

Preliminary Site Approval, Application for Permit, and License Agreement Process

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

1) Execution of Wireless Provider Right-of-Way License Agreement

The application package for the Wireless Provider RoW License Agreement should be submitted directly to the Development Services Department. The City will countersign, date, and execute the Wireless Provider License Agreement. This agreement is a one-time Master License Agreement that needs to be completed between the City and the Provider prior to the first SWF Encroachment Permit being approved, but can be worked on concurrently with the Preliminary Site Approval process. The City will review the application within 20 business days. When the Agreement is ready for pick-up, a City staff member will email the applicant to advise them that the License has been issued and is ready to be picked up.

2) Preliminary Site Location Approval

This first step in the SWF approval process involves the approval of a site location that will be the basis for the construction drawings submitted for review and approval by the City's building, traffic engineering, and utility plan review staff. Applicants may submit up to 25 sites per application. The stages of the process below may be combined if plan sets are complete at the time of the submittal.

1) (Required) Preliminary Technical (pre-tech) Site Review 1st submittal conference (stage 1):

This can be accomplished by either submitting a completed Preliminary Site Review Application Form for each proposed site location or by submitting a preliminary site location package which can be a simple aerial snapshot with a pin drop of all proposed sites, a kmz file, or even early site plans (5%-30%) along with one (1) Preliminary Site Review Application Form for a batch of up to 25 sites either to the Front Counter at 215 E. Buffalo St., Chandler, AZ 85225 or electronically by contacting the Telecommunications and Utility Franchise (TUF) Division at 480-782-3000 or tuf@chandleraz.gov. Please include the Provider License number on each application (unless that agreement has yet to be executed at the time of submittal). City Staff will contact the applicant to schedule the pre-tech review conference and should provide the pre-tech file log number at that time.

This meeting will be held either at the City in person or via visual electronic conference software (at the discretion of the utility coordinator) with City staff and the Wireless Provider's site development team. It is highly recommended that the Provider's RF Engineer and designer be present for this meeting in addition to the project manager, to review the location of potential SWF locations and discuss potential technical challenges as well as City technical design standards and requirements relating to the proposed SWF design and appearance. City staff may include members from Traffic Engineering, Street Operations, Municipal Utilities, Development Projects & Inspections, and TUF. 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.

The Wireless Provider should be able to walk away from this meeting with enough information to know whether a location is feasible before submitting plans to power and communications providers for those preliminary designs. Often times an alternative location can be vetted and accepted during this meeting, especially if the provider invites the appropriate technical experts on their team.

After the successful acceptance of a location and an agreed upon electrical meter pedestal location has been determined that information will be requested internally by the utility coordinator. Once an address or list of

addresses is provided to the utility coordinator that information will be emailed to the applicant. The electrical meter address will become the site address and should be listed on the cover sheet of the plans clearly identifying it as the electrical meter pedestal address. This information will be utilized by the City inspector to green tag the meter pedestal.

2) (Optional) Preliminary plan resubmittal conference (stage 2):

For sites that were not viable during the first pre-tech conference it is highly recommended that the applicant request a subsequent conference to discuss proposed alternative locations to ensure there are also not complications with those locations. A new application form may be required depending on what information is provided and the amount of time elapsed since the original pre-tech meeting.

If the City determines a visit to the proposed site is necessary due to unusual circumstances (such as development construction in progress at the site location) to identify and verify issues that need to be addressed in the design and engineering of the site, City staff will coordinate a field meeting with the Wireless Provider who should invite their site development and engineering team to discuss and review options.

For a field meeting, the area around the proposed site must be surveyed and staked to include the proposed equipment and pole locations, as well as the ROW line and any utility easements prior to the site walk. Additionally, all existing utilities must be located, by a privately hired utility locator, and markings must be visible at the time of the field meeting. Please note that it is unlawful to call AZ811 for these locates. Only when a permit has been approved and excavation activities will commence within two weeks of the call should the provider utilize AZ811 for the purpose of marking the existing underground utilities.

After this step the Wireless Provider should have enough information to know what is expected for the final design submittal.

3) (Optional) Courtesy Review of final plans prior to permit application (stage 3):

Submit a copy of pre-final (90%) plans along with the pre-tech log number for each proposed site location to the Development Services Front Counter at 215 E. Buffalo St., Chandler, AZ 85225 or electronically by contacting the TUF Division at 480-782-3000 or tuf@chandleraz.gov. The utility coordinator will perform a courtesy review of the plans to identify any issues of concern that might otherwise send a permit application back for corrections.

NOTE: The approval of a Preliminary Site Plan or location 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 approval of an Encroachment Permit by the City. Comments provided on a courtesy review does not guarantee a site will be approved upon the 1st submittal for permit application, but it greatly improves the chances that the plans will be approved upon the 1st submittal. After 3 submittals or 6 months from the first submittal, if a plan set is still not approved, a new permit application should be submitted.

3) Application for Encroachment Permit to Install a SWF in the ROW

In order to be accepted for submittal, each *Encroachment Permit Application* package must have the following documents attached:

1) Encroachment Permit Application (Not required for electronic submittal) and Encroachment Permit Application Supplemental form (1 copy per site if submitted over the counter).

The application and supplemental forms must be completed to include the construction quantities or they will not be accepted. (NOTE: The Wireless Provider ROW License Agreement is a Master License and is only required one time per Provider. Once a License Agreement is in place the Provider must include that number on the application forms going forward. The City of Chandler does not issue separate Site License numbers. The Encroachment Permit Log Number is your Site License number.)

2) Any required Letters of Authorization (1 copy per site if submitted over the counter).

The application shall include a letter of authorization if: attaching to a pole that is owned by an entity other than the City; the site will be installed in a location where the underlying property title in fee has rights to approve, such as with a Home Owners Association (HOA) or a Commercial Owners Association (COA) – such determination should be made by a qualified real estate agent as this information can be difficult to determine and may reside in the Plat Dedication, Deed and Title, or even within the Covenants, Conditions & Restrictions (CC&Rs) in accordance with ARS 9-591(18) and ARS9-599(3).

3) Geotechnical Report (1 copy per site if submitted over the counter) if applicable.

The City offers the option to build to the site based on the presumptive soil bearing values provided in table 1806.2, for soil class 5 as required by the International Building Code. Should this option be chosen, the Geotechnical Report does not need to be submitted with the application, but a special inspection of the soil during construction must be completed by the Provider. Additionally, the City allows for the Provider to separately submit a standard details package if this option is chosen. Having a pre-approved standard details package will save time during review as pre-approved sheets remove the need for Building Safety Division to review and approve of the plan set.

4) Structural Specifications Report (1 copy per site if submitted over the counter).

The City allows for the Provider to separately submit a standard details package for structural specifications in advance. Should this option be chosen, the Structural Specifications Report does not need to be submitted with the application, but a special inspection of the soil during construction must be completed by the Provider. The pre-approved Structural Sheets should still be included with each site application package. Having a pre-approved standard details package will save time during review as pre-approved sheets remove the need for Building Safety Division to review and approve of the plan set.

5) Complete Title Report Package (1 copy per site if submitted over the counter).

The Title Report must include the complete Title package including all associated plat, deed, title, easement, CC&Rs and any other documents listed in the report.

6) Letter of Site Compliance with FCC OET (RF Exposure) Bulletin 65 (1 copy per site if submitted over the counter).

This letter must be signed physically or electronically by an authorized RF Engineer or RF program manager of the Carrier for the site in accordance with section 15.2.1 of the City of Chandler Wireless Facilities Standard Terms and Conditions.

7) Construction Drawings (CDs) for the Site (3 copies per site if submitted over the counter). The Wireless Provider must have the CDs created by a qualified engineering firm and stamped by a Professional Engineer of the appropriate discipline for the respective drawing. The submittal of the CD plan set shall be scaled to fit 11" x 17" paper unless otherwise specified by the City's TUF Division. The following required information should be combined to reduce sheets as long as it is clearly readable:

- 1) Title Sheet. Include on the title sheet references to the associated communications and electric provider job numbers & contact information.
- 2) General and City of Chandler Civil Engineering Utility Company Notes.
- 3) Site Plan (include the required land survey information on these sheets, which is subject to all of the plan requirements found in the [Utility Permit Manual](#) and [Utility Plan Review Checklist](#)). The site plan should be scaled at 1:40 or 1:20 and should include all running lines including the power feed source conduit and the site electrical and communications services. The separate communications provider vault must also be shown on the site plan in addition to the SWF provider communications meet vault.
- 4) Enlarged Site Plan(s) (to show work areas more clearly). These sheets should be scaled at 1:20 or 1:10.
- 5) Elevations (minimum of two views), including:
 - a) Height and diameter of the existing pole and the proposed pole and foundation.

- 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) Photosim of site, if requested.
- 6) Construction Details (These details can all be part of a pre-approved standard details package, but those pre-approved sheets should still be included with the package submittal)
- a) Antennas.
 - b) Shrouds.
 - c) Mounting brackets and posts.
 - d) Foundations.
 - e) Conduit for cables, wires, electricity and communications.
 - f) Electrical meter pedestal & Electrical cut-off Safety Switch.
 - g) Ground equipment (must show dimensions).
- 7) Structural and Engineering Details (These details can all be part of a pre-approved standard details package, but those pre-approved sheets should still be included with the package submittal)
- a) Pole design and load calculations.
 - b) Pole foundation design and load calculations.
- 8) Electrical and Grounding Details, including power meter and pedestal schematic and one-line drawings. (These details can all be part of a pre-approved standard details package, but those pre-approved sheets should still be included with the package submittal)
- 9) Landscape and Screening Plan, if required.
- 10) Drainage Plan and report and Other Site Issues, if required.

4) Payment of Fees and Beginning the Construction Process

1) Payment of Permit Application Fee

The Encroachment Permit will not be issued until the non-refundable application fee has been received. This fee includes the cumulative fees for City of Chandler staff time to process the proposed SWF from conceptual proposal to permit, including the Preliminary Site Approval, Application to Install a Small Wireless Facility in the ROW, Electrical Meter Pedestal Permit and the SWF Encroachment Permit to Work in the ROW.

2) Initial Payment and Annual Use Fees

A payment of the annual use fee for the current calendar year is also required at the time the Encroachment Permit is issued.

The annual fee payment for all Small Wireless Facilities that the Provider has permits approved is due on January 1st and will be considered passed due if not received by January 30th each year thereafter that the site is in existence. Please include the Encroachment Permit Log Number and the Site Name for each entry.

3) Construction Coordination Process

Upon approval of the Encroachment Permit Application to Install a Small Wireless Facility in the ROW, the Provider will begin the Construction Coordination Process by following the process outlined on the Encroachment Permit form to Schedule a Precon with the City Inspector.