



Process for Approval of a Small Wireless Facility in the ROW

To streamline the process for approving a Small Wireless Facility (SWF) in the Right-of-way (ROW) and to avoid unnecessary expenditure of time and resources by a Wireless Provider, Provider will be required to submit a completed APPLICATION FOR INSTALLATION OF A SMALL WIRELESS FACILITY (SWF) IN THE ROW OR INSTALLATION OF A NEW, REPLACEMENT OR MODIFIED UTILITY POLE ASSOCIATED WITH AN SWF, and the following:

- Approved Preliminary Site Plan Documents (optional)
- Letter of Authorization from Pole Owner (if applicable)
- Undergrounding Waiver for new poles (if applicable)
- Documents such as a deed or dedication of ROW to Tempe or Public Utility Easement dedication for site (if deemed necessary, the City may require a title report during a preliminary site plan review)
- Three (3) full sets of Construction Drawings for the Site
- City of Tempe Utility Permit Application
- Right-of-Way Use Site Agreement (RUSA) (signed by Wireless Provider)
- Certificate of Insurance (COI) (to be attached to the ROW Use Agreement)
- Emergency Shutdown Method for Tempe Staff
- Letter of Site Compliance with FCC OET Bulletin 65 (RF Exposure)
- Payment of Applicable Fee (Checks Only)

Approval of an Application will result in the issuance of a RUSA and a Utility Permit (UT Permit) to begin installation.

Payment of the applicable annual fees for use of the ROW or City-owned poles is required upon issuance of the RUSA and UT Permit.

Approval of Preliminary Site Plan Documents (Optional)

The preliminary approval of a site plan will be the basis for the construction drawings submitted for review and approval by the City's engineering and utilities plan review staff.

A. Submittal for Approval of Preliminary Site Plan and Preliminary Site Review Meeting with City Staff (Optional)

To assist the Wireless Provider in completing its Application and to determine whether a replacement pole will be needed in an existing pole location, City staff will review the preliminary site plans to see if they comply with the City's design and locating criteria. City staff are available to meet with the Wireless Provider's site development team to review the location issues of the potential SWFs in the ROW and proposed SWF design and appearance. 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 an SWF to be installed at each proposed location. The Wireless Provider and the City will review whether there are potential ownership

issues relating to the ROW, or easement uses that will need to be verified through the submission of a title report. This review is not a technical design review to see if utility clearances or other technical plan criteria are met. If the Wireless Provider decides to not take advantage of this review opportunity, they risk the rejection of their application due to it being incomplete and/or not meeting the City's basic site requirements.

A request for approval must include both:

1. A letter of authorization from the pole owner (if a non-City pole) to utilize the specific pole for this site (when applicable), and
2. Three (3) 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
 - Photo-simulation of site, if requested by the City

B. Field Visit of Proposed Site (if necessary)

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.

C. Approval of Preliminary Site Plan

The preliminary site plan will be reviewed by the City 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 Application.

D. Draft Right-of-Way Use Site Agreement (RUSA)

A draft RUSA will be provided to the applicant at the time of the approval of the Preliminary Site Plan. If Wireless Provider wants additional or different terms, these must be approved by the City prior to the submittal of the Application so that the terms can be incorporated into the RUSA. Such additional or different terms can be incorporated into all future RUSAs with that particular Wireless Provider where and when feasible and desired.

The approval of a Preliminary Site Plan 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 execution of the RUSA by the City.

Application to Install an SWF in the ROW

At time of submission, the Application shall be accompanied by the appropriate non-refundable application fee. To be accepted for submittal, each application must have the following documents attached:

A. Approval of Preliminary Site Plan (if applicable)

The applicant shall submit a copy of the approved Preliminary Site Plan and all required documents contained in that approval, including a full set of the approved site plan.

B. Undergrounding Waiver for any New Poles or Monopoles

If Wireless Provider is seeking to install a new pole or monopole, a waiver of the City's undergrounding requirement must be obtained. The Provider will submit a letter to the City Engineer requesting the waiver outlining why the new pole is needed in the location requested. If approved, the City Engineer will sign the letter, which will become a part of the application documents.

C. Deed or Dedication Documents

Document showing relevant deed or dedication of the ROW or approved public utility or other appropriate easement for the desired location (If deemed to be necessary, the City may request a title report during the preliminary site plan approval process).

D. Three (3) Full Sets of Pre-Final 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 Professional Engineer as per A.R.S. § 32-125. Submittal of the CD plan sets shall include at least one (1) at 22" x 34" print size (24" x 36" paper size) and at least one (1) 11" x 17" (true half size) format unless otherwise specified by the City staff. Generally, the following CD pages are required, at minimum; other pages may be requested on a case-by-case basis:

1. Title Sheet
2. General Notes
3. Site Survey (include on plan, the docket number of the ROW dedication)
4. Site Plan
5. Enlarged Site Plan
6. Elevations (minimum of two views), including:
 - a. Height and diameter of the existing pole and the proposed pole
 - b. Location of the ground equipment and electrical pedestal
 - c. Antennas with shroud mounted on pole
 - d. Antenna mounting details
 - e. Landscape in immediate surrounding area
 - f. Photo simulation of site, if requested
7. Construction Details
 - a. Antennas
 - b. Shrouds
 - c. Mounting brackets and posts
 - d. Foundation
 - e. Conduit for cables, wires and electricity
 - f. Electrical meter and pedestal

- g. Ground equipment (need to show dimensions of equipment)
8. Structural and Engineering Documents
 - a. Pole design and load calculations
 - b. Foundation design and load calculations
9. Electrical and Grounding Plans, including power meter and pedestal
10. Landscape and Screening Plan, if required
11. Drainage and Other Site Issues

Plans shall comply with the latest version of the City of Tempe Utility Permit and Construction Manual.

E. City of Tempe Utility Permit Application

Required for processing the UT Permit and the Traffic Control Plan (TCP). The application can be found at <http://www.tempe.gov/city-hall/public-works/engineering/utility-plan-review-inspection> under “Apply for a Utility Permit.”

F. Right-of-Way Use Site Agreement (RUSA) [signed by Wireless Provider]

The RUSA must have all information completed and signed by the authorized representative of the Wireless Provider. The RUSA must have the following Exhibits attached to be complete: 1) Final approved Site Plan; 2) Certificate of Insurance (COI) that must conform to the requirements in the Standard Terms and Conditions; 3) Conduit and Fiber Optic Cable Installation Information and Terms (if applicable); and 4) Modified Standard Terms and Conditions Rider (if applicable). *[NOTE: If the Wireless Provider would like an original version of the RUSA, they may submit a second original that will be returned at the time of the UT permit issuance.]*

G. Certificate of Insurance (COI)

Must conform to the requirements in the Standard Terms and Conditions and should be attached to the RUSA, unless there is a blanket COI that will cover all the Wireless Provider’s Wireless Facilities within the ROW.

H. Emergency Shutdown Method for Tempe Staff

In case of a knock down or other emergency, Tempe Staff (Street Light Crews and Emergency Responders) must have a method to turn off the antenna(s) for theirs and the public’s safety, independent from the Wireless Provider. Please indicate the preferred emergency method to power down site. These can include:

- Provider will provide a key to the meter pedestal or equipment box for breaker access.
- Meter pedestal or equipment box locked with cut-able padlock seal.
- Access to accessible fuse in hand hole or J-box.
- Any other method allowing immediate on-site shutdown.

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

J. Payment of Applicable Fee

- Application fee for installation of new, replacement or modified utility poles in the ROW – Seven Hundred Fifty Dollars (\$750).
- Application fee for SWFs – One Hundred Dollars (\$100) each for up to five (5) SWFs and Fifty Dollars (\$50) for each additional SWF addressed in the application.

The non-refundable application fee includes the cumulative fees for City of Tempe staff time to process the proposed SWF from conceptual proposal to approval, including the Preliminary Site Approval, review of the Application, processing of the RUSA, and the issuance of a Utility Permit to begin installation.

Execution of RUSA and the Utility Permit

Upon approval of the Application and the receipt of all payments as may be applicable below, the City will countersign, date, and execute the RUSA and will issue a Utility Permit.

Initial Payment and Invoice of Annual Use Fees (Checks Only)

A. Application Fee

- Application fee for installation of new, replacement or modified utility poles in the ROW – Seven Hundred Fifty Dollars (\$750).
- Application fee for SWFs – One Hundred Dollars (\$100) each for up to five (5) SWFs and Fifty Dollars (\$50) for each additional SWF addressed in the application.

An initial payment of the annual use fee is required at the time of issuing the RUSA/Utility Permit.

- Fifty Dollars (\$50) per SWF for Use of City ROW.
- Fifty Dollars (\$50) for Use of each City Pole in ROW (when applicable).

The annual fee will be due on the anniversary date of the approval of the RUSA.