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 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, 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 Huntington Beach Municipal Code and Zoning and Subdivision Ordinance (HBZSO), which establishes standards and guidelines for the installation of wireless communication facilities in the City of Huntington Beach.

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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>

 Applicant Must Initial Here: _____

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.

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 Applicant Must Initial Here: _____

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 HBZSO Section 230.96 and 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.10)

_____ Completely Stealth (HBZSO Section 230.96.B.3)

_____ Visible, Not Stealth

Office Use Only:

_____ Zoning

_____ General Plan

_____ Major Intersection

_____ DM

<Continue to next page>

 Applicant Must Initial Here: _____

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.
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.

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 Applicant Must Initial Here: _____

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/extension
Date Signed	

<Stop Here. End of Form.>

 Applicant Must Initial Here: _____