



# SMALL CELL WIRELESS SITE SUPPLEMENT APPLICATION IN RIGHTS-OF-WAY SUBMITAL REQUIREMENTS

Building Division, 410 East 5<sup>th</sup> Street | Loveland, CO 80537 | 970-962-2505  
[eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org) | [www.CITYOFLOVELAND.org/DC](http://www.CITYOFLOVELAND.org/DC)

## APPLICATION FOR SMALL CELL WIRELESS FACILITIES IN RIGHTS-OF-WAY

This form is required as part of a complete small cell wireless attachment application for any of the attachment types identified below in the Right-of-Way (ROW).

|          |                             |                 |
|----------|-----------------------------|-----------------|
| Contact: | Application #:              |                 |
| Email:   | Total # of Sites Requested: |                 |
| Phone:   | <b>New Submission</b>       | <b>Revision</b> |

| APPLICANT/PERMIT HOLDER INFORMATION                       |        |                                   |           |                |
|---|--------|-----------------------------------|-----------|----------------|
| Name:   | Phone: |                                   |           |                |
| Address:  |        |                                   |           |                |
| City, State:  |        |                                   | Zip Code: |                |
| Email Address:  |        | Preferred Contact: Phone Email    |           |                |
| Are you the wireless service provider? Yes No             |        | If NO, list provider:             |           |                |
| Wireless Service Provider Contact:                        |        |                                   |           | Phone:         |
| Wireless Provider is FCC-licensed provider? YES NO        |        | Licensed under FCC rules section: |           |                |
| IF WORK WILL BE DONE BY CONTRACTOR, COMPLETE THIS SECTION |        |                                   |           |                |
| General Contractor Name:                                  |        | Contractor License #:             |           |                |
| Mailing Address, City, State, Zip:                        |        |                                   |           | Valuation:     |
| Electrical/Specialized Contractor Name:                   |        | Contractor License #:             |           |                |
| Mailing Address, City, State, Zip:                        |        |                                   |           | Sub-valuation: |
| WORK DESCRIPTION  |        |                                   |           |                |
|   |        |                                   |           |                |

**\*All fields must be filled out completely. Incomplete applications will NOT be accepted through check-in. Please indicate if a question is not applicable to your project.**

I certify this application is correct. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws, and building codes. Additionally, I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY FEES OR EXPENSES INCURRED FOR PLAN REVIEW, PERMITS, INSPECTIONS, AND OTHER FEES ASSOCIATED WITH THIS APPLICATION. FAILURE TO PICK UP AND PAY FOR THIS PERMIT WITHIN 90 DAYS OF APPROVAL WILL RESULT IN THE APPLICATION BEING CLOSED AND THE PLAN CHECK FEES BEING ASSESSED. ALL FEES UNDER THIS APPLICATION THEN BECOME NULL AND VOID. This application does not authorize any work within the right-of-way or curb cuts. A Right-of-Way Permit will be required.

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

| <b>ATTACHMENT TYPE REQUEST – Up to 10 sites will be allowed for batch applications</b><br><b>(If submitting a batch application please check each type included in application)</b> |   |   |
|---|---|---|
| <b>Utility Pole or Streetlight in ROW</b><br>New Attachment<br>Co-location<br>Equipment Replace<br>Equipment Add  | <b>Stand Alone Pole in ROW</b><br>New Attachment<br>Co-location<br>Equipment Replace<br>Equipment Add | <b>Traffic Signal in ROW</b><br>New Attachment<br>Co-location<br>Equipment Replace<br>Equipment Add |

*Please read the submittal instructions prior to completing this checklist. All new installations, additions to or modifications of existing installations of small cell wireless facilities in the City of Loveland Right-of-Way must meet the standards outlined in the **Wireless Communications Facilities Development Standards**.*

*All small cell wireless attachment applications must be submitted electronically to [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org) for review. Once the application is considered complete, you will be notified and can begin pulling applicable permits.*

## SMALL CELL WIRELESS APPLICATION CHECKLIST

**Please check each box below. A complete application shall include the following information:**

- 1. **Completed and signed Small Cell Wireless application** (this form fully filled out and digitally signed)
  - Filename – “SCWApplication\_CompanyName\_YEAR\_ApplicationNumber”
  - Each submitted application (either individual sites applications or batched applications), should be named for the current number received by the organization for the year. For example, if you are submitting your second batch of site applications during the year, the completed application form and checklist should be named: “SCWApplication\_Organization123\_2019\_02”, with the 02 designating that this is the second application set from your organization for the year 2019.
- 2. **Signed Master License Agreement** (please allow two weeks for City’s execution of agreement)
  - Filename – “MLA\_CompanyName\_YEAR”
- 3. **Electrical Service Worksheet (Commercial)** must be completed for each pole plan set in advance of application submittal
  - Site visits and review of this form must be completed prior to application submittal
  - Prior to site visits, the site must have right-of-way staked as well as fresh locates
  - Completed form signed by Distribution Designer for each pole plan must be submitted with application
  - Required with each ESW will be a deposit, Site Utility CAD file, electrical plans, and One-line
  - Filename – “ESW\_CompanyName\_YEAR\_PoleTitle\_ApplicationNumber” – must have one for each pole plan detailed in application
- 4. **Complete Construction Plans** for proposed infrastructure bundled into a single PDF file, formatted to 11”x17”, including:
  - A cover sheet containing scaled City map including all pole locations included in the subject application, a list of each pole location including latitude and longitude, nearest intersection and/or address, and a legend for all sheets.
  - Each pole represented by a set of plans within the overall file, designed so that if any single pole is removed from the application, the remaining plan set remains valid. Overall sheets including details and notes are encouraged.
  - Each pole plan set shall include the following:
    1. Cover sheet with pole title, name, location, work description, site map including at least two cross streets, and photograph of the proposed location of the pole.
    2. Labeled and scaled site plan and elevation plan for each pole location, including the following when applicable:

- a) Key symbols, ROW lines, property lines, etc.
- b) Street information including names, curblines, sidewalk, street amenities, vegetation, existing and proposed utilities
- c) Land survey stamped by a Colorado licensed professional land surveyor which includes identification of immediately adjacent property owner(s) and/or easements
- d) Labeled construction materials, color, finish, etc.
- e) Pole dimensions and total max height from adjacent grade
- f) Size and dimension of any projection(s) from pole
- g) Detail of proposed communication conduit and electrical connection location (if known)
- h) Typical conduit/duct bank installation section detail
- i) All existing utilities:
  - 1) Storm and Sanitary Sewer pipes and appurtenances
  - 2) Any utilities 24" and greater depicted as double-lines
  - 3) Gas line (indicate size, High Pressure, services, etc.)
  - 4) Electric lines (indicate power pole #, anchor pole, overhead line, and duct bank – actual dimensions)
  - 5) Water infrastructure including valves, fire hydrants, etc.
  - 6) Adjacent private service line locations where known

- Filename – “Construction Plans\_CompanyName\_YEAR\_ApplicationNumber”

- 5. **Non-Ionizing Radiation Electromagnetic Radiation Report (NIER)** for each pole, equipment type and model. Each report must:
  - 1. Be conducted by a Colorado State licensed engineer qualified to perform the study and must bear the stamp and signature of the engineer
  - 2. Include all existing and proposed wireless facilities within a 250 foot radius of the property and include the following information:
    - a) Carrier's name
    - b) Site address
    - c) Number of antennas (proposed and total potential with collocation)
    - d) Number of sectors
    - e) Frequency of the send and receive antennas
    - f) Height of the tower
    - g) Power density in MPE format
    - h) Watts per sector output
    - i) Total watts of the output for the site
    - j) The FCC maximum output allowed
  - Filename – “NIER\_CompanyName\_YEAR\_ApplicationNumber”
- 6. **Right-of-Way Permit** must be completed for each pole plan set in advance of application submittal
  - Filename – “ROWPermit\_CompanyName\_YEAR\_ApplicationNumber”
- 7. **Revocable Encroachment Permit** will be required for obstruction or encroachment in any public right-of-way for each pole plan set in advance of application submittal.
  - Filename – “EncroachmentPermit\_CompanyName\_YEAR\_ApplicationNumber”