



City of Huntington Beach

2000 MAIN STREET

CALIFORNIA 92648

DEPARTMENT OF PLANNING AND BUILDING

www.huntingtonbeachca.gov

Planning Division

714.536.5271

Building Division

714.536.5241

Fee \$ 151

Wireless Permit No. _____

(Zoning Letter)

CITY OF HUNTINGTON BEACH WIRELESS PERMIT APPLICATION FORM

This form is designed to elicit required technical information in support of an application for a new or modified permit (generally, the "Permit") for a wireless site within the City of Huntington Beach.

This application is a mandatory element of the application process. No application for a new wireless site Permit or for a modification of an existing wireless site Permit shall be considered for determination of completeness until this form and required attachments are provided to the City of Huntington Beach.

Every page of this form, including this page, must be completed and submitted to the City of Huntington Beach, and each page must be signed and/or initialed where indicated.

Questions about this form or the required information to be provided should be directed to the Project Planner assigned to your project or to the Department of Planning and Building at (714) 536-5271 for the City of Huntington Beach.

You are advised to be familiar with the City's Municipal Code and Zoning and Subdivision Ordinance, which establishes standards and guidelines for the installation of wireless communication facilities in the City of Huntington Beach.

<Continue to next page>

Prior to submittal of a wireless permit application, an address assignment shall be obtained for all freestanding wireless communications facilities.
(http://www.huntingtonbeachca.gov/files/users/planning/Address_Assignment_Application_2009.pdf)

1.00: Information

- 1.01: Project Address: _____
- 1.02: Project Assessors Parcel Number: _____
- 1.03: Name of Applicant (Primary Contact): _____
- 1.04: Applicant is: Owner Owner's Representative
 Other
- 1.05: Applicant's Address Line 1: _____
- 1.06: Applicant's Address Line 2: _____
- 1.07: Applicant's Phone Number: _____
- 1.08: Applicant's Mobile Number: _____
- 1.09: Applicant's Fax Number: _____
- 1.10: Applicant's Email Address: _____
- 1.11: Name of Property Owner: _____
- 1.12: Property Owner's Address Line 1: _____
- 1.13: Property Owner's Address Line 2: _____
- 1.14: Property Owner's Phone Number: _____

If Applicant is the Property Owner and the name and contact information above is the same, initial here _____ and proceed to 2.01.

<Continue to next Page>

2.00: Project Owner Information (i.e., carrier)

2.01: Disclose the Names, Addresses, contact persons, and telephone numbers for all Project Owners (use additional sheets if required and mark as "Attachment 2.01"):

2.02: Project Owner Name (i.e., carrier or licensee): _____

2.03: Address (line 1): _____

2.04: Address (line 2): _____

2.05: City: _____ State: _____ Zip: _____

2.06: Contact Person Name: _____

2.07: Contact Person's telephone number/extension: _____

2.08: If the Applicant is not the project owner, attach a letter of agency appointing the Applicant as representative of the Project Owner(s) in connection with this application. Designate the letter of agency as "Attachment 2.08".

Initial here _____ if Attachment 2.08 is attached to this application, and continue to 2.09.

2.09: If the Applicant is not the property owner, attach a letter of agency appointing the Applicant or Project Owner as representative of the Property Owner in connection with this application. Designate the letter of agency as "Attachment 2.09".

Initial here _____ if Attachment 2.09 is attached to this application, and continue to 3.00.

<Continue to next page>

3.00: Project Purpose

3.01: Justification. Provide a non-technical narrative, accompanied by written documentation where appropriate, which explains the purpose(s) of the proposed Project. Label as "Attachment 3.01."

3.02: Indicate whether the primary purpose of the Project is to add additional network capacity, to increase existing signal level, or to provide new radio frequency coverage (check only one).

_____ Add network capacity without adding significant new RF coverage area

_____ Increase the existing RF signal level in an existing coverage area

_____ Provide new radio frequency coverage in a specific area not already served by existing radio frequency coverage by the same Owner or affiliated entity (such as roaming agreement with an affiliated entity for a cellular or PCS carrier).

_____ Other

3.03: If the answer in 3.02 is not "Other" proceed to 3.05.

3.04: Attach a statement fully and expansively describing the "Other" primary purpose of this project. Designate this attachment, "Attachment 3.04".

Initial here _____ to indicate that Attachment 3.04 is attached to this application.

3.05: Provide three (3) sets of site plans, floor plans, and building elevations a maximum of 24" x 36" in size. Plans shall conform to the following applicable requirements:

- a. Draw to scale (minimum scale 1/8"= 1' or 1"= 30'); indicate dimensions of building and floor uses; and north direction arrow. Plans shall be oriented so that north points to the top of the page.
- b. Plot the entire parcel and dimension all pertinent data such as easements, driveways, landscaping, parking, fencing, and distances to all property lines.
- c. Plot all existing and proposed physical features, fences/walls, and structures on the subject property and abutting properties.
- d. Dimension to the nearest intersecting street and identify all street names.
- e. Dimension height of all structures from the highest adjacent curb.
- f. Building elevations shall depict all sides of building and indicate colors and materials proposed.
- g. Identify the legal description of the subject property on the site plan.
- h. Fold all plans to a maximum size of 8-1/2" x 11" (lower right corner out).

3.06: Is the project: _____ Stealth (HBZSO Section 230.96.B.8)
_____ Completely Stealth (HBZSO Section 230.96.B.2)
_____ Visible, Not Stealth

Office Use Only:
_____ Zoning
_____ General Plan
_____ Major Intersection
_____ DM

<Continue to next page>

4.00: Radio Frequency Coverage Maps

4.01: Where the licensee intends to provide radio frequency geographic coverage to a defined area from the Project (including applicants in the cellular, PCS, broadcast, ESMR/SMR categories), the coverage maps and information requested below are required attachments. All others proceed to 5.00.

For the coverage maps required here, the following mandatory requirement(s) apply:

1. The size of each submitted map must be no smaller than 8.5" by 11", and all maps must be of the same physical size, scale, and depict the same geographic area. Include major streets and street names on each map. All maps must share a common color scheme.
2. If the FCC rules for any proposed radio service define a minimum radio frequency signal strength level, that level must be shown on the map in a color easily distinguishable from the base paper or transparency layer, and adequately identified by RF level and map color or gradient in the map legend. If no minimum signal level is defined by the FCC rules you must indicate that in the legend of each RF coverage map. You may show other RF signal level(s) on the map so long as they are adequately identified by objective RF level and map color or gradient in the map legend.
3. RF coverage maps with labels such as, "In-Building", "In-Car", and "Outdoor" or referencing a link budget without corresponding signal strengths in units of "dBm" will be rejected.
4. Where the City of Huntington Beach determines that one or more submitted maps are inadequate, it reserves the right to require that one or more supplemental maps with greater or different detail be submitted.

4.02: Map of existing RF coverage within the City of Huntington Beach on the same network. This map should not depict any RF signal coverage to be provided by the Project. Designate this map "Attachment 4.02".

Initial here _____ to indicate that Attachment 4.02 is attached to this application.

4.03 Map of RF coverage to be provided only by the Project. This map should not depict any RF coverage provided by any other existing or proposed wireless sites. Designate this map "Attachment 4.03".

Initial here _____ to indicate that Attachment 4.03 is attached to this application.

4.04 Map of RF coverage to be provided by the Project and other wireless sites on the same network should the Project be approved. Designate this map "Attachment 4.04".

Initial here _____ to indicate that Attachment 4.04 is attached to this application.

Office Use Only:

Check Carrier website for coverage in vicinity

- Project Planner to verify gap in coverage exists
- Does coverage exist on carrier's website in project vicinity? _____ Yes _____ No

<Continue to next page>

5.00: Project Photographs and Photo Simulations

5.01: Where an Applicant proposes to construct or modify a wireless site, the Applicant shall submit pre-project photographs, and photo simulations showing the project after completion of construction, all consistent with the following standards:

1. Minimum size of each photograph and photo simulation must be 8.5" by 11" (portrait or landscape orientation).
2. All elements of the project as proposed by the Applicant must be shown in one or more close-in photo simulations.
3. The overall project as proposed by the Applicant must be shown in five or more area photographs and photo simulations. Photographs and photo simulation views must, at a minimum, be taken from widely scattered positions separated by an angle of no greater than 72 degrees from any other photo location.
4. For each photograph and photo simulation. Show on an area map the location and perspective angle of each photograph and photo simulation in relationship to the Project location.
5. All 'before' and 'after' photographs and photo simulations must be of the same scale. For example, do not place a smaller 'before' photo in a box on the same page as a large "after" photo simulation.

The number of site photographs, and photo simulations, and the actual or simulated camera location of these photographs and photo simulations are subject to City of Huntington Beach determination. The Applicant must submit photographs and photo simulations consistent with these instructions, and be prepared to provide additional photographs and photo simulations should they be requested by the City of Huntington Beach.

<Continue to next page>

6.00: Candidate Sites

6.01: For applicants in the cellular, PCS, broadcast, ESMR/SMR categories, and others as requested by the City of Huntington Beach, the information requested in Section 6 is required. All others proceed to 7.00

6.02: Has the Applicant or Owner or anyone working on behalf of the Applicant or Owner secured or attempted to secure any leases or lease-options or similar formal or informal agreements in connection with this project for any sites other than the candidate site identified in 1.01 and 1.02
_____ Yes _____ No

6.03: If the answer to 6.02 is NO, proceed to 6.05. If no alternate locations are identified the project may be rejected.

6.04: Provide the physical address of each such other location, and provide an expansive technical explanation as to why each such other site was disfavored over the Project Site. Designate this attachment "Attachment 6.04".

Initial here _____ to indicate that Attachment 6.04 is attached to this application.

6.05: Considering this proposed site, is it the one and only one location within or without the City of Huntington Beach that can possibly meet the objective of the project?
_____ Yes _____ No

6.06: If the answer to 6.05 is NO, provide alternate locations (list with address and map) that can meet the objective of the project. Proceed to 7.00. Note that the project may be rejected since it is not the one and only location that can meet the objective of the project. Designate this "Attachment 6.06".

Initial here _____ to indicate that Attachment 6.06 is attached to this application.

6.07 Provide a technically expansive and detailed explanation supported as required by comprehensive radio frequency data fully describing why the proposed site is the one and only one location within or without the City of Huntington Beach that can possibly meet the radio frequency objectives of the project. Explain, in exact and expansive technical detail, all of the objectives of this project. Designate this attachment, "Attachment 6.07".

Initial here _____ to indicate that Attachment 6.07 is attached to this application.

<Continue to next page>

7.00: Identification of Key Persons

7.01: Identify by name, title, company affiliation, work address, telephone number and extension, and email address the key person or persons most knowledgeable regarding:

7.02: (1) The site selection for the proposed project, including alternatives;

7.03: Name: _____
7.04: Title: _____
7.05: Company Affiliation: _____
7.06: Work Address: _____
7.07: Telephone / Ext.: _____
7.08: Email Address: _____

(2) The radio frequency engineering of the proposed project;

7.09: Name: _____
7.10: Title: _____
7.11: Company Affiliation: _____
7.12: Work Address: _____
7.13: Telephone / Ext.: _____
7.14: Email Address: _____

(3) Rejection of other candidate sites evaluated, if any:

7.15: Name: _____
7.16: Title: _____
7.17: Company Affiliation: _____
7.18: Work Address: _____
7.19: Telephone / Ext.: _____
7.20: Email Address: _____

(4) Approval of the selection of the proposed site identified in this project;

7.21: Name: _____
7.22: Title: _____
7.23: Company Affiliation: _____
7.24: Work Address: _____
7.25: Telephone / Ext.: _____
7.26: Email Address: _____

7.27 If more than one person is/was involved in any of the four functions identified in this section, attach a separate sheet providing the same information for each additional person, and identifying which function or functions are/were performed by each additional person. Designate this attachment, "Attachment 7.27".

Initial here _____ to indicate that the information above is complete and there is no attachment 7.27, or initial here _____ to indicate that Attachment 7.27 is attached to this application.

<Continue to next page>

8.00: Form Certification

8.01: The undersigned certifies on behalf of itself and the Applicant that the answers provided here are true and complete to the best of the undersigned's knowledge.

Signature

Title

Print Name

Email Address

Print Company Name

Telephone Number/extension

Date Signed

<Stop Here. End of Form.>