



City of Pomona  
[www.ci.pomona.ca.us](http://www.ci.pomona.ca.us)  
 (909)620-2288

Public Works Department  
 505 S. Garey Avenue  
 Pomona CA, 91766

## Wireless Communications Facilities

### Instructions:

PDF copies may be emailed to [pwengineering@ci.pomona.ca.us](mailto:pwengineering@ci.pomona.ca.us) with subject "SMALL CELL APPLICATION" in a single email. Do NOT send multiple emails with attachments. One (1) set of hard copy is still required for submittal.

City staff may deem the application incomplete if the applicant fails to include any required information or materials.

### Applicant:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

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

### Property Owner (or pole owner if project is located in the ROW):

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

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

### Application Checklist-Required Materials (PDF and hard copy):

- ☐ Application Form and Fee
- ☐ Project Plans
- ☐ Photo Simulation
- ☐ Prior Permits & Regulatory Approvals
- ☐ Property Owners Authorization
- ☐ Alternative
- ☐ Project Purpose and Technical OBJECTIVES

### Authorized Representative:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

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

### Proposed Site Location and Description:

Proposed Project Address: \_\_\_\_\_ Pole Number: \_\_\_\_\_

Zoning District (for ROW, provide nearest zoning district): \_\_\_\_\_

Project Description (equipment type, dimensions, tower height and specifications): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 1. 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: \_\_\_\_\_

\_\_\_\_\_

Yes. Specify the type(s) of personal wireless services: \_\_\_\_\_

### Staff Use Only

Application Submittal Date \_\_\_\_\_ Completeness Review DUE (30) days \_\_\_\_\_

## 2. 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. *The applicable FCC shot clock is sixty (60) days.*
- ☐ Collocation – Small Cell Facility ( Existing Structure) *The applicable FCC shot clock is sixty (60) days*
- ☐ Small Cell Facility (New Structure). *The applicable FCC shot clock is sixty (60) days.*
- ☐ Other Wireless Facility Expressly Permitted by State or Federal Law to be in the ROW. *The applicable FCC shot clock is sixty (60) days.*

## 3. Authorization to Use Existing Structure Owned by Third Party

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.
  - ☐ Other: \_\_\_\_\_ (provide written authorization from owner)
  - ☐ City
    - ☐ 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 must be separately applied for; that any deadline for action on that application will not begin to run until the complete application is submitted; and that this wireless permit application will remain incomplete until and unless a complete application for a license or other agreement is submitted to the City.]<sup>1</sup>

Agreed: \_\_\_\_\_

(Signature of Applicant)

## 4. Encroachment Permit Required

- ☐ No
- ☐ Yes
  - ☐ I have the required permit. [If you check this box, attached the required permit.]
  - ☐ I have no permit, but I am applying or have applied for one. [If you check this box, the application must be provided and all fees or proof of fee payment provided.
  - ☐ 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: \_\_\_\_\_

(Signature of Applicant)

<sup>1</sup>We encourage informal discussions with respect to use of City-owned or -controlled facilities prior to filing an application.