



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

WCUP No.: \_\_\_\_\_  
TDA No.: \_\_\_\_\_  
Submittal Date: \_\_\_\_\_  
Accepted By: \_\_\_\_\_

## WIRELESS FACILITY CONDITIONAL USE PERMIT APPLICATION

For major facilities, major modifications, and facilities within residential zones.

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

### WIRELESS FACILITY INFORMATION

Wireless Carrier: \_\_\_\_\_ Application Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_ Tract: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

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

Zoning District: \_\_\_\_\_ General Plan Land Use: \_\_\_\_\_

Is the project a:  Major Facility  Located within a Residential Zone

Project Description: \_\_\_\_\_

### CONTACT INFORMATION

Applicant (Main Contact Person): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Wireless Carrier Contact: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**SEPARATE APPLICATIONS AND FEES WILL BE REQUIRED FOR EACH FACILITY.**

**FOR FURTHER INFORMATION REGARDING WIRELESS REGULATIONS REFER TO CHAPTER 16.44 –  
WIRELESS COMMUNICATION FACILITIES IN THE CHINO HILLS MUNICIPAL CODE. [www.chinohills.org](http://www.chinohills.org)**

**THE FOLLOWING PAGES MUST ACCOMPANY THE APPLICATION UPON SUBMITTAL.**

## **SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS**

**The following items must be provided at time of submittal:**

- One (1) Copy** – Application, completed, signed and dated by property owner and/or authorized agent.
- Initial Deposit** – Conditional Use Permit Application. Refer to the Community Development Fee/Deposit Schedule for the amount.
- One (1) Copy** – Trust Deposit Account Procedures/ Agreement form. Shall be signed and dated.
- One (1) Copy** – Variance Application (if needed). Shall be signed and dated.
- One (1) Copy** – Preliminary Title Report. Shall be current, within the past 60 days.
- One (1) Copy** – Recorded Grant Deed.
- One (1) Copy** – Letter of Intent. Shall clearly indicate the intended use associated with the proposal, along with a brief narrative accompanied by written documentation that explains and demonstrates the applicant's efforts to locate the facility in accordance with the screening and site selection guidelines.
- Three (3) Copies** – Required Technical Studies. Shall be reviewed and approved by the City before the application may be deemed complete.
  - Radio Frequency (RF) Emission Analysis. Shall show before and after coverage area maps, and site locations throughout the City, etc.
  - Letter from the RF Engineer. Shall indicate that the proposed facility is in compliance with all FCC and California Public Utilities Commission (PUC) requirements.
  - Alternative Site Analysis. Shall demonstrate alternative sites were considered with the following criteria; location, design, impact on aesthetics and welfare of the surrounding community, and the screening and site selection guidelines in Section 16.44 of the Chino Hills Municipal Code.
- One (1) Copy** – Assessor's Parcel Map. Shall be specific to the project with a redline/black line drawn showing a 500 foot radius from the project property if the proposed location is within the public right-of-way. For all other locations, show a 300 foot radius line identifying the surrounding property owners. Please contact the San Bernardino County Assessor's Office.

**Three (3) Sets and One (1) Xerox Copy** – Mailing labels. Labels shall list the names and addresses of the surrounding property owners which correspond with the 500 foot radius line from the project property for projects located within the public right-of-way, or a 300 foot radius line for all other locations.

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

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

- One (1) Copy** – Written authorization for application submittal from the City Manager for new facilities and collocations. Written authorization shall be obtained through the Planning Division at (909) 364-2740.
- Three (3) Copies** – Full Size Project Plans (minimum 24" x 36"), shall include plot plan; any proposed grading and/or trenching; site plans; elevations drawn at a scale to accurately delineate the proposed project; and equipment details for all new and existing equipment associated with the communications facility. (Shall be bound together and folded accordion style.) (Refer to the plot plan checklist for specific requirements. A conceptual plan is not acceptable.)
- Eight (8) Copies** – Project Plans, reduced to 11" x 17".

- One (1) Copies** – Project Plans, reduced to 8 1/2” x 11”.
- Eleven (11) Copies** – Photo Simulations. Shall be of the proposed facility, before and after, drawn to scale, and in color.

**ADDITIONAL REQUIREMENTS FOR PROJECTS LOCATED ON PRIVATE PROPERTY**

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

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

**APPLICANT CERTIFICATION**

I/we certify under penalty of perjury that I/we am/are the Applicant for the project and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

**APPLICANT SIGNATURE(S)**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROPERTY OWNER CERTIFICATION**

I/we, the undersigned owner(s) or authorized agent for the person/organization owning the land(s) for which this application is made, state that I/we am/are aware that the application is being filed with the City of Chino Hills Community Development Department, and that, to the best of my/our knowledge, the information contained in this application is true and correct.

I/we further agree that if any such information proves false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved.

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

**PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE(S)**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# CERTIFIED SURROUNDING PROPERTY OWNERS MAILING LABELS/LIST DECLARATION

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

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

**EXAMPLE:**

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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# CITY OF CHINO HILLS

## PLANNING COMMISSION POLICIES AND PROCEDURES

EX PARTE COMMUNICATIONS

Date Accepted: 11/05/2019

### 1. PURPOSE

The Planning Commission intends to make transparent its communications with project applicants and residents by establishing a policy for Planning Commission *ex parte* communications regarding adjudicatory and quasi-judicial proceedings.

### 2. BACKGROUND

An *ex parte* communication is any oral or written communication with a Planning Commissioner that is relevant to the merits of a proceeding, and which takes place outside of a noticed public hearing or similar proceeding open to all parties to the matter. These communications include oral and written information, but can also include any other communication, such as visual or auditory information obtained during a site visit. Casual communications that are non-substantive in manner are not *ex parte* communications.

Adjudicatory or quasi-judicial proceedings are proceedings in which “due process guarantees” apply because there is a property interest (ownership rights) at stake. Typical examples of these types of proceedings include property development applications (Tentative Tract Maps, Site Plan Applications, Specific Plans, Conditional Use Permits, Variances, etc.) or permit revocations.

For the purposes of this policy, *ex parte* communications are a concern only in adjudicatory or quasi-judicial decision-making matters. Planning Commissioners will follow the policy provided below for all such matters that have a proposed or active entitlement application with the City of Chino Hills or for permit revocations or modifications.

### 3. POLICY FOR ADJUDICATORY AND QUASI-JUDICIAL PROCEEDINGS

- 3.1 If anyone requests contact with a Planning Commissioner, the Planning Commissioner will endeavor to direct that person to use a City “Planning Commission” email address and phone line that staff will monitor and then forward applicable emails and messages to the Planning Commission.
- 3.2 Each Planning Commissioner will be provided business cards with the City “Planning Commission” email and phone contact information.
- 3.3 Any information intended for Planning Commission review on an adjudicatory or quasi-judicial proceeding will be submitted to staff who will distribute it. Should a Planning Commissioner receive information directly, the Commissioner will provide that information to staff as soon as feasible.
- 3.4 To the greatest extent possible, all communications with a Planning Commissioner on an adjudicatory or quasi-judicial proceeding, that occurs outside agenda meetings, will be directed through City staff. When such communication does occur without staff involvement, the Commissioner will notify staff as soon as feasible to ensure the communication is included in the public record for the proceeding.
- 3.5 To the greatest extent possible, all meetings with a Planning Commissioner on an adjudicatory or quasi-judicial proceeding, will be arranged and attended by staff. When a meeting does occur without staff involvement, the Commissioner will notify staff of the meeting and the content of the meeting as soon as feasible to ensure the information is included in the public record for the proceeding.
- 3.6 A Planning Commissioner will announce the details of evidence received in any communication or meeting outside of a Commission meeting, or outside of a staff attended meeting, at the beginning of the Planning Commission meeting at which the item will be considered.
- 3.7 There shall be no communications with a Planning Commissioner during the period between the closing of a public hearing and the final decision on an adjudicatory or quasi-judicial proceeding.
- 3.8 The Planning Commission will review this policy annually at its first regularly agenda meeting of the calendar year and have the opportunity to modify the policy at that meeting.

For the purposes of this policy, City staff shall mean the Planning Commission Secretary and the Community Development Department Director.