

**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**

Wireless Provider: _____ SWF Site Name & Number: _____

Domicile of Wireless Provider: _____

Name of Applicant: _____

Address of Applicant: _____

Applicant's Email Address: _____ @ _____

Applicant's Phone Number: (_____) _____

CMRS Carrier Customer for this Location: _____

CMRS Carrier's Radio Frequency (MHz/GHz) at Site: _____

Location of the Pole: Approximate street address _____
and _____ (Lat/Long)

Pole Owner: _____ Pole ID #: _____ Existing Pole Height _____

Cubic Feet of Ground Equipment: _____ c.f. 24 Hr. Emergency Contact Number _____

Checklist of Other Required Documents for Each Location:

- _____ 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 preliminary site plan review)
- _____ Three (3) full sets of Construction Drawings for the Site (*see requirements in Instructions attached*)
- _____ City of Tempe Utility Permit Application
- _____ Right-of-Way Site Use Agreement (RUSA) [signed by Wireless Provider]
- _____ Certificate of Insurance (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)

I attest that the SWF(s) will be collocated on the utility pole or wireless support structure and that the SWF(s) will be operational for use by a wireless services provider to provide service within 180 days after the permit issuance date.

Applicant's Signature

Wireless Provider

Date

FOR STAFF USE ONLY – APPROVAL SECTION

Application Packet Submittal: _____ / _____ / _____ Application Intake By: _____

Name of Plan Reviewer or Designated Approver: _____

Signature of Approver: _____

Date _____ / _____ / _____

ROW Use Site Agreement Number (*to be assigned upon approval of Application*): _____



INSTRUCTIONS FOR THE APPLICATION

- Wireless Provider:** Name of the company that will operate the Small Wireless Facility (SWF).
- SWF Site Name and Number:** Input the site name (if the application is for multiple sites, attached a spread sheet with the site name and number for each location).
- Domicile of Wireless Provider:** Legal place of business.
- Name of Applicant:** The name of the person submitting the application and the company they are employed with; this person may be a wireless provider employee or an agent working on behalf of the operating company.
- Address of Applicant:** Business address of the applicant.
- Applicant's Email Address:** Business email of the applicant.
- Applicant's Phone Number:** Business phone number of the applicant.
- CMRS Carrier Customer for this Location:** The name of the Commercial Mobile Radio Service (CMRS) company (e.g., AT&T, Sprint, T-Mobile or Verizon) that will transmit RF signals at the site.
- CMRS Carrier's Radio Frequency (MHz/GHz) at Site:** This is documenting the specific CMRS radio frequencies that will be transmitted from the antenna(s) at this location. The frequencies may be expressed in ranges, such as 710MHz – 716MHz, or 1850MHz – 1990MHz, or other similar descriptions of the frequency range along with the designation of megahertz (MHz) or gigahertz (GHz). This information will be useful to have in case there are RF interference issues with municipal RF sites.
- Location of the Pole:** Identify the pole location based on an approximate street address and the latitude and longitude of the pole location (if the application is for multiple sites, add the approximate address and lat/long to a spreadsheet with the site name and number for each location).
- Pole Owner:** Name of the entity that owns the pole, e.g., APS, SRP, CenturyLink, or Tempe.
- Pole ID #:** ID (number or alpha-numeric code) that is on the side of the pole; the ID code may be either be in stenciled paint or have vinyl letters and numbers (if the application is for multiple sites, attached to the spread sheet the current pole ID numbers).
- Existing Pole Height:** Identify the existing pole height (not the height of the mast arm or luminaire).
- Cubic Feet of Ground Equipment:** Provide the dimensions (H x L x W) of the ground equipment and other non-antenna equipment (e.g., Remote Radio Heads) not including power pedestal.

Checklist of Other Required Documents

Approved Preliminary Site Plan Documents (optional)

The Approved Preliminary Site Plan Documents include a copy of the letter of authorization from the pole owner (if other than Tempe), and a copy of the signed approved site plan set.

Letter of Authorization from Pole Owner (if applicable)

This shows the City that the pole owner has given permission to the Wireless Provider to use the pole.

Undergrounding Waiver for any New Poles or Monopoles (if applicable)

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.

Deed or Dedication Documents

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

Construction Drawings Plan Set (two complete sets printed on 22" x 34" minimum paper [full size], two complete sets printed on 11" x 17" paper [true half size]) Shall Include, but not Limited to:

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-sim 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 or 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.

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.”

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 all Exhibits attached to be complete. These Exhibits are the Site Plan, the Certificate of Insurance (COI) that must conform to the requirements in the Standard Terms and Conditions, the Conduit and Fiber Optic Cable Installation Information and Terms (if applicable), and the Modified Standard Terms and Conditions Rider (if applicable). *(NOTE: If the Wireless Provider would like an original version of the Right of Way Use Site Agreement, they may submit a second original that will be returned at the time of permitting).*

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 for theirs and the public’s safety, independent from 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 ground accessible fuse in hand hole or J-box.
- Any other method allowing immediate on-site shutdown by authorized City staff.

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

A letter from the Director of RF Engineering or an equivalent title attesting that the proposed SWF will be operated in compliance with the radio frequency exposure guidelines set forth in the FCC Office of Engineering and Technology, Bulletin 65 (Evaluating Compliance with FCC Guidelines for Human Exposure to Radio Frequency Electromagnetic Fields).

Payment of Applicable Fee (Checks only)

- 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 Right-of-Way Use Agreement, and the issuance of a Utility Permit to begin installation.