



**City of Chandler**  
**Small Wireless Facility in the Right-of-Way**  
**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 Plan 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 Plan 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, civil, and utilities 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 Site Review plan submittal (stage 1):

Submit a preliminary site location request which can be a simple aerial snapshot with a pin drop, a kmz file, or even an early site plan (5%-30%) along with one (1) Preliminary Site Review Application Form for each proposed site location to the Front Counter at 215 E. Buffalo St., Chandler, AZ 85225 or electronically by contacting the the Telecommunications and Utility Franchise (TUF) Division at 480-782-3000. Include the Provider License number (unless that agreement has yet to be executed at the time of submittal). City Staff will contact the applicant to schedule the review meeting.

This meeting will be at the City with City staff and Wireless Provider's site development team (it is highly recommended that the Provider's RF Engineer be present for this meeting) to review the location of potential SWF in the ROW and 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.

2) (Optional) Preliminary plan submittal (stage 2) and Field Visit of Proposed Site:

Submit a preliminary site plan set (60%) and one (1) Preliminary Site Review Application Form for each proposed site location to the Front Counter at 215 E. Buffalo St., Chandler, AZ 85225 or electronically by contacting the the TUF Division at 480-782-3000.

Include the Provider License number (unless that agreement has yet to be executed at the time of submittal) and City Log number that was assigned at the time of the stage 1 submittal. Preliminary plans at this stage should show all surface finishes and treatments, finished elevations, general internal and external design (including without limitation colors, textures, and materials) mechanical (including typical standard details), communications (including proposed communications pedestal or vault location), electrical (including proposed meter pedestal location), plumbing, and other utility systems, building materials, landscaping, and all other elements necessary prior to preparation of final working construction documents and showing compliance with all requirements of the Standard Terms. City Staff will contact the applicant to arrange a field meeting, if required. It is highly recommended that the Wireless Provider invites their RF Engineer as well as their communications and electric provider designers to this field meeting as those locations should be finalized by the end of this stage.

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

3) (Optional) Final Submittal for Preliminary Site Approval (stage 3):

Submit a copy of pre-final (90%) plans and one (1) Preliminary Site Review Application Form for each proposed site location to the Development Services Front Counter at 215 E. Buffalo St., Chandler, AZ 85225 or electronically by contacting the the TUF Division at 480-782-3000. Include the Provider License number (unless that agreement has yet to be executed at the time of submittal) and City Log number that was assigned at the time of the stage 2 submittal. This submittal must include: 1) all letters of authorization to utilize the specific pole for this site, and 2) a complete set of site plans (see below for requirements).

4) Final Approval of Preliminary Site Plan:

Once a site location is accepted/approved, the Wireless Provider shall use the information provided during the Preliminary Review process as the basis for the construction drawings (CDs) that will be submitted with the Application to Install a Small Wireless Facility in the right-of-way. At this stage it is required to submit to the Utility Coordinator, at minimum, the plan sheets that show the physical location of the electrical meter pedestal. The Utility Coordinator will then provide the site/meter address which must be included on the Title Sheet and the sheet that includes the electrical one-line diagram.

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.

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

In order to be accepted for submittal, each *Encroachment Permit Application and Supplement to Install a SWF in the ROW* must have the following documents attached:

1. Preliminary Technical Review Log number  
The application shall include the Preliminary Technical Review Log Number.
2. Wireless Provider ROW License Agreement or Agreement Number  
The Agreement must be signed by the Wireless Provider and include all required documents.  
(NOTE: The agreement is only required one time per Provider and may be completed in advance if the Provider so chooses. Once a License Agreement is in place the Provider may simply include that number on the application forms going forward.)
3. Any required Letters of Authorization (1 copy per site if submitted over the counter).
4. Geotechnical Report (1 copy per site if submitted over the counter).
5. Structural Specifications Report (1 copy per site if submitted over the counter).
6. Title Report Showing ROW Ownership and Utility Easements (1 copy per site if submitted over the counter).
7. Letter of Site Compliance with FCC OET (RF Exposure) Bulletin 65 (1 copy per site if submitted over the counter).
8. 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 may 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 Survey (include on plan, the docket number of the ROW dedication).
  - 4) Site Plan, which is subject to all of the plan requirements found in the [Utility Plan Review Checklist](#) and can include the survey information..
  - 5) Enlarged Site Plan (to show work areas more clearly).
  - 6) 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.

- 7) Construction Details
    - a) Antennas.
    - b) Shrouds.
    - c) Mounting brackets and posts.
    - d) Foundations.
    - e) Conduit for cables, wires, electricity and communications.
    - f) Electrical meter pedestal (with address) & RF Safety Switch.
    - g) Ground equipment (must show dimensions).
  - 8) Structural and Engineering Documents
    - a. Pole design and load calculations.
    - b. Pole foundation design and load calculations.
  - 9) Electrical and Grounding Plans, including power meter and pedestal.
  - 10) Landscape and Screening Plan, if required.
  - 11) Drainage Plan and report and Other Site Issues, if required.
7. Payment of Fee – Application to Install a Small Wireless Facility in the ROW
- 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.

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 submitting a request through the on-line Inspection Request System to Schedule a Precon with the City Inspector.

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

A payment of the annual use fee is required at the time of issuing the Encroachment Permit.

An invoice for each Small Wireless Facility in the ROW will be sent to the Wireless Provider or its payment designee by December 15<sup>th</sup> of each year, with payment due by January 15<sup>th</sup> of the following year (payment due in 30 days).