City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

WIRELESS EQUIPMENT CO-LOCATION APPLICATION GUIDE

Wireless telecommunication facilities are governed by Chapter 22.42 of the Cerritos Municipal Code, which is incorporated to this application by reference, and which is available on the City of Cerritos website at www.cerritos.us under GOVERNMENT » City Regulations » Cerritos Municipal Code » Title 22 » Chapter 22.42. Collocation of wireless equipment at an existing, approved wireless telecommunication facility, subject to limitations described below, may be approved administratively following the completion of this evaluation form and submittal of all items required herein, and thereafter the City has reviewed this information and determined the project to be eligible to be administratively approved.

Check One: ☐ NEW: This request is for a NEW wireless telecommunication permit.

☐ RENEWAL: This request is for the RENEWAL of an existing wireless telecommunication permit. The permit number is written below.

WTP # _____

SUBMITTAL PROCEDURE: Prior to submitting this application, please call (562) 916-1201 to schedule an appointment with City staff at the subject property, in order to identify any existing maintenance or design-related issues to be addressed in the plan submittal. Upon completion of the site inspection, applications may be submitted accordingly. Wireless telecommunication application submittals are only accepted on Mondays and Tuesdays from 8:00 a.m. to 4:00 p.m. In-person wireless telecommunication application submittals are by appointment only, and walk-in applicants will not be accepted. Appointments can be scheduled by calling (562) 916-1201. Any in-person or online wireless telecommunication project/permit submitted after 4:00 p.m. on Monday, whether online or in-person, will be deemed submitted on the following Tuesday, and any application submitted on Tuesday after 4:00 p.m. will be deemed submitted on the following Monday (or the following Tuesday if Monday is a legal holiday).

1.0 WIRELESS TELECOMMUNICATION FACILITY INFORMATION

1.1 Facility owner: _____ 1.2 Carrier Name: _____

1.3 Facility address: _____

1.4 Most recent City entitlement number: _____

(i.e., Wireless Telecommunication Permit [WTP] number, Precise Plan [PP] number, or other City ID)

2.0 APPLICANT INFORMATION

2.1 Name of applicant/ representative of owner: _____ 2.2 Phone Number: _____

2.3 Company name: _____

2.4 Mailing address: _____

2.5 Email address: _____

3.0 ADMINISTRATIVE APPROVAL ELIGIBILITY

Answer the following questions by checking the box labeled either "Yes" or "No" for each question. All questions must be answered to the applicant's best ability and best knowledge.

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QUESTION	YES	NO
3.1 Will the physical dimensions of the proposed wireless tower, including antennas and antenna mounts, cables, and any camouflaging, change in any dimension (height, width, depth) by more than ten percent (10%)? If yes, describe in exact detail all such change(s)	☐	☐
3.2 Will the total equipment cabinets, existing after the project is complete, increase over the pre-project number of equipment cabinets by more than four cabinets since the initial permit was granted for the project site?	☐	☐
3.3 Will the proposed number of equipment cabinets and existing cabinets exceed four (4) in total from what was *originally* permitted for this project site?	☐	☐
3.4 Will the surface space occupied by the proposed project increase by more than ten percent (10%) over the surface space occupied by the existing project shown in the permit identified in Question 1.4 above?	☐	☐
3.5 Will the proposed project result in the removal of any existing camouflaging elements at the project site without the replacement of the camouflaging elements as part of the proposed project?	☐	☐
3.6 Will the proposed project involve any non- RF-transmission equipment such as standby power generators of any type, site security devices such as cameras, etc.? If so, describe all such non- RF-transmission equipment in detail.	☐	☐
3.7 Will the project, as proposed, exceed the FCC's radio frequency emissions rules (47 C.F.R. § 1.1307 *et seq*) for Uncontrolled Exposure to members of the General Population in any area accessible by members of the General Population?	☐	☐

If the answer to any of the questions in Section 3 is "Yes," the project *may* be subject to a more intensive review instead as an entitlement amendment by way of submittal of a completed Wireless Telecommunication Permit (WTP) application. Final determination of the review and approval process for a project rests solely with the City. The WTP application is available on the City of Cerritos website at www.cerritos.us under BUSINESSES » Planning and Building Permits.

4.0 EVALUATION FORM SUBMITTAL CHECKLIST AND SIGNATURE

All of the following items must be submitted with this evaluation form in order for the application to be deemed complete.

☐ 4.1 **Narrative:** Written narrative describing the existing condition of the facility and what is being proposed, including an itemized description of what will be added, changed, and/or removed, as well as what will remain (if any).

☐ 4.2 **Plans:** Three (3) sets of paper plans ("ZD-100" level), minimum 11" x 17" size, including:
- Site plan (must show all elements of existing and proposed project)
- Elevations
- Sections
- Detailed plans
- Color photos of existing conditions
- Color photo simulations of project as proposed (may be 8 ½" x 11" size).

Facility address: _____
(same as item 1.3 on page 1)

FOR OFFICE USE ONLY **M/P#** _____
(Project Reference Number)

☐ 4.3 **RF Compliance Report:** Submit an RF exposure compliance report that certifies that the proposed small wireless facility, as well as any collocated wireless facilities, will comply with applicable federal RF exposure standards and exposure limits. The RF report must be prepared and certified by an RF engineer acceptable to the City. The RF report must include the actual frequency and power levels (in watts ERP) for all existing and proposed antennas at the site and exhibits that show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC) and also the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC). Each such boundary shall be clearly marked and identified for every transmitting antenna at the project site.

☐ 4.4 **Entitlements/Permits:** A complete copy of the most recent existing approved entitlement (Wireless Telecommunication Permit and/or Precise Plan) referenced in item 1.4 on page 1 as well as all subsequent administrative approvals.

☐ 4.5 **Letter of Authorization:** Property Owner's Consent to File Application (see attached) completed by the landowner of the subject property and notarized.

☐ 4.6 **Photo Simulations:** Submit five (5) sets of site photographs and photo simulations (minimum 8 ½" x 11" size) that show both the existing location prior to the collocation/modification and the existing location after collocation/modification of the proposed wireless facility in context from at least three vantage points within the public streets or other publicly accessible spaces, together with a vicinity map that shows the proposed site location and the photo location for each vantage point, for comparison purposes.

☐ 4.7 One electronic file (in 'unlocked' searchable PDF format) of this evaluation form and items 4.1 through 4.6, inclusive, on CD/DVD.

☐ 4.8 Technical consultant review deposit and application fee of $1,676, in accordance with the City's Master Fee Schedule (The unexpended portion, if any, will be refunded to the applicant.)

The undersigned applicant represents that the information provided on and attached to this form is true, accurate, and complete to the applicant's best knowledge.

4.9 Applicant Signature: _____ Date: _____

Facility address: _____
(same as item 1.3 on page 1)

FOR OFFICE USE ONLY **M/P#** _____
(Project Reference Number)

PROPERTY OWNER'S CONSENT TO FILE APPLICATION

I (we), _____, hereby certify that I am (we are) the owner(s) of the property located at _____, and identified as APN _____and that I (we) have reviewed this application and that this application is being filed with the full knowledge and consent of the above property owner(s). I (we) further acknowledge and understand that if the application is approved by the City, the application shall subject the property to conditions of approval. I (we) certify, under penalty of perjury, that the foregoing statements presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

Signature: _____

Mailing Address: _____

Phone: _____

Signature: _____

Mailing Address: _____

Phone: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of)

On _____, before me, _____,Notary Public
(insert name and title of notary public)

personally appeared _____

_____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

_____
Signature of Notary