



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

Case No.: _____

Submittal Date: _____

CELL SITE APPLICATION & CHECKLIST

This application is required to verify compliance of design standards and conditions of approval for approved projects.

PROJECT INFORMATION:

Address: _____

APN: _____ Tract: _____ Lot: _____ Block: _____

Property Owner: _____ Phone: _____

Scope of work: _____

APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

CERTIFICATION:

I certify under penalty of perjury that I am the legal representative for the project and that the foregoing information is true and accurate to the best of my knowledge.

Print Name: _____ Signature: _____

SUBMITTAL REQUIREMENTS:

- Application Fee
- Three (3)** complete sets of plans wet stamped and signed with attachments
- All proposed roof mounted equipment requires structural calculations that show the existing roof framing system is capable of supporting additional load(s) and must be architecturally screened
- Plans are clear, legible and sufficient size (18"x24" suggested minimum). Complete sets consist of:
 - Two (2)** wet stamped and signed structural calculations, if required.
 - Elevations, indicate the height of structures
 - Framing plans/sections
 - Floor Plan
 - Mechanical Plans
 - Electrical Plans
 - Site plan, *if* work is interior a site plan is not needed. A complete site plan must meet the following:
 - Name of property owner
 - Assessor parcel number
 - Tract and lot number
 - All property lines with dimensions
 - Drawn to a standard scale
 - North arrow
 - Identify and show easements, *if* any
 - All impervious surfaces, for example walkways, driveways, pools and decking
 - All structures, provide setback dimensions to all property lines (front, sides, and rear)
 - Provide distance to property lines of structures on adjacent lots

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