

SMALL WIRELESS COMMUNICATION FACILITIES IN CITY'S RIGHT-OF-WAY PERMITTING PROCESS

SUBMISSION & REVIEW PROCESS

Follow these steps for the installation of a new or co-location of a small wireless communication facility structure(s) within the City of El Mirage right-of-way:

STEP 1: Determine Type of Project

Before applying for a right-of-way permit for the installation of a new or co-location of a small wireless communication facility structure within City's right-of-way, the applicant shall meet with the El Mirage Technical Advisory Committee (TAC) to determine if the project meets the definition of a small wireless communication facility (as defined in SB 2365), and to review the proposed site for compatibility. The Technical Advisory Committee meets once a week on Tuesday afternoons. Please contact the El Mirage Community Development Department to set up an appointment at 623-876-2977.

STEP 2: Submit Required Applications

Applicants shall submit a Right-Of-Way Application Form and submit package as outlined on page two for an official review by the City of El Mirage Community Development Department;

The Community Development Department will review the application package for construction, demolition, replacement, installation, excavation and/or maintenance purposes related to the following:

- Conduits
- Curbs and gutters
- Driveway aprons
- Emergency work in the right-of-way
- Fiber optics
- Guy wire installation
- Overhead wires
- Sidewalks
- Test holes
- Tree planting and landscaping
- Utility pole installation and/or relocation
- Water/Sewer/Storm Mains & Service Connections
- Wireless Facility (New)
- Wireless Facility (Co-location)

STEP 3: Application Review Process

Applicants will be notified by the City of El Mirage Community Development within 20 days whether the small wireless communication facility installation permit application is incomplete and what specific information is missing. Once the application is deemed complete, the City of El Mirage Community Development Department will review the permit application and approve or disapprove the permit within 60 days. The City may extend the 60-day period in writing for an additional 30 days. The wireless communication companies have 185 days to have facility operational.

SMALL WIRELESS COMMUNICATION FACILITIES IN CITY'S RIGHT-OF-WAY PERMITTING PROCESS (Cont.)

REQUIREMENTS

A. Small Wireless Communication Facility Installation for a New Structure in the City's Right-of-Way.

Wireless Communication Companies shall submit a [Right-Of-Way Application Form](#) with three (3) sets of plans (11x17 sheets) with the following required supporting documents for each installation site:

1. Community Development Plans (the Plans) signed and sealed by a professional engineer registered in the state of Arizona.
2. Vicinity Map drawn to a scale of 1" = 500' or larger showing the locations of small wireless communication facility.
3. Site Plan drawn to a scale of 1" = 20' or larger with the existing right-of-way and any existing and/or proposed easements.
4. Elevation Plans to scale of 3/8" = 1'-0" or larger of all four sides.
5. The Plans shall depict and dimension any and all infrastructure proposed to be installed to support the small cell facility, including but not limited to: any equipment located within the right-of-way, antennas, meters, concealment boxes, grounding equipment, power transfer or cut-off switches, cabinets, vertical cable runs, horizontal fiber runs, and power source locations. Include the cubic feet of antenna, the cubic feet ancillary wireless equipment associated with each facility installation location, and the total cubic feet combined.
6. The plans shall also identify the owner of the structure(s), the identification numbers of existing structure(s), the closest intersection associated with the structure(s) location, the type(s) of equipment to be attached and/or installed at each location and the owner of the small cell facility equipment with associated emergency contact information.

B. Small Wireless Communication Facility Co-location in City's Right-of-Way.

1. All required supporting documents list in the previous sections A and;
2. Notice or copy of the agreement from the owner of the structure(s) granting permission to the wireless service provider or wireless infrastructure provider to co-locate equipment on each existing structure associated with such permit.

C. Notice of Wireless Communication Facilities in the Right-of-Way Standard Terms & Conditions.

1. Execution of Terms & Conditions.

NUMBER OF APPLICATIONS

Wireless Communication Companies may submit up to twenty-five (25) Small Wireless Communication Facility applications at one time.

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FEES

The following fees are due upon submittal of the permit(s):

SMALL WIRELESS COMMUNICATION FACILITY

Application Fee: \$100.00 for the first five (5) facilities, and;
\$50.00 for each additional

Rent Fee: \$50.00 annual rate per facility

UTILITY POLE

Application Fee: \$750.00 per application

AUTHORITY UTILITY POLES

Application Fee: \$100.00 per application

Rent Fee: \$50.00 annual rate per facility

MONOPOLES

Application Fee: \$1,000.00 per application

MORE INFORMATION

City of El Mirage
Community Development Department
Mon.-Fri., 8 a.m. - 5:00 p.m.
10000 N. El Mirage Road, El Mirage, Arizona 85335

RIGHT-OF-WAY APPLICATION FORM
SMALL WIRELESS COMMUNICATION FACILITIES IN
CITY'S RIGHT-OF-WAY

Application Information (Office Use Only)	Date Received:	Permit No.:	
Applicant Information	1. Company or Individual:		
	2. Name of Representative:		3. Representative Title:
	4. Address:		5. City, State, Zip Code:
	6. Telephone:	7. Cell Number:	8. Email:
	9. City Business License No.:		10. State Contractor's License No.:

11. Site Address (Exact location of site): _____

12. Nearest Cross Streets: _____ and _____

13. Activity: Construction Demolition Excavation Other: _____

14. Description of Facility: (Check all applicable)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Conduit | <input type="checkbox"/> Fiber Optic | <input type="checkbox"/> Test Hole | <input type="checkbox"/> Wireless Facility (New) |
| <input type="checkbox"/> Curb & Gutter | <input type="checkbox"/> Guy Wire Installation | <input type="checkbox"/> Tree Planting/Landscaping | <input type="checkbox"/> Wireless Facility (Co-location) |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Overhead Wire | <input type="checkbox"/> Utility Pole Relocation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Emergency Work | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Water/Sewer Service Connection | |

15. Full description of work, activity or use of Right-Of-Way ("Work"): _____

16. Number of calendar days needed to complete work after permits issuance date (185 days max): _____

I hereby certify that: Issuance of this City-of-Way Permit will not relieve responsibility of the applicant or applicant's agents to comply with the provision of all laws and ordinance, including federal, state and local jurisdictions. It is not the intent of this permit to conflict with the Arizona Revised Statutes. In the event such a conflict exists, the Statutes are intended to prevail.

17. Applicant Signature: _____ 18. Date: _____

19. Print Name: _____ 20. Tel. No.: _____

21. Company Name: _____ 22. Title: _____

23. FEE: Application shall be accompanied by payment: AMOUNT: \$ _____