



COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927

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Supplemental Planning Entitlement Application

Wireless Telecommunication Facility Permit

The following information is requested to expedite the review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Contact Planning if you have any questions; omissions and errors could delay your project.

Requirements for a Complete Application

The following items are **REQUIRED** for a complete application:

- Property Owner's Written Consent on Planning Entitlement Application (if the applicant is not the Property Owner) (separate form)
- Plans (see Site Plan, Landscape Plan, and Elevations checklists below)
- Photo Simulations
- Electromagnetic Fields (EMF)/Radiofrequency (RF) Report
- Noise and Acoustical Report for equipment
- Alternative Location Statement (see below)
- Co-location Statement (see below)
- Geographic Service Area Map (see checklist below)
- Environmental Questionnaire (separate form)

Select the wireless telecommunication facility type:

- New tower
- Co-location
- Building or roof mounted antenna

Site Plan Checklist

- Name of Applicant
- Project Title
- Street Address/Assessor's Parcel Number(s)
- Vicinity Map
- Workable Scale (i.e. 1" = 10' or 1/4" = 11')
- North Arrow
- Property lines with dimensions, acreage, and setbacks
- Adjacent streets, alleys, and properties
- Existing and proposed easements
- Existing Features: structures (description and size), landscaping, utility poles, hydrants, streetlights, trees (note whether to be retained or removed)
- Footprint and location of new structures with setbacks
- Pedestrian walkways including connection to public right-of-way
- Parking stalls, driveways and dimensions (including handicapped stalls and ramps as applicable)
- Location and height of freestanding signs
- Fence locations and height(s)
- Delineation of phasing, if applicable
- Commercial and industrial projects: Loading docks, open storage, etc.
- Residential: Recreation facilities and other amenities

Landscape Plan Checklist

- | | |
|--|---|
| <input type="checkbox"/> Name of Applicant | <input type="checkbox"/> Hardscape features and materials, including walkways |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> Trees to remain or be removed (note species and size) |
| <input type="checkbox"/> Street Address/Assessor's Parcel Number(s) | <input type="checkbox"/> Fence or wall locations, heights, and material |
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Percentage of pavement shading in parking area(s); minimum 50% required |
| <input type="checkbox"/> Workable Scale (i.e. 1" = 10' or 1/4" = 11') | <input type="checkbox"/> Location of utility company transformer boxes, poles, fixtures, etc. |
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Exterior lighting: location, height, design, type of lamp, and intensity and IES cutoff classification |
| <input type="checkbox"/> Property lines with dimensions, acreage, and setbacks | |
| <input type="checkbox"/> Adjacent streets, alleys and properties | |
| <input type="checkbox"/> Planting plan with legend | |
| <input type="checkbox"/> Footprint and location of existing and new structures | |

Elevations Checklist

- | | |
|--|---|
| <input type="checkbox"/> Name of Applicant | <input type="checkbox"/> Accurate depiction/specification of materials/colors |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> Utility panels, meters, conduits, generators, HVAC units |
| <input type="checkbox"/> Street Address/Assessor's Parcel Number(s) | <input type="checkbox"/> Utility/Service Entrances |
| <input type="checkbox"/> Workable Scale (i.e. 1" = 10' or 1/4" = 11') | <input type="checkbox"/> Location, design, type, and intensity of lighting |
| <input type="checkbox"/> Detailed exterior elevations - full color-all sides, identified by cardinal direction | |

Geographic Service Area Map Checklist

- | | |
|--|--|
| <input type="checkbox"/> Name of Applicant | <input type="checkbox"/> The hand-off sites within the 10-mile area noted above |
| <input type="checkbox"/> Project Title | <input type="checkbox"/> The area in which the facility could be located to provide the proposed new or expanded service |
| <input type="checkbox"/> Street Address/Assessor's Parcel Number(s) | <input type="checkbox"/> All other existing sites that could be used for the proposed antenna location |
| <input type="checkbox"/> Wireless telecommunications network within 10 miles in all directions of the proposed site, including all facilities which exist at the time and for which applications are pending | |

Co-location Statement

Provide a statement as to whether the proposed facility will allow other carriers to co-locate on their facilities whenever technically and economically feasible and aesthetically desirable.

Alternative Location Statement

Provide a statement of how the proposed facility satisfies the locational preferences established by [Chico Municipal Code 19.78](#), or if the proposed location is not a preferred location, a description of the preferred location sites within the geographic service area and a statement of why each alternative site was rejected.