest and lowest visibility stickers required by government or electric utility regulations.
 - (C) Use sticker colors that are muted.
 - (D) Signage shall be maintained in legible condition and the carrier will be required to replace any faded signage within thirty (30) days of receiving written notification from the City that it is in need of replacing.
 - (7) **Compliance with Health and Safety Regulations.** All SWFs shall be designed, constructed, operated and maintained in compliance with all generally applicable health and safety regulations, which includes without limitation all applicable regulations for human exposure to RF emissions.
- (b) **Dimensions; Design.** Wireless facilities shall be as small, short and unobtrusive as possible.
- (1) **Overall Height.** SWFs shall adhere to the requirements included in the City's Standard Drawings and Specifications" on file in the office of the City Engineer. SWFs may not exceed the minimum separation from electrical lines required by applicable safety regulations. In addition, SWFs shall be located no higher than 10% or 10 feet, whichever is greater, than the height otherwise permitted in the immediately adjacent zoning district.

City Council Policy

- (2) **Concealment.** All antennas and associated mounting equipment, hardware, cables or other connectors must be completely concealed within an opaque antenna shroud or radome. The antenna shroud or radome must be painted a flat, non-reflective color to match the underlying support structure. The wireless facility and accessory equipment shall be camouflaged with use of one or more concealment elements to blend the facility with surrounding materials and colors of the adjacent street light or utility pole to which it is mounted that is technically feasible. Concealment elements include, but are not limited to:
- (A) Radio frequency transparent screening;
 - (B) Approved, specific colors;
 - (C) Use of non-reflective material(s);
 - (D) Minimizing the size of the site;
 - (E) Integrating the installation into existing or replacement utility infrastructure;
 - (F) Installing new infrastructure that matches existing infrastructure in the area surrounding the proposed site.
 - (G) Antennas, brackets (mounting), PVC or steel risers and cabling shall match the color of the adjacent structure.
 - (H) Paint shall be of durable quality.
 - (I) Materials shall be non-flammable and non-reflective.
 - (J) Each individual antenna may not exceed three cubic feet in volume and all antennas may not exceed six cubic feet in volume.
- (3) **Accessory Equipment.**
- (A) **Installation Preferences.** SWF accessory equipment shall be enclosed in replacement poles or placed underground where technically feasible, and if not feasible, shall be as small, short and unobtrusive as possible. Applications that involve lesser-preferred installation locations may be approved so long as the applicant demonstrates that no more preferred installation location would be technically infeasible as supported by clear and convincing evidence in the written record.
 - (B) **Undergrounded Accessory Equipment.** All undergrounded accessory equipment must be installed in an environmentally controlled vault that is load-rated to meet the City's standards and specifications. Underground vaults located beneath a sidewalk must be constructed with a slip-resistant cover. Vents for airflow shall be flush-to-grade when placed within the sidewalk and may not exceed two feet above grade when placed off the sidewalk. Applicants shall not be permitted to install an underground vault in a location that would cause any existing tree to be materially damaged or displaced.

City Council Policy

- (C) Applicants shall comply with all requirements set forth in State and Federal Americans with Disabilities Act regulations.
- (c) **Streetlights.** Applicants that propose to install SWFs on an existing streetlight must remove and replace the existing streetlight with one substantially similar, to the greatest extent possible, to the City's Standard Drawings and Specifications or as recommended to be technically feasible by the Director of Development Services, but designed to accommodate wireless antennas and accessory equipment. To mitigate any material changes in the streetlighting patterns, the replacement pole must: (A) be located as close to the removed pole as possible; (B) be aligned with the other existing streetlights; and (C) include a luminaire at substantially the same height and distance from the pole as the luminaire on the removed pole. All antennas must be installed above the pole within a single, canister style shroud or radome that tapers to the pole.
- (d) **Wood Utility Poles.** Applicants that propose to install SWFs on an existing wood utility pole must install all antennas above the pole unless the applicant demonstrates that mounting the antennas above the pole would be technically infeasible as supported by clear and convincing evidence in the written record. Side-mounted antennas on a stand-off bracket or extension arm must be concealed within a shroud. All cables, wires and other connectors must be concealed within the side-arm mount or extension arm. The maximum horizontal separation between the antenna and the pole shall be the minimum separation required by applicable health and safety regulations.
- (e) **For Replacement Poles and Street Lights.** If an applicant proposes a replacement pole or street light to accommodate the SWF, the replacement shall be in the same location as the street light or pole being replaced; unless the replacement will not meet all applicable standards, then replacement may be located in an alternative location that complies with the requirements herein. Replacement poles and streetlights shall be substantially similar, to the greatest extent possible, to the City's Standard Drawings and Specifications, or technically feasible as recommended by the Director of Development Services.
- (f) **New, Non-Replacement Poles.** Applicants that propose to install SWFs on a new, non-replacement pole must install a new streetlight substantially similar to the City's standards and specifications but designed to accommodate wireless antennas and accessory equipment located immediately adjacent to the proposed location. If there are no existing streetlights in the immediate vicinity, the applicant may install a metal or composite pole capable of concealing all the accessory equipment either within the pole or within an integrated enclosure located at the base of the pole. The pole diameter shall not exceed twelve (12) inches and any base enclosure diameter shall not exceed sixteen (16) inches. All antennas, whether on a new streetlight or other new pole, must be installed above the pole within a single, canister style shroud or radome.
- (1) The new pole must actually function for a purpose other than placement of a wireless facility (e.g. street light, utility pole, etc.).
 - (2) The design must match the dimensions and design of existing and similar types of poles and antennas in the surrounding areas.

City Council Policy

- (g) **Encroachments over Private Property.** SWFs may not encroach onto or over any private or other property outside the PROW without the property owner's express written consent.
- (h) **Backup Power Sources.** Fossil-fuel based backup power sources shall not be permitted within the PROW; provided, however, that connectors or receptacles may be installed for temporary backup power generators used in an emergency declared by federal, state or local officials.
- (i) **Obstructions; Public Safety.** Small wireless facilities and any associated equipment or improvements shall comply with all requirements set forth in State and Federal Americans with Disabilities Act requirements and not physically interfere with or impede access to any: (A) worker access to any above-ground or underground infrastructure for traffic control, streetlight or public transportation, including without limitation any curb control sign, parking meter, vehicular traffic sign or signal, pedestrian traffic sign or signal, barricade reflectors; (B) access to any public transportation vehicles, shelters, street furniture or other improvements at any public transportation stop; (C) worker access to above-ground or underground infrastructure owned or operated by any public or private utility agency; (D) fire hydrant or water valve; (E) access to any doors, gates, sidewalk doors, passage doors, stoops or other ingress and egress points to any building appurtenant to the rights-of-way; or (F) access to any fire escape.
- (j) **Utility Connections.** All cables and connectors for telephone, data backhaul, primary electric and other similar utilities must be routed underground in conduits large enough to accommodate future collocated wireless facilities. Undergrounded cables and wires must transition directly into the pole base without any external doghouse. All cables, wires and connectors between the underground conduits and the antennas and other accessory equipment shall be routed through and concealed from view within: (A) internal risers or conduits if on a concrete, composite or similar pole; or (B) a cable shroud or conduit mounted as flush to the pole as possible if on a wood pole or other pole without internal cable space. The approval authority shall not approve new overhead utility lines or service drops merely because compliance with the undergrounding requirements would increase the project cost.
- (k) **Spools and Coils.** To reduce clutter and deter vandalism, excess fiber optic or coaxial cables shall not be spooled, coiled or otherwise stored on the pole outside equipment cabinets or shrouds.
- (l) **Electric Meters.**
 - (1) SWFs shall use unmetered (flat rate) electric service, if allowed by the utility company, or use the narrowest, shrouded electric meter and disconnect available. Permittees shall ensure the meter and other enclosures are well maintained, including regular painting, and the use of a graffiti-resistant paint, and stack the disconnect switch above/below the meter, instead of attached to the side of the meter.
 - (2) Electrical meters, vaults and fans shall be located underground where feasible.
- (m) **Structure--Mounted Small Wireless Facilities.**

City Council Policy

- (A) **Preferred Concealment Techniques.** All applicants must propose new non-tower SWFs that are completely concealed and architecturally integrated into the existing facade or rooftop features with no visible impacts from any publicly accessible areas at ground level (examples include, but are not limited to, antennas behind existing parapet walls or facades replaced with RF-transparent material and finished to mimic the replaced materials). Alternatively, if the applicant demonstrates with clear and convincing evidence that integration with existing features is technically infeasible, the applicant may propose completely concealed new structures or appurtenances designed to mimic the support structure's original architecture and proportions.
- (B) **Facade-Mounted Equipment.** When SWFs cannot be placed behind existing parapet walls or other existing screening elements, the approval authority may approve facade-mounted equipment in accordance with this Subsection. All facade-mounted equipment must be concealed behind screen walls and mounted flush to the facade. The approval authority may not approve "pop-out" screen boxes. Except in industrial zones, the approval authority may not approve any exposed facade-mounted antennas, including but not limited to exposed antennas painted to match the facade.
- (n) **Future Modifications.** Any modifications to existing facilities or collocations shall not defeat the concealment elements of the existing structure/facility.



EXHIBIT "B"

Public Works Department
 13220 Central Avenue
 Chino, CA 91710
 (909) 334-3265

www.cityofchino.org

CITY of CHINO

Right-of-Way Encroachment Application

Applicant (Company Name):	Contact Person:
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Applicant Address:

Phone No.:	E-Mail Address:
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Contractor:	Contact Person:
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Contractor Address:

Phone No.:	Email Address:
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Certificate of Insurance Policy No.:	Expiration Date:
--------------------------------------	------------------

Contractor's State License Board No.:	Expiration Date:
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City of Chino Business License No.:	Expiration Date:
-------------------------------------	------------------

24-Hour Emergency Contact #1	24-Hour Emergency Contact #2
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Name:	Name:
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Phone No.:	Phone No.:
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PROJECT INFORMATION

Work Location:	Project Number:
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WORK TO BE PERFORMED

<input type="checkbox"/> Domestic Water	<input type="checkbox"/> Paving	<input type="checkbox"/> Striping	<input type="checkbox"/> Curb Core	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Drive Approach	<input type="checkbox"/> Storm Drain	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Sewer	<input type="checkbox"/> Traffic Signal
<input type="checkbox"/> Recycled Water	<input type="checkbox"/> Grading	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Communication/Fiber Optic	<input type="checkbox"/> Electrical
<input type="checkbox"/> Gas	<input type="checkbox"/> Bag/Unbag Signs	<input type="checkbox"/> CCTV Inspections	<input type="checkbox"/> Traffic Signal Interconnect	<input type="checkbox"/> Pothole/Coring
<input type="checkbox"/> Wall/Fence in ROW	<input type="checkbox"/> Sign in ROW	<input type="checkbox"/> Newsrack	<input type="checkbox"/> Open/Close Gates	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Hauling	<input type="checkbox"/> Other			

WORK WILL REQUIRE CLOSURE OF THE FOLLOWING (CHECK ALL THAT APPLY)

<input type="checkbox"/> Lane	<input type="checkbox"/> Sidewalk/Parkway	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Whole Roadway (Full Street)	<input type="checkbox"/> Detour
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STREET	LIMIT OF ROADWAY AFFECTED	START DATE:	END DATE:
	TO		
	TO		
	TO		

TRAFFIC CONTROL TO BE SET PER:

<input type="checkbox"/> W.A.T.C.H. MANUAL	<input type="checkbox"/> MUTCD	<input type="checkbox"/> CJUTCM	<input type="checkbox"/> TRAFFIC CONTROL PLAN REVIEWED ON:
--	--------------------------------	---------------------------------	--

SUBMITTAL REQUIREMENTS

- Provide one (1) set of plans, specifications and/or drawings.
- Contractor must provide Certificate of Insurance listing the City of Chino as the certificate holder and as an additionally insured.
- Contractor(s) must have a current City of Chino Business License.
- Letter of Authorization from applicant if pulling permits on behalf of another entity/company.
- A Sub-Contractor's List form will be required if there will be multiple contractors working on behalf of another entity/company.
- Applicant shall provide traffic plans for review. If plans are designed, they must be prepared, stamped and signed by an approved qualified registered Civil or Traffic Engineer.

Be advised, the City may ask for additional information to process your permit. Which may include:

- Engineer's Cost Estimate for all work in Chino's Right-of-Way.
- Electronic copies of approved drawings.
- A detailed construction schedule/phasing plan.
- Copies of approved permits from adjacent agency(ies) affected.
- Material submittals.

If scope of work of original permit changes, a modification will be required. Plans and Cost Estimate will be required before work can proceed. Allow for time to review plans and amendment of permit.

Application is not complete until all required attachments are included in permit submittal

COMPLIANCE NOTE

"I hereby apply for an Encroachment Permit pursuant to the provisions of Chapter 12.02 of the Chino Municipal Code. I have received and read Chapter 12.02 of the Chino Municipal Code and I understand the requirements imposed upon me or my company and my agents, employees, contractors and suppliers. I understand that any violation of Chapter 12.02 may result in the issuance of a "Demand for Compliance" requiring me to comply with Chapter 12.02 and the directive of the Director of Public Works within 24 hours, unless I am able to satisfy said Director that such compliance is not required. I further understand that any violation of Chapter 12.02 may result in the issuance of a "Stop Work Order" requiring my project to be halted for an unspecified period of time and the suspension or revocation of any other permit issued to me by the City of Chino for this project (including any building permit). I further understand that any violation of Chapter 12.02 or the terms or conditions of the encroachment permit constitutes a misdemeanor. Finally, I understand and agree to compensate the City of Chino and any other party for all costs to restore any and all damage to the public right-of-way, other city property, and other life or property, and for all remediation costs of all environmental damage caused, directly or indirectly, by my acts or omissions as required by Chapter 12.02 of the Chino Municipal Code."

It is agreed that the applicant shall indemnify, defend, and hold City, its officers, employees and agents harmless from and against any and all claims that arise out of, pertain to, or relate to any accident, loss or damage to persons or property, happening or occurring as the result of any of the work performed under the terms of this application and the permit or permits which may be granted in response thereto, and that all said liabilities are hereby assumed by the applicant.

The above individual is authorized to control the work and to accept any "Demand of Compliance" or "Stop Work Order" and is legally required to check for underground utilities before excavating. Call Underground Service Alert at 1-800-422-4133 at least 48 hours prior to excavating.

Signature of Applicant or Representative

Date

Staff Use Only

Received by

Date



Exhibit "C"

Development Services Department
Planning Division
13220 Central Avenue
Chino, CA 91710
(909) 334-3253

CITY of CHINO

www.cityofchino.org

Land Use and Development Uniform Application

General Information (Print or Type)

Applicant's Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____ Fax Number: _____

Contact Name: _____ Phone Number: _____

Legal Property Owner's Name*: _____

Address: _____

***Note: If the property owner is a trust, partnership, corporation or LLC, legal documentation shall be provided that list all persons that make-up the trust, partnership, corporation or LLC and provide proof that the individual is authorized to act on behalf of the said entities.**

Type of Review Requested (Please check all applicable boxes)

- Master Site Approval
- Special Conditional Use Permit
- Non-Construction Special Conditional Use Permit
 - Hazardous Materials
 - ABC License
 - Sports/Recreation Use or similar in Industrial Zone
 - Planned Development
 - Other _____
- Preliminary Review
- Site Approval
- Tentative Tract Map No. _____
- Tentative Parcel Map No. _____
- Time Extension No. _____
- Project Modification No. _____
- Variance (Major)
- Other _____

Project Information

Location of Project: _____ Assessor's Parcel Number: _____

Zoning Designation: _____ General Plan Designation: _____

Detailed description of proposed project. Please include building and lot size, number of buildings, proposed use, etc. (Attach additional sheets if necessary.)

Staff Use Only

<i>File No.</i>	<i>Date Received</i>	<i>Filing Fee</i>	<i>Received By</i>
<i>Related Files</i>	<i>Time Received</i>	<i>Receipt No.</i>	<i>Supervisor Authorization</i>

Additional Information

1. Any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Chino. All provisions of law and of ordinance governing the use of the subject building or land will be complied with, whether specified or not.
2. Prior to plan preparation and submittal, it is recommended that the applicants read applicable sections of the Zoning Ordinance, General Plan, and any specific plans that could affect development of the subject property. In addition, the *Minimum Requirements for Filing* must be satisfied prior to submitting this application. Be advised that incomplete plans that DO NOT satisfy the Minimum Required Information Checklist will be rejected at the counter and not be allowed to be submitted.
3. Approval of this application does not constitute final approval to construct your project. Before beginning construction, you will still need to obtain building permits and pay all appropriate fees. Since the fees could be substantially higher than anticipated, it is strongly recommended that you contact the following departments and/or agencies prior to submitting for a building permit to determine all of the necessary plans/materials and fees:
 - Building Division (909) 334-3251
 - Chino Valley Independent Fire District (909) 902-5260
 - Public Works Department (909) 334-3265
 - Chino Unified School District (909) 628-1201 ext. 1200—For School Fees
4. The applicant and property owner hereby grants permission for City staff to enter and inspect the subject property as required to evaluate this application.

Property Owner/Applicant Certification

I certify under the penalty of the laws of the State of California that I am the individual identified below and am authorized to and hereby consent to the filing of this application and acknowledge that the final approval by the City of Chino, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

- Property owner, trust, partnership, corporation or LLC*
- Purchaser in Escrow**
- Developer/Owner's Agent**
- Property Manager**

* **Note:** *If the property owner is a trust, partnership, corporation or LLC, legal documentation shall be provided that list all persons that make-up the trust, partnership, corporation or LLC and provide proof that the individual is authorized to act on behalf of the said entities.*

****Note:** *Requires property owner(s) signature below or letter of authorization from the property owner(s).*

Applicant Signature: _____ **Date:** _____

Print Name: _____

Property Owner Signature: _____ **Date:** _____

Print Name: _____