



## RESIDENTIAL ANTENNA APPLICATION PROCEDURE

Please print or type

### GENERAL NOTES

- A. All information submitted on the application form shall be typed or legibly printed.
- B. Give full and complete answers to all questions. If necessary, attach extra sheets.
- C. All requirements mentioned herein **MUST BE SUBMITTED WITH THE APPLICATION AT THE TIME OF FILING** in order for the application to be accepted.
- D. The term "antenna" as used herein means any system of wires, poles, rods, reflecting satellite discs or similar devices used for the transmission or reception of electromagnetic waves, where the system is external to any building. Antennas shall include devices having active elements extending in any direction and directional beam-type arrays having elements carried by and disposed from a generally horizontal boom which may be mounted upon and rotated through a vertical mast or tower interconnecting the boom and antenna support, all of which elements are deemed to be a part of the antenna.
- E. The minimum setback requirement from the rear property line is ten (10) feet which is measured from the pole. This requirement is specified in the specific uses chapter of the Cerritos Development Code, Section 22.40.910.
- F. The minimum setback requirement from the side property line is five (5) feet, except for corner lots, where side yard setbacks are at least ten (10) feet, this measurement is also taken from the pole. This requirement is specified in the specific uses chapter of the Cerritos Development Code, Section 22.40.910.
- G. If the tract in which the antenna is requested to be located is controlled by a homeowner's association, the plot plan, as described under Exhibit B, must be approved and stamped by the association before consideration will be given to the request.
- H. Building permits are required for any disc antenna over 15 feet in overall height. However, the Department of Community Development must approve all antennas, of any height.
- I. Dish antennas exceeding twenty-four (24) inches in diameter shall not be permitted on the roof.
- J. Screening devices (landscaping or structures) may be required if parts of the dish antenna are visible from adjacent properties or public right-of-ways.

**INFORMATION REQUIRED FOR APPROVAL BY THE DIRECTOR OF COMMUNITY DEVELOPMENT**

- A. Plot Plan (3 copies - Exhibit B)
1. Scale, preferably at least 1" to 30'.
  2. Contents, please provide the following information:
    - a. North arrow;
    - b. Title block showing the address of subject property, name and address of property owner, architect, engineer, and/or developer, and date;
    - c. All boundary lines of subject property fully dimensioned, showing the name and location of abutting streets;
    - d. The location and dimensions of existing public or private easements on the property;
    - e. The location and dimension of all required setbacks;
    - f. The locations of all existing buildings and structures. Full dimensions showing the locations of these buildings within the property lines. For existing buildings and structures, outlines showing roof plans are acceptable;
    - g. For the antenna, all dimensions from property lines and buildings shall be shown;
    - h. The location of the antenna and required screening must be specified.

- B. Manufacturer's specifications (3 copies)

Manufacturer's specifications, if applicable, shall be submitted with the application. For custom antennas, all engineering data and calculations shall be submitted with the construction drawings.

- C. Exhibit A

Exhibit A should be completed showing the elevation of a satellite dish antenna with dimensions.

- D. Additional materials

Additional written or graphic materials may be required by the Director of Community Development to ensure compliance with the Municipal Code and/or Building Code.

**INFORMATION REQUIRED BY THE BUILDING AND SAFETY DIVISION**

Building permits are required for antennas. Before permits are issued, two sets of foundation plans or roof plans showing the method of supporting the antenna for both vertical and lateral loads must be submitted for plan check. The plans must be signed by a civil engineer or an architect and appropriate calculations submitted.

**SUBMITTAL**

Submit the above information with the completed and signed antenna application to the City of Cerritos, Department of Community Development, for plan check and approval.

**RESIDENTIAL APPLICATION  
FOR INSTALLATION OF ANTENNAS**

Property owner: \_\_\_\_\_

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

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

Lot Number: (if known) \_\_\_\_\_ Tract Number: (if known) \_\_\_\_\_

Homeowner's association: (if applicable) \_\_\_\_\_

Contractor: (if applicable) \_\_\_\_\_

Contractor contact name: \_\_\_\_\_

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

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

State License Number: \_\_\_\_\_ City Business License Number: \_\_\_\_\_

Manufacturer(s): \_\_\_\_\_

Proposed type of installation (circle one only)

1. Roof-mounted

1. Height above peak of roof \_\_\_\_ft. \_\_\_\_in.
2. Diameter \_\_\_\_ft. \_\_\_\_in.

2. Ground-mounted

a. Disc antenna:

1. Height above peak of roof \_\_\_\_ft. \_\_\_\_in.
2. Diameter \_\_\_\_ft. \_\_\_\_in.
3. Height above ground \_\_\_\_ft. \_\_\_\_in.
4. Diameter \_\_\_\_ft. \_\_\_\_in.

b. Single vertical pole antenna:

1. Height above peak of roof \_\_\_\_ft. \_\_\_\_in.

c. Other roof-mounted antennas:

1. Type
2. Length of boom \_\_\_\_ft. \_\_\_\_in.
3. Length of longest active element \_\_\_\_ft. \_\_\_\_in.

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- d. Tower/mast antenna:
  - 1. Height above ground \_\_\_\_\_ft. \_\_\_\_\_in.
  - 2. Type
  - 3. Number of antennas if stacked
  - 4. Length of boom (if applicable)
  - 5. Length of longest active element

- e. Other ground-mounted antennas:
  - 1. Height above ground \_\_\_\_\_ft. \_\_\_\_\_in.
  - 2. Type
  - 3. Number of antennas if stacked
  - 4. length of boom (if applicable)
  - 5. Length of longest active element

3. Existing antennas (please complete for each antenna)

a. Roof-mounted

- 1. Height above peak of roof \_\_\_\_\_ft. \_\_\_\_\_in.

b. Ground-mounted

- 1. Number of antennas
- 2. Type
- 3. Length of boom (if applicable) \_\_\_\_\_ft. \_\_\_\_\_in.
- 4. Length of longest active element \_\_\_\_\_ft. \_\_\_\_\_in.
- 5. If disc, diameter \_\_\_\_\_ft. \_\_\_\_\_in.
- 6. Height above peak of roof \_\_\_\_\_ft. \_\_\_\_\_in.
- 7. Height above ground \_\_\_\_\_ft. \_\_\_\_\_in.

**SIGNATURES**

The City of Cerritos requirements for the installation of antennas have been read and are understood by the undersigned. Furthermore, it is certified by the undersigned that the information submitted, to the best of our knowledge, is accurate.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Driver's License Number: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different from property owner)

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_