



## **Administrative Site Plan Checklist for Wireless Telecommunication Facilities**

### **APPLICATION PROCEDURES AND FILING REQUIREMENTS SECTION**

**ALL ENTITLEMENT SUBMITTALS FOR WIRELESS TELECOMMUNICATION FACILITIES MUST BE SUBMITTED TO THE PLANNING DEPARTMENT OVER THE COUNTER MONDAY THROUGH THURSDAY FROM 8:00 A.M. to 5:00 P.M.**

- A. **Pre-Application Meeting:** Fontana Municipal Code Section No. 30-78 and 30-117 require that the applicant submit a Pre-Application Meeting (PAM) request to the Planning Department. This early review process is intended to provide the applicant with the necessary information on their proposed project to make an informed decision prior to submitting a formal entitlement application.
- B. **First Submittal:** This first submittal will be reviewed internally by city staff and responsible agencies only. The first submittal is intended to determine if it is complete or incomplete and to provide initial comments and conditions. Submittal of the application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted.
1. **Uniform Application.**
  2. **Notarized Property Owner Affidavit.**
  3. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Additional fees may be required at Second Submittal. Fee schedule attached.
  4. **Preliminary Title Report:** A Title Report within the last three (3) months.
  5. **Development Package:** Two (2) sets of 11" x 17" plans and a digital PDF copy of the plans shall be emailed directly to [Planningpc@fontanaca.gov](mailto:Planningpc@fontanaca.gov) at time of submittal. All plan sets shall be collated and stapled as a complete set.
  6. **Environmental Form:** A completed Environmental Information Form.
  7. **Inventory List & Maps:** Inventory list and map of all existing wireless telecommunications facility site(s), tower(s), antenna(s), within the jurisdiction of the city including specific information about the location, height, field strength or power density, calculated geographic service, and design of each tower.
  8. **Site Justification Letter/Report:** A letter or report coordinating with the inventory list and propagation coverage map that justifies the need or requirements for the proposed wireless telecommunications facility, location, and design. Include a justification that explains why the proposed site was selected and why other potentially alternative sites were not selected.
  9. **Propagation Coverage Map:** Maps showing the existing coverage and coverage to be gained within the new tower in PDF format and a shapefile format.

10. **Photo Simulations:** Detailed photo simulations depicting before and after conditions with proposed landscaping and identifying the potential visual impacts of the proposed telecommunications facility, with at least two views from the public right-of-way.

After the first submittal review you will be informed if your application is deemed complete or incomplete pursuant to the Permit Streamlining Act. If your application is deemed incomplete see “C” below. You will also be provided with preliminary conditions of approval and corrections required to make your application complete. If your application is deemed complete, see “D” below.

**C. Second Submittal:** If the application is determined to be incomplete, staff will notify the project applicant to submit the following required items. The applicant will have the option to make an appointment to meet with city staff when the project is resubmitted. These required items shall incorporate all the comments that were provided from various departments.

1. **For resubmittals:** digital documents can be uploaded to the MCN in your Build Fontana account.
2. **Fees:** The applicant shall be required to pay any applicable Fish and Game (environmental filing) fees. The Project Planner will confirm which additional fees apply to this project.
3. **Public Hearing Information:** Submit the items listed below.
  - A list of all property owners within the project's required mailing radius of 660 ft. The mailing list information shall be obtained from the latest San Bernardino County Equalized Assessment Rolls. Planning Department shall not accept an ownership list which bears a date MORE THAN 90 DAYS PRIOR to the date of the FIRST PUBLIC HEARING OR ADMINISTRATIVE APPROVAL.
  - 1" x 2 ¾" Self-adhesive, typed address labels (two sets) listing the name, address and assessor's parcel number of all property owners within the project's mailing radius
  - A radius map clearly drawn in red ink on the Assessor's Parcel maps showing the subject site and all properties within 660 ft. of the exterior boundaries of the project site. The Assessor's pages shall be merged together on an 8 ½" x 11" format.
  - One labeled business size envelope (Size 10; 4 ⅛" x 9 ½") prepared for mailing for each name on the mailing list with the City's return address as shown below. (Must be First Class® postage **Forever Stamps**, they are non-denominational, which means that they can be used to mail First Class letters no matter what the postal rate).

City of Fontana Planning Department 8353 Sierra Avenue Fontana, CA 92335	Forever Stamp
000-000-00 (Assessor's Parcel No.) Property Owners name Address Fontana, CA 92335/6	

4. **Notification Sign:** Required to be installed within two (2) weeks after formal submittal.  
See attached sheet for required sign information, sign height, letter height, etc.

**D. Submittal for Final Action: After the reviews by city staff are complete and prior to scheduling for Director's Action, the following required items must be submitted:**

1. All finalized documents can be uploaded directly to the MCN in your Build Fontana account.
1. Full sets of plans and colored plans including Site Plan, Elevations, and Conceptual Grading and Landscape incorporating all necessary revisions, changes, etc.