



City of Chandler
Small Wireless Facility in the Right-of-Way
Encroachment Permit Application Supplemental form

Wireless Provider: _____ SWF Site Name & Number: _____

Wireless Provider's RoW Agreement License Number: _____

Preliminary Site Review Application Number (eg. PRE17-0123): _____

Wireless Provider's AZ811 (Blue Stake) ID Number: _____

Location of the Pole: _____ feet _____ (N, S, E or W) of the intersection of

 and _____

Pole Owner: _____ Pole ID Number: _____

Checklist of Other Required Documents:

- Letter of Authorization from Pole Owner to Install the Small Wireless Facility (If other than City owned pole)
- Geotechnical Report
- Structural Specifications Report
- Title Report Showing ROW Ownership and Utility Easements
- Letter of Site Compliance with FCC OET Bulletin 65 (RF Exposure)
- Construction Drawings for the Site (*see requirements in Instructions attached*)



INSTRUCTIONS

Small Wireless Facility in the Right-of-Way Encroachment Permit Application Supplemental form

- Wireless Provider:** Name of the company that will operate the Small Wireless Facility (SWF).
- SWF Site Name & Number:** Input the site name.
- Wireless Provider's RoW Agreement License Number:** Input the License Number.
- Preliminary Site Review Application Number:** This is the log number that was assigned by the City when the Preliminary Site Review Application was first submitted. This number should be in the form of PRE17-0123 where "PRE" indicates that this is a no-cost Preliminary Technical Review, 17 is the last two digits of the year the application was submitted and "0123" is the sequential file number.
- Encroachment Permit Application Number:** This is the log number that is assigned by the City at the time this application is first submitted. This number should be in the form of EPM17-0123 where "EPM" indicates that this Encroachment Permit Application, 17 is the last two digits of the year the application was submitted and "0123" is the sequential file number.
- Wireless Provider's AZ811 (Blue Stake) ID Number:** Input the AZ811 ID number provided to the Wireless Provider by AZ811 (Blue Stake).
- Location of the Pole:** Identify the pole location based on the distance from an existing intersection.
- Pole Owner:** Name of the entity that owns the pole, e.g., APS, SRP, CenturyLink, or City of Chandler.
- Pole ID Number:** Most poles have an ID (number or alpha-numeric code) that is on the side of the pole that faces the road or alley; the ID code may be either be in stenciled paint or have vinyl letters and numbers.

Checklist of Other Required Documents

Letter of Authorization from Pole Owner to Install Small Wireless Facility

The applicant must submit a letter of authorization from the pole owner stating that the applicant (or Wireless Provider) has permission to install the small cell antenna and equipment onto the pole, if other than City of Chandler owned pole.

Geotechnical and Structural Specifications Reports

Geotechnical and Structural Specifications reports are required to evaluate the site design in comparison with what the reports reflect to ensure structural design compliance with the soil conditions for where the new pole will be installed.

Title Report Showing ROW Ownership and Easements

The title report is required for the ROW property that the SWF site is located on and the immediately adjacent area surrounding the site that another person or entity may hold an interest.

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

A letter from the applicant's 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 & Technology, Bulletin 65 (Evaluating Compliance with FCC Guidelines for Human Exposure to Radio Frequency Electromagnetic Fields).

Construction Drawings Plan Set, (plans should be scaled to fit 11" x 17" paper) shall include, but not limited to:

- 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.
 - b) Location of any 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 Details
 - 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 or Screening, if required.
- 11) Drainage Plan and report and Other Site Issues, if required.

Please note that the information in the Construction Drawing Plan Set does not all need to be on separate sheets and should be consolidated wherever reasonable to reduce duplicate information provided that it is clearly readable. After you have received site location acceptance the site plan sheets showing the physical location of the Electrical Meter Pedestal should be sent to your City Coordinator who will then provide you with the site/meter address to be included on the cover page and electrical one-line diagram.

Payment of Fee – Application to Install a Small Wireless Facility in the ROW

The application 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 for the Installation of a Small Wireless Facility in the ROW, Electrical Meter Pedestal Permit and the SWF Encroachment Permit.