



**COMMUNITY DEVELOPMENT RESOURCE AGENCY**  
**Planning Services Division**

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**ADMINISTRATIVE APPROVAL – CELLULAR ANTENNA**

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electronically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit an Administrative Approval – Cellular Antenna application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Administrative Approval – Cellular Antenna](#) entitlement and Exemption Verification authorization under section 1 of the application form.
- Completed [Exemption Verification Form](#).  
Exempt Projects: Collocation of new antenna(s) and related transmission and receiving equipment on existing cellular communications facilities or other existing structures is generally an activity that is exempt from CEQA review.  
Non-Exempt Projects: Projects proposing to make major modifications to existing facilities, such as increasing the height of an existing communications tower, may be subject to CEQA and must apply for a Minor Use Permit.
- Project description: (see [Project Description Requirements](#))
- Project site plan: (see [Site Plan Requirements](#))
- Digital files of photo simulations showing existing and proposed facilities with a key map, showing specific locations where photos were taken.
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).