



## **Supplemental Wireless Permit — Facilities in Public Right-of-Way Application Packet**

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

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Dear Applicant:

In an effort to improve customer service and ensure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that a complete application submittal is crucial to the review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

Consequently, at the time of application submittal, the Planning Department will only accept complete applications. To this end, at the time of application submittal, Planning and Engineering Department staff will be reviewing all submitted applications, plans, and information, for compliance with the requirements of this application packet. All items applicable to your application must be provided before the Planning Department staff can accept your application for filing. I suggest that you schedule a pre-submittal review of your application, plans, and information, for compliance with these minimum requirements prior to submitting your application, as the counter staff does not have the authority to waive these requirements. Failure to schedule a pre-submittal review may result in delays in the submittal of your application. Call the Planning Department at (909) 395-2036 to schedule an appointment.

Please remember that failure to provide all of the required plans and information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item required by this application packet, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions regarding the submittal of your application or the application review process, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Noh".

Henry K. Noh  
Planning Director

**ATTENTION!**

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

- Scott Ochoa, City Manager ..... (909) 395-2396 or [sochoa@ontarioca.gov](mailto:sochoa@ontarioca.gov)
- Mike Lorenz, Police Chief ..... (909) 395-2710 or [mlorenz@ontarioca.gov](mailto:mlorenz@ontarioca.gov)
- Ethics Line ..... (800) 500-0333



## Supplemental Wireless Permit — Facilities in Public Right-of-Way Application Form

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**INSTRUCTIONS:**

In addition to the Engineering Department's application for an encroachment permit, persons applying for a wireless encroachment permit under the City of Ontario Municipal Code for the installation and operation of wireless facilities in the public right-of-way must also fill out this supplemental application form and submit it (with all necessary information and documentation) to the Planning Department at the same time as their Engineering Department encroachment permit application.

The applicant shall submit and maintain the basic contact information set forth below, which shall be kept current. The applicant shall notify the City of any changes to the information submitted within 15 calendar days following any such change.

For additional information regarding application requirements and all other requirements, please review the City of Ontario Municipal Code at [http://www.amlegal.com/codes/client/ontario\\_ca/](http://www.amlegal.com/codes/client/ontario_ca/) and the Ontario Development Code at <https://www.ontarioca.gov/government-departments-development-planning/applications-and-documents>. For questions, contact the Planning Department at (909) 395-2036. If your response to a question includes attachments, label the attachments as exhibits that reference the Part and Question numbers. For example, for information requested in Part A, Question 5(a), label the documents: Exhibit A(5)(a).

**PART A: GENERAL INFORMATION (PRINT OR TYPE)**

**1. Contact Information:**

Wireless Facility Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

State all official identification numbers and FCC certifications (if any) and, if different from the owner, the identity of the person or entity responsible for operating the proposed wireless facility (*attach additional sheets if necessary*):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_

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

*For Staff Use Only*

File No.: \_\_\_\_\_  
\_\_\_\_\_

Related Files: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Cash    Check (# \_\_\_\_\_)

Credit Card

Receipt No.: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Local Contact Person for Emergencies: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Purpose of Wireless Facility:**

Is the proposed wireless communications facility to be used for the provision of "personal wireless services" as defined by 47 U.S.C. Section 332(c)(7)(C)(i) on a sole or comingled basis?

No. Specify the type(s) of wireless communications services to be provided using the proposed facility (*attach additional sheets if necessary—please be detailed and specific*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Yes. Specify the type(s) of personal wireless services (*attach additional sheets if necessary—please be detailed and specific*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**3. Type of Application:**

Please check the applicable box(es) and provide the information required below as an attachment to this Application, along with a written explanation identifying the facts relied upon to support the claimed treatment.

Eligible Facilities Requests. Applicant asserts that the application qualifies as an "eligible facilities request" (EFR) (as defined in 47 CFR § 1.40001(b)(3), or any successor provision). Applicant shall submit the information required in the Application Requirements Part C, Section 1 below. **The applicable FCC shot clock is sixty (60) days.**

Collocation – Small Cell Facility (Existing Structure). Applicant asserts that the application is being submitted for approval of a Collocation of a Small Wireless Facility, that is, the proposed facility both meets the definition of "small wireless facility" and is a "collocation" (both as defined by 47 C.F.R. § 1.6002). Replacements of existing structures are not "collocations". Applicant shall submit the information required in Part B and the Application Requirements Part C, Section 3 below. **The applicable FCC shot clock is ninety (90) days (sixty (60) days if application is submitted when FCC 18-133 is in effect).**

Small Cell Facility (New Structure). Applicant asserts that the application is being submitted for approval to deploy a Small Wireless Facility (as defined by 47 C.F.R. § 1.6002(l)) involving placement of a new structure. Replacements of existing structures are considered new structures. Applicant shall submit the information required in Part B and the Application Requirements Part C, Section 3 below. **The applicable FCC shot clock is one hundred and fifty (150) days (ninety (90) days if application is submitted when FCC 18-133 is in effect).**

Other Wireless Facility Expressly Permitted by State or Federal Law to be in the ROW. Applicant asserts that the application is being submitted for approval of a type of wireless services facility that applicable state or federal laws expressly permit to be in the City's public rights-of-way. If you checked this box, please attach an explanation of the basis for your assertion, including citations to supporting law, and state what FCC shot clock you assert applies to this application, if any. Submit the information required in the Application Requirements Part C, Section 3 below. Also, complete Part B if you answered yes to Part A, Question 2.

Permit Renewal. Applicant asserts that the application is being submitted for a renewal of an existing wireless encroachment permit or predecessor permit. If you checked this box, please submit a copy of the original permit,

any prior renewals or extensions thereof, and the information required in the Application Requirements Section Part C(2) below.

**4. Application Fees:**

Applicant shall pay all applicable fees in the amounts established by the current fee schedule. In the event applicant has pre-paid all or a portion of applicable fees, please include a copy of the receipt from that transaction.

**5. Franchises, Authorizations and Licenses:**

To have a complete application, the applicant must have: (a) authorization to use the public rights-of-way; (b) licenses to provide proposed services; and (c) authorization to use the proposed structure.

**a.** Does applicant have an existing franchise or other authorization to place wireless facilities in the public rights-of-way?

No. If no, the application will be considered incomplete.

Yes. If yes, explain source of applicant's right to use the public rights-of-way and submit related documentation. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b.** Has applicant obtained all applicable licenses or other authorizations to provide the services proposed in connection with the application, whether required by the Federal Communications Commission, California Public Utilities Commission, or any other agency with authority over the proposed services.

No.

Yes. If yes, submit related documentation such as FCC licenses or authorizations, a certificate of public convenience and necessity or a wireless identification registration (WIR) from the California Public Utilities Commission.

**c.** Is proposed wireless facility to be attached to a structure owned or controlled by a third party (not the owner of the proposed wireless facility)?

No.

Yes. If yes, identify the owner as one of the following:

The City of Ontario. If you selected the City, select one of the following:

I have a master license or other agreement with the City for use of the facility. [If you check this box, provide the document.]

I have no license or other agreement, but I am applying/have applied for one. [If you check this box, the application must be provided, along with payment or proof of payment of required fees.]

I have no license or other agreement and have not applied for a license or other agreement. By checking this box and signing below, you acknowledge and agree that the wireless encroachment permit applied for is not a substitute for a license or other agreement to use the City facility, and if you have no license or other agreement with the City at the time that an approval of the wireless encroachment permit is granted, such approval may be conditioned on you applying for, or otherwise

obtaining separately, that license or other agreement with the City. Further, you waive the right to claim that any FCC shot clock applies to your request for the license or other agreement.

AGREED: \_\_\_\_\_

- Other Entity (insert name of entity): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

If you selected Other, provide a copy of the authorization or license to use the structure.

**PART B: PERSONAL WIRELESS SERVICES FACILITIES (RESPOND IF APPLICABLE)**

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1. Is the proposed wireless communications facility part of a distributed antenna system ("DAS")?

- No.  
 Yes. By signing below, you acknowledge that all applications for wireless communications facilities comprising the DAS must be submitted concurrently.

AGREED: \_\_\_\_\_

2. Based on the work proposed in connection with this project, identify any and all additional permits, approvals, or agreements ("Ancillary Permissions") that will be required for any work within the boundaries of the City in order to deploy the wireless facilities which you contend must be issued (absent agreement or exceptional circumstances) no later than by the same time the City must take action on the wireless application. It is your responsibility to review the City's Municipal Code, Development Code and policies, and other State or FCC regulations applicable to the deployment of the wireless facility within the City and identify every Ancillary Permission that will be sought in conjunction with that deployment. The failure to conduct the investigation and to accurately identify all Ancillary Permissions may be grounds for denying the application or for declaring it incomplete. For example, if the wireless facility would be placed on a structure where historical review would be required at the federal, State or local level, the applications required for that review must be identified. Please check whether the work proposed will require:

- Building Permit  
 Electrical Permit  
 Other(s) (identify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternatively, rather than identifying all Ancillary Permissions now, you may agree as follows by signing below: "I agree that, except for those applications identified and submitted in response to Question 3 (below) separately for any and all required Ancillary Permissions; any deadlines for action on any Ancillary Permissions will run from the date of those applications, and not from the date of this application; and that no work may be undertaken should this wireless application be granted, or granted subject to conditions, until and unless the same are obtained."

AGREED: \_\_\_\_\_

3. Please provide an attachment that identifies that Ancillary Permission you seek now, and with respect to that Ancillary Permission, include the following completed checklist:

- I have the required permit. [If you check this box, attached the required permit.]
- I have no permit; however, I am applying or have applied for one. [If you check this box, the application must be provided along with all fees or proof of fee payment provided.]

**APPLICANT ACKNOWLEDGMENT**

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I, the undersigned, do hereby certify and state that I am the applicant in the foregoing application, that I have read the foregoing Supplemental Application Form and that I know the content thereof, and do further state that the same is true and correct to the best of my knowledge and belief.

I hereby further certify under penalty of perjury that [1] after diligent investigation, the information provided pursuant to this Supplemental Application Form is true, accurate, and complete to the best of my knowledge and belief; and [2] upon completion of the work proposed, the permitted personal wireless services facility will comply with all applicable laws, regulation, practices or other requirements under Federal, State, or local law, including, but not limited to, building and electrical codes, the FCC's radio frequency emissions standards, and the requirements of the Americans with Disabilities Act.

Additionally, I hereby agree to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees, from any claim, action or proceeding against the City of Ontario or its agents, officers or employees, to attack, set aside, void, or annul any approval by the City of Ontario, whether by its City Council, Planning Commission, or other authorized board or officer, as it pertains to this application. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_



## Supplemental Wireless Permit — Facilities in Public Right-of-Way Application Packet – Minimum Filing Requirements

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The information required to be included in your application is dependent upon whether it is an eligible facilities request, a renewal of an existing permit, or any other application type. Please reference the appropriate section below for your application type to read a detailed list of its requirements.

### ELIGIBLE FACILITIES REQUESTS

For an application asserted to be an eligible facilities request, the application shall be provided with the following information and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following plans and information will not be accepted for processing:

#### 1. Location and Zoning Information.

**a.** Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the present zone designation of the project site.

**b.** If the facility is proposed to be attached to an existing pole, provide the pole number.

**c.** Applicant shall include signed documentation indicating that applicant is the owner or is authorized by the owner of the structure and/or property to install and operate the proposed facility.

#### 2. Description of the Proposed Project.

**a.** A description of the proposed facility(ies), including whether the project is a collocated facility or the replacement, removal, or modification of an existing facility.

**b.** A detailed explanation as to why applicant asserts that the facility constitutes an eligible facilities request, including reference to and analysis of applicable FCC rules as they pertain to the proposed facility.

**c.** A list of all facilities and equipment proposed to be installed and the dimensions, weight, and manufacturer's specifications for each.

**d.** A written description of the concealment measures applicant proposes to use to aesthetically blend the facility to the immediate surroundings. This should include at minimum a description of proposed concealment techniques, and the textures and colors to be used in the concealment process.

**e.** A description of any ground disturbance necessary to complete the proposed project.

**f.** A description of the site and any deployment outside the site necessary to complete the proposed project.

**g.** If a collocation, a description of why this installation qualifies as a collocation within the meaning of the FCC rules.

**h.** A description of all changes made to the facility from the date of the original installation (whether or not approved) and the description of the changes in height from January 22, 2012.

**i.** A description of all changes to be made to the existing base station and/or tower, including, among other things, identifying precisely what changes will be made to the supporting structure.

#### 3. Prior Approvals/Permits.

**a.** A copy of all approvals and/or permits for the tower or base station that is to be modified, and any subsequent modification permits, and of any required conditions (imposed by the City and/or third party) placed on the initial or subsequent permits.

**b.** Demonstrate that the facility, as modified, will comply with existing conditions of the underlying approval(s)/permit(s), whether or not it is in compliance with conditions as of the date of application. There must be a plan submitted for correction of any noncompliance condition.

**4. Site Plan.** A facility site plan at a scale of 1"=20' or larger and including the following:

**a.** Existing trees with trunk diameter over six inches, measured at four feet above grade, and/or fifteen feet in overall height within fifty feet of the proposed wireless communication facility;

**b.** Species, diameter and condition of all such trees;

**c.** Final disposition of all existing trees; and

**d.** Species, location and sizes of trees and other vegetation proposed to be installed in conjunction with the wireless communication facility.

**5. Site Photographs.** Current color photographs of the site and its surroundings.



**6. Visual Impact Analysis.** A visual impact analysis, which shall include photomontage, photo simulation or similar technique, demonstrating, from all four primary directions (north, south, east, and west), the potential visual impacts of the proposed facility. Consideration shall be given to views from public areas as well as from private property.

**7. Noise.** Demonstrate compliance with the City's noise ordinance (Ontario Municipal Code Title 5, Chapter 29) by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that are expected to induce or generate noise, as well as anticipated noise levels of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur.

**8. FCC Radio Frequency Standards.** Provide a report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the proposed installation will be compliant with the FCC's standards. The report must also contain the following:

**a.** A description of each of the proposed antennas and all related fixtures, structures, appurtenances and apparatus, including the height above grade, volume in total cubic feet, materials, lighting, and the directionality of each antenna (e.g., omni, directional, etc.);

**b.** The frequency, modulation and class of service;

**c.** Clear identification of areas, both vertically and horizontally, where exposure levels will exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account, and should show exposures based on "worst case" scenarios;

**d.** Certification that the facility will comply with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner in which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated; and

**e.** If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit general public or occupational exposure, identify those conditions, and demonstrate that they have been satisfied, or describe when they will be satisfied.

**9. Structural Analysis.** A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:

**a.** In the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to support the antennas, the proposed method

of affixing the antennas and the precise point at which the antennas shall be mounted;

**b.** In the case of a facility with a support structure (e.g. monopole), documentation that the structure is capable of supporting the antennas (and any other equipment to be attached to or supported by the support structure) and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas, and the precise point at which the antennas shall be mounted; and

**c.** A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) will be placed can safely support the wireless facility; and that all elements of the wireless facility comply with applicable safety standards, including, without limitation, GO 95, 165, and 166.

## **RENEWAL REQUESTS**

For a renewal of an existing permit, the application must provide the following information and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following plans and information will not be accepted for processing:

### **1. Location and Zoning Information.**

**a.** Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the current zone designation of the project site.

**b.** If the existing facility is attached to a pole, provide the pole number.

**c.** Applicant shall include signed documentation indicating that applicant is authorized by the owner of the support structure and/or real property to continue operating the facility.

### **2. Description of the Project for Renewal.**

**a.** A description of the existing facility(ies).

**b.** A list of all facilities and equipment currently installed and the dimensions, weight, and manufacturer's specifications for each.

**c.** A written description of the concealment measures applicant is using to aesthetically blend the facility to the immediate surroundings. This should include at minimum a description of concealment techniques, and the textures and colors used in the concealment process.

**d.** A description of the site and any deployment outside the site.

**e.** A description of all changes made to the facility from the date of the original installation (whether or not

approved) and a description of the changes in height from January 22, 2012.

**3. Prior Approvals/Permits.**

**a.** A copy of all approvals and/or permits for the tower or base station and any subsequent modification permits, and of any required conditions (imposed by the City and/or third party) placed on the initial or subsequent permits.

**b.** Demonstrate that the facility is in compliance with existing conditions of the underlying approval(s)/permit(s). If the facility is not in compliance with conditions as of the date of application, there must be a plan submitted for correction of any non-compliance condition.

**4. Facility Plan and Photograph(s).**

**a.** An existing facility plan at a scale of 1"=20' or larger and including a north-pointing arrow on each sheet and title block with applicant's name, owner's name, and contact information.

**b.** Current color photographs of the facility and its surroundings.

**5. Visual Impact Analysis.** A visual impact analysis, which shall include photographs, demonstrating from all four primary directions (north, south, east, and west) the visual impacts of the existing facility. Consideration shall be given to views from public areas as well as from private property.

**6. Noise.** Demonstrate continued compliance with the City's noise ordinance (Ontario Municipal Code Title 5, Chapter 29) by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that induce or generate noise, as well as the noise levels of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur.

**7. FCC Radio Frequency Standards.** A report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the existing facility is compliant with the FCC's standards. The report must also contain the following:

**a.** A description of each of the antennas and all related fixtures, structures, appurtenances and apparatus, including the height above grade, volume in total cubic feet, materials, lighting, and the directionality of each antenna (e.g., omni, directional, etc.);

**b.** The frequency, modulation and class of service;

**c.** Clear identification of areas, both vertically and horizontally, where exposure levels exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account,

and should show exposures based on "worst case" scenarios;

**d.** Certification that the facility is in compliance with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner in which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated; and

**e.** If the certification of the facility as currently installed is subject to conditions designed to limit general public or occupational exposure, identify those conditions, and demonstrate that they have been satisfied, or describe when they will be satisfied.

**8. Structural Analysis.** A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:

**a.** In the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to continue to support the antennas and any required maintenance;

**b.** In the case of a facility with a support structure (e.g. monopole), documentation that the structure is capable of continuing to support the antennas (and any other equipment attached to or supported by the support structure) and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas; and

**c.** A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) is placed can continue to safely support the wireless facility; and that all elements of the wireless facility comply with applicable safety standards, including, without limitation, GO 95, 165, and 166.

**ALL OTHER APPLICATIONS**

For all other types of applications, the following shall be provided and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following plans and information will not be accepted for processing:

**1. Location and Zoning Information.**

**a.** Location of the project site, including the nearest registered address, the names of the two nearest cross streets, GPS coordinates, and the present zone designation of the project site.

**b.** If the facility is proposed to be attached to an existing utility pole, provide the pole number.

**c.** Applicant shall include signed documentation indicating that applicant is authorized by the owner of the

support structure and/or real property to install and operate the proposed facility.

**2. Description of the Proposed Project.**

**a.** A description of the proposed facility(ies), including whether the project is a new facility, a collocated facility, or a modification to an existing facility.

**b.** If the application is for a small cell facility, an explanation asserting all of the grounds why the proposed facility constitutes a small cell facility.

**c.** If a new facility, the applicant shall include an explanation of whether the new facility could and will be designed to accommodate future wireless facilities.

**d.** A list of all facilities and equipment proposed to be installed and the dimensions, weight, and manufacturer's specifications for each.

**e.** A written description of the concealment measures applicant proposes to use to aesthetically blend the facility to the immediate surroundings. This should include at minimum a description of proposed concealment techniques, and the textures and colors to be used in the concealment process.

**f.** A description of any ground disturbance necessary to complete the proposed project.

**g.** A description of the site and any deployment outside the site necessary to complete the proposed project.

**h.** If a collocation, a description of why this installation qualifies as a collocation within the meaning of the FCC rules. Applicant must also provide the following:

**i.** A description of all installation procedures and plans for the facility; and

**ii.** A description of all changes to be made to the existing structure, which description will, among other things, identify precisely what changes will be made to the supporting structure.

**3. Prior Approvals/Permits.** If a wireless facility already exists on the site, provide the following:

**a.** A copy of all approvals and/or permits for the tower or base station that is to be modified, and any subsequent modification permits, and of any required conditions (imposed by the City and/or third party) placed on the initial or subsequent permits.

**b.** A showing that the facility, as modified, will be in compliance with existing conditions, whether or not it is in compliance with conditions as of the date of application. There must be a plan submitted for correction of any non-compliant condition.

**4. Site Plan.** A facility site plan at a scale of 1"=20' or larger and including the following:

**a.** A north-pointing arrow on each plan sheet;

**b.** Title block with applicant's name, owner's name, and contact information;

**c.** Depiction of the fully-constructed proposed facility;

**d.** Location of lot lines, streets (with street names), easements, and all structures and improvements, including accessory equipment, underground utilities and support structures, existing and proposed;

**e.** Existing and proposed elevations of all facilities, equipment, support structures, appurtenances, and other related structures;

**f.** Slopes, contours, trees and other pertinent physical features of the site, existing and proposed;

**g.** All exterior lighting on the site, existing and proposed;

**h.** Location use and approximate distance from property lines of the nearest structures on all properties abutting the site; and

**i.** The location of parking for maintenance personnel.

**5. Landscape Plan.** If any landscaped ground will be disturbed, a landscape plan for the site, at a scale of 1/8"=1' or larger and including the following:

**a.** Existing trees with trunk diameter over six inches (6") at four feet (4') above grade and/or fifteen feet (15') in overall height within fifty feet (50') of the proposed wireless communication facility;

**b.** Species, diameter and condition of all such trees;

**c.** Final disposition of all existing trees; and

**d.** Species, location and sizes of trees and other vegetation proposed to be installed in conjunction with the wireless communication facility.

**6. Site Photograph(s).** Current color photographs of the site and its surroundings.

**7. Visual Impact Analysis.** A visual impact analysis, which shall include photomontage, photo simulation or similar technique, demonstrating, from all four primary directions (north, south, east, and west) the potential visual impacts of the proposed facility. Consideration shall be given to views from public areas as well as from private property. The analysis shall assess the cumulative impacts of the proposed wireless communication facility and other existing wireless facilities in the area, and shall identify and include all feasible mitigation measures consistent with the technological requirements of the proposed facility.

**8. Noise.** Demonstrate compliance with the City's noise ordinance (Ontario Municipal Code Title 5, Chapter 29) by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that are expected to induce or generate noise, as well as anticipated noise levels of said facilities and/or equipment. For facilities that generate noise, please provide testing data for noise assuming

maximum facility utilization and operational utilization (worst case) 10 feet from the source. Specify times and conditions during which noise generation will occur.

**9. FCC Radio Frequency Standards.** A report signed by a California licensed professional engineer with expertise in radio communications facilities and the calculation of radio frequency emissions that affirms, under penalty of perjury, that the proposed installation will be compliant with the FCC's standards. The report must also contain the following:

**a.** A description of each of the proposed antennas and all related fixtures, structures, appurtenances and apparatus, including the height above grade, volume in total cubic feet, materials, lighting, and the directionality of each antenna (e.g., omni, directional, etc.);

**b.** The frequency, modulation and class of service;

**c.** A clear identification of areas, both vertically and horizontally, where exposure levels will exceed FCC standards for general public and occupational exposures. Please note that applicant's analysis must show that it has appropriately taken cumulative exposures into account, and should show exposures based on "worst case" scenarios;

**d.** A certification that the facility will comply with all applicable standards for radio frequency emissions, including cumulative effects, and a description of the manner in which the radio frequency emissions for the facility were calculated and the results of those calculations. Individual and cumulative emissions should be evaluated; and

**e.** If the certification of the facility as currently installed, or as proposed to be modified, is subject to conditions designed to limit general public or occupational exposure, identify those conditions, and demonstrate that they have been satisfied, or describe when they will be satisfied.

**10. Structural Analysis.** A report signed by a California licensed professional engineer qualified in structural engineering, containing the following:

**a.** In the case of a wireless facility attached to existing infrastructure, documentation of the ability of the structure to support the antennas, the proposed method of affixing the antennas and the precise point at which the antennas shall be mounted;

**b.** In the case of a facility with a support structure (e.g. monopole), documentation that the structure is capable of supporting the antennas (and any other equipment to be attached to or supported by the support structure) and complies with applicable laws and codes, as well as the structure's capacity for additional collocated antennas, and the precise point at which the antennas shall be mounted; and

**c.** A certification that the structure(s) on which the wireless facility (including all accessory equipment, such as radios, cabinets, etc.) will be placed can safely support

the wireless facility; and that all elements of the wireless facility comply with applicable safety standards, including, without limitation, GO 95, 165, and 166.

**11. Justification for Location/Collocation.**

**a.** Justification as to why the applicant chose the location for the proposed wireless communication facility. Such justification shall include a written assessment of not less than two (2) alternative locations considered by the applicant and the reasons why said alternative locations were rejected as candidates.

**b.** A written explanation of the applicant's investigation into collocating the proposed facility with an existing facility. Indicate whether collocation is or is not feasible and why.

**12. Map of Applicant's Existing Wireless Facilities and Coverage Assessment.** A map and narrative description of all existing wireless facility sites used by the applicant which are located within the City, and any wireless facility sites located outside of the City but which provide coverage within any part of the City.



## **Supplemental Wireless Permit — Facilities in Public Right-of-Way Application Packet – Minimum Filing Requirements**

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

The establishment of Small Cell Wireless Telecommunications Facilities is subject to review and approval utilizing the Building Department's plan check review/approval process, and must conform to the following conditions:

**(1)** Small cell wireless telecommunications facilities should be attached to existing City light standards; however, if new or replacement light standards are necessary, concrete or steel poles shall be used, which match poles in the surrounding area and is consistent with current City standards. The use of new or existing wood poles shall not be permitted.

**(2)** Small cell wireless telecommunications facilities shall be limited to single-carrier facilities.

**(3)** All transmission equipment, excluding antennas and remote radio units, shall be placed underground, to the extent possible, in a manner consistent with City regulations. To the extent that the project proponent determines that all transmission equipment cannot be placed underground, the project proponent shall provide written supporting justification to the City, which excludes the cost of equipment undergrounding, for review and approval by the Planning Director and City Engineer.

**(4)** Small cell wireless telecommunications facilities shall be erected to a height no greater than the height of surrounding light standards, not to exceed a total of 35 FT, including antennas, lightning rods, or other extensions.

**(5)** Supporting equipment, such as cabling and conduits, shall be concealed within the pole so as not to be visible to the public. All other equipment such as antennas, enclosures, brackets, equipment boxes, etc., shall be painted to match pole.

**(6)** A Small Cell Wireless Telecommunications Facilities Agreement by and between the City and the project proponent shall be prepared, and reviewed and approved by the City Council, prior to encroachment permit issuance by the City for the installation of small cell telecommunications facilities.