

**City of Avondale**  
**Small Wireless Facility in the Right-of-Way**  
**Master License, Preliminary Site Approval, Application for Permit, and Permit Process**

The process for a Small Wireless Facility (SWF) in the Right-of-way (ROW) to be approved involves five steps, including: 1) Master License Approval, 2) Preliminary Site Plan Approval, 3) Application to Install a SWF in the ROW, 4) Permit Approval, and 5) Annual ROW Use Fees.

**Master License Approval**

Before any Permit is issued for a SWCF in the ROW, the applicant shall have obtained a Master License for use of the ROW for SWCF. This requires approval of the Avondale City Council. The form of Master License is attached to the Standard Terms and Conditions approved by the Council.

**Preliminary Site Plan Approval**

This next step in the SWF approval process involves the approval of a site plan that will be the basis for the construction drawings submitted for review and approval by the City's Engineering, Planning, IT, Public Works and Traffic staff.

**1) Preliminary Site Review with City Staff (Contact Engineering Division (623) 333-4200)**

Involves meeting at City with City staff and Wireless Provider's site development team to review the location of potential SWF in the ROW and proposed SWF design and appearance. City staff may include members from Engineering, Planning, IT and Public Works. In the meeting, City staff will review each location with the Wireless Provider and use the City's GIS map layers to identify the opportunities and obstacles for a SWF to be installed at each proposed location.

**2) Field Visit of Proposed Site**

If the City determines that a visit to the proposed site is necessary to identify and verify issues that need to be addressed in the design and engineering of the site, City staff will coordinate a meeting with Wireless Provider's site development and engineering team to discuss and review options. The area around the proposed site shall be Blue Staked and have the ROW line marked prior to the site walk.

**3) Submittal of Small Wireless Facility Site Application**

A request for approval must include: 1) a letter of authorization from the pole owner (if other than City) to utilize the specific pole for this site, 2) a \$750 application fee, and 2) five (5) complete sets of site plans (see below for requirements).

The site plan set must be printed in color on 11" x 17" paper and each plan set must include:

- Title Sheet
- Site Survey (include on plan, the docket number of the ROW dedication).
- Enlarged Site Plan (showing ROW, PUE, and Private Property).
- Elevations (minimum of two views), including:
  - Height and diameter of the existing pole and the proposed pole.
  - Location of the ground equipment and electrical pedestal.
  - Antennas with shroud mounted on pole.
  - Antenna mounting details.

- Landscape in immediate surrounding area.
- Photosim of site, if requested.

The \$ 750.00 non-refundable application fee includes the cumulative fees for City of Avondale staff time to process the proposed SWF from conceptual proposal to permit, including the Preliminary Application team review, SWF Site Application review, Construction Plan review, Engineering Permit review, Traffic Control Plan review and Building Permit.

#### 4) Approval of Preliminary Site Plan

The site plan for the proposed site location will be reviewed by stakeholders in the various City departments and all redlines and comments must be cleared before the plans are approved and ready for the next steps. Once approved, the Wireless Provider shall use the approved plan set as the basis for the construction drawings (CDs) that will be submitted with the Small Wireless Facility Installation/Engineering Permit Application.

The approval of a Small Wireless Facility Site Application does not grant the Wireless Provider any implied or expressed rights or reservations to use the pole and site. The use of a City-owned pole and ROW for a SWF is only reserved upon the issuance of a Permit by the City.

#### **Small Wireless Facility Installation/Engineering Permit Application**

In order to be accepted for submittal, each application must have the following documents attached:

##### 1. SWF Site Application

The applicant shall submit a copy of the Small Wireless Facility Site Application and all required documents contained in that approval, including a full set of the approved site plans.

##### 2. SWF Facility Installation/Engineering Permit Application

The Permit Application must be signed by the Wireless Provider and include all required documents.

##### 3. Title Report Showing ROW Ownership and Utility Easements.

##### 4. Certificate of Insurance (COI).

The COI must be in conformance with the requirements in the Standard Terms and Conditions.

##### 5. Letter of Site Compliance with FCC OET Bulletin 65 (RF Exposure).

##### 6. Five (5) full sets of Construction Drawings for the Site.

Upon approval of the preliminary site plan, the Wireless Provider must have the CDs created by a qualified engineering firm and stamped by a State of Arizona Registered Professional Engineer. The submittal of the CD plan set shall be in 11" x 17" format unless otherwise specified by the City Engineer. Generally, the following CD pages are required, at minimum; other pages may be requested on a case-by-case basis:

- Title Sheet
- General Notes
- Site Survey (include on plan, the docket number of the ROW dedication).
- Site Plan
- Enlarged Site Plan

- Elevations (minimum of two views), including:
  - Height and diameter of the existing pole and the proposed pole
  - Location of the ground equipment and electrical pedestal
  - Antennas with shroud mounted on pole
  - Antenna mounting details
  - Landscape in immediate surrounding area
  - Photosim of site, if requested
- Construction Details
  - Antennas
  - Shrouds
  - Mounting brackets and posts
  - Foundation
  - Conduit for cables, wires and electricity
  - Electrical meter and pedestal
  - Ground equipment (need to show dimensions of equipment)
- Structural and Engineering Documents
  - Pole design and load calculations
  - Foundation design and load calculations
- Electrical and Grounding Plans, including power meter and pedestal
- Landscape and Screening Plan, if required
- Traffic Control Plan (required prior to issuance of ROW Work Permit)
- Drainage and Other Site Issues

7. Fees - At time of submission of the SWF Installation/Engineering Permit Application, no fees are due. However, after review and approval of the construction plans, prior to release of the Permit, an Engineering Inspection Fee of two hundred forty (\$240) dollars will be required (which covers two (2) hours of inspector time at \$120 per hour). Additional fees to be collected prior to the release of the permit, include a \$50 Annual Use Fee, \$50 Fee for the use of a city pole (if applicable), \$40 Building Permit Fee (only if a meter pedestal is proposed), and a \$175 Traffic Control Plan Review Fee.

#### **Issuance of Permit**

Upon completion of the Construction Plan review, the City will approve the Engineering Permit to allow work in the City ROW, as well as a Building Permit for any proposed electrical meter pedestals. When the Permit(s) are ready for pick-up, a City staff member will email or phone the applicant to advise them that the permits are ready to be issued, and advise the applicant of the required fee that is due.

**\*Note: As-Built Plans shall be required for new pole installations**

#### **Initial Payment and Invoice of Annual Use Fees**

A payment of the annual use fee is required at the time of issuing the ROW Work Permit / Building Permit (\$50 as mentioned above), which will cover the remainder of the calendar year.

In subsequent years, an invoice for the annual use fee for each Small Wireless Facility in the ROW will be sent to the Wireless Provider or its payment designee by December 15th of each year, with payment due by January 15th of the following year (payment due in 30 days).