

Site ID#: _____

Date Received: _____



CITY OF HUNTINGTON BEACH
2000 Main Street ♦ PO Box 190 ♦ CA 92648

Travis K. Hopkins, PE
Director

Department of Public Works
(714) 536-5431

Wireless Permit Application No.: _____

Fee Per Site: _____ \$1,287.00

Receipt: _____

Date Paid: _____

**CITY OF HUNTINGTON BEACH
WIRELESS PERMIT APPLICATION FORM
FOR INSTALLATIONS IN THE PUBLIC RIGHT-OF-WAY**

This form is designed to gather 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 approval process. No application for a new wireless site Permit or modification of an existing wireless site Permit that qualifies for Director approval 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 Public Works Department. Each page must be signed and/or initialed where indicated.

Questions about this form or the required information should be directed to the City of Huntington Beach Department of Public Works, Development Services Section at (714) 536-5524.

You are advised to be familiar with the Huntington Beach Municipal Code, Zoning and Subdivision Ordinance (HBZSO), City of Huntington Beach Public Works Standard Plans, and the Standard Specifications for Public Works Construction (i.e. "Green Book"), which establish standards and guidelines for the installation of wireless communication facilities and supporting utilities in the City of Huntington Beach public right-of-way.

Revision Date: 07/30/2018

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Prior to submittal of a Wireless Permit Application, a draft License Agreement as well as an address assignment shall be obtained for all freestanding wireless communications facilities. (See City of Huntington Beach Office of Business Development)

1.00 Information

1.01 Project Address – 25 maximum locations per application:

Use separate City-approved spreadsheet to list addresses if applying for more than one (1) location.

Designate as “Attachment 1.01”

Initial here _____ if Attachment 1.01 is attached to this application, and continue to 1.02.

1.02 Project Global Positioning System (GPS) coordinates (list original pole coordinates and new coordinates – if pole replaced):

Add this information to “Attachment 1.01” if applying for more than one (1) location

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 Email Address:

1.10 Name of Property Owner:

1.11 Property Owner’s Address Line 1:

1.12 Property Owner’s Address Line 2:

1.13 Property Owner’s Phone Number:

<Continue to next page>

2.00 **Project Owner Information**

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"

Initial here _____ if Attachment 2.01 is attached to this application, and continue to 2.02.

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

2.03 Project Owner Address (line 1): _____

2.04 Project Owner Address (line 2): _____

2.05 Project Owner City: _____ State: _____ Zip: _____

2.06 Contact Person's Name: _____

2.07 Contact Person's telephone number/extension: _____

2.08 Contact Person's email address: _____

2.09 If the Applicant is not the Project Owner, attach a letter from Agency appointing the Applicant as representative of the Project Owner(s) in connection with this application.

Designate the letter from Agency as "Attachment 2.09"

Initial here _____ if Attachment 2.09 is attached to this application, and continue to 2.10.

2.10 Attach a copy of the draft License Agreement. *(See City of Huntington Beach Office of Business Development)*

*Designate the License Agreement as Attachment 2.10***

Initial here _____ if Attachment 2.10 is attached to this application, and continue to 3.00.

****NOTE:** *Application will not be processed by Public Works without this Attachment.*

<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.

Designate this attachment as "Attachment 3.01"

Initial here _____ if Attachment 3.01 is attached to this application, and continue to 3.02.

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 (RF) coverage, or other.

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 as "Attachment 3.04"

Initial here _____ if Attachment 3.04 is attached to this application, and continue to 3.05.

3.05 Which of these City of Huntington Beach Standard Plans does your installation comply with?

- City Stnd # 801 – Equipment Underground
- City Stnd # 802 – Stealth Pole
- City Stnd # 803 – Semi Stealth Pole
- City Stnd # 804 – Sleek Pole

*Note: Any proposed small cell installation that does not comply with one of the above Public Works Standard Plans requires a Conditional Use Permit pursuant to HBZSO 230.96(E)(3). (See *Community Development Department for details*)

3.06 Is your project located on Beach Boulevard or Pacific Coast Highway?

Yes _____ No _____

Applicant must initial here: _____

If yes, be advised that a Caltrans Encroachment Permit will be required prior to issuance of a City of Huntington Beach Encroachment Permit for wireless installation in public right-of-way.

<Continue to next page>

3.07 Is your project in the Coastal Zone? Yes ____ No ____
Check Only One:

Coastal Development Permit Required? Yes [] No []

Comments/CDP per section: _____

Community Development Department Signature

Print Name of Signer above

3.08 Is your project located in a Specific Plan area? Yes ____ No ____

Specific Plan Amendment Required? Yes [] No []

Indicate Specific Plan Area and Subarea, if applicable:

Comments: _____

Community Development Department Signature

Print Name of Signer above

3.09 Provide three (3) complete sets of site plans: antenna/equipment plans, fiber-optic backbone plans, traffic control plans and pole elevations plotted to scale on maximum 24" x 36" sheets. Plans shall conform to HBZSO Section 230.96 and the following applicable requirements:

- a. Draw to scale (minimum scale 1/8" = 1' or standard engineering scales) and include *North* direction arrow. Plans shall be oriented so that north points to the top of the page.
- b. Plot the entire site and dimensions of all pertinent data such as easements, driveways, landscaping, parking, fencing, and distances to all property lines.
- c. Plot all existing and proposed physical features, conduits, boxes, antennas, utility poles, and structures at the subject property and abutting properties within 100 feet of the site.
- d. Street station the site to the nearest intersecting street and identify all street names.
- e. Dimension height of all structures from the highest adjacent curb.
- f. Fold all plans to a maximum size of 8-1/2" x 11" (lower right corner out).

<Continue to next page>

4.00 **Project Photographs and Photo Simulations**

4.01 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, and must be provided depicting the view corridor from every residential unit at every elevation (i.e. ground floor, second story, third story, etc.).
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.

Designate photos as “Attachment 4.01”

<Continue to next page>

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5.00 Form Certification

5.01 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

Date Signed

< Continue to next page.>

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6.00 **Public Works Approval (to be completed and signed by Public Works Staff)**

6.01 Is executed License Agreement attached? (See Section 2.10)

- Yes
- No
- Pending

6.02 Is Community Development Dept. approval attached for Coastal Zone? (See Section 3.07)

- Yes
- No
- Not Applicable

6.03 Is Community Development Dept. approval attached for Specific Plan Area? (See Section 3.08)

- Yes
- No
- Not Applicable

6.04 Public Works Application Approval:

No *Date Returned to Applicant: _____

Returned by: _____

Reviewer Name / Signature

Remarks: _____

***If applicant does not submit revised application within 45 calendar days, the application will be deemed denied; the pole reservation provided by the City of Huntington Beach Office of Business Development shall be forfeited; and the process shall begin over, including payment of deposit.**

Yes Approved by: _____
Approval Signature

Approved by: _____
Printed Name of Approval Signer

Approval Date: _____
Date Approval Signed

IMPORTANT: This is NOT a permit to begin construction. Pending approval of this Wireless Permit Application for Installation in the Public Right-Of-Way, contractor may apply for an Encroachment Permit from the Department of Public Works. Appropriate licensing and insurance are required to be submitted by contractor, as well as a copy of this approved Application.

<Stop Here. End of Form.>