#### **City of Thornton**



Infrastructure Maintenance Center 12450 Washington Street Thornton, CO 80241 720-977-6490 www.ThorntonCO.gov

## **Small Cell Permit Application**

To apply for a small cell permit, complete this form and send electronically to <a href="mailto:trafficengineering@ThorntonCO.gov">trafficengineering@ThorntonCO.gov</a>. The title of the e-mail should read "Request for Small Cell Permit—Company Name" with "Company Name" being the name of the owner of the small cell facilities. Note, a right-of-way use agreement must be in place before small cell facilities can be permitted. If you do not have a right-of-way use agreement in place, please complete the right-of-way use Agreement application found <a href="mailto:here">here</a>.

Owner of Small Cell Facilities (Peri	nit will be issued to owner)
Owner Contact:	Title:
Company:	
Mailing Address:	
Business Phone:	Cell Phone:
Email Address:	
Applicant Check if same as Ow	ner
Owner Contact:	Title:
Company:	
Mailing Address:	
Business Phone:	
Email Address:	
Fee Billing Information  Billing Contact:  Company:	
Business Phone: Email Address:	
	acilities to be installed under this application:ttached to existing poles under this application:
cell facilities and/or small cell facilities attached other obligations of the small cell permit and as in the application and submittal is complete and	er authorization to submit this application and commit the owner of the free-standing small of to existing poles to any applicable fees/charges, indemnity, insurance requirements, and all associated right-of-way use agreement. The applicant also verifies that all information included accurate and that any omissions may result in disapproval of the application. The applicant on provided in the application and submittal that results in the issuance of a permit may result by the approval of this application.
Printed Name:	
Signature:	Date:

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Please provide the information below separately for each Small Cell Facility proposed under this application. Please include

## **Small Cell Facility Information**

Facility Located On:	Utility Pole	Streetlight Pole	Traffic Signal Pole	New Free-standing Pole
•	Collocate on E	Existing Multicarrier Pole	_	v Multicarrier Pole
Small Cell Facility or Po	le Identification N	umber or Code:		
Small Cell Facility or Po	le Address or Loc	ation:		
Latitude and Longitude	Coordinates for th	e Pole (decimal degrees	s):	
Pole Height Above Finis	hed Grade, Includ	ding Antenna (ft):		
Accessory Equipment Lo	ocation: (	Concealed/Integrated Int	o Pole Undergr	ound
Length of any associated	d underground fib	er optic conduit or powe	r conduit, excluding back	k haul facilities (ft):
on any poles with	out requesting an	applicable permit or ap		this application will not be mounted knowledgement is required for permit all cell facilities)
and have constru	ction approval fro		s of date of issuance of	lication shall be installed, inspected, the permit requested by this
Proposed construction s	tart date:			
Anticipated duration of c	onstruction:			
Describe how will the sn vandalism repair, paint/o				f necessary. (including graffiti remov mage):
	h options are not	suitable for the propose	d installation. Use addit	e of the public right-of-way were ional sheets if necessary. (Examples

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### **Additional Submittal Requirements**

Please include the information below for the Small Cell Facility proposed under this application. All documents must be in pdf format.

- Cover sheet for this application listing all Small Cell Facilities included in the submittal. (8.5" x 11" sheet size)
- Completed application form.
- A copy of the Right-of-Way Use Agreement (between the City and the owner of the Small Cell Facilities) applicable to the Small Cell Facilities included in this application.
- An area map for each proposed Small Cell Facility showing the location of all existing above ground utility, streetlight, traffic signal, and free-standing wireless facility poles within 250 feet of the proposed facility. Identify what existing facility, if any, that will be used or replaced for the proposed facility. Label existing poles using ID numbers if available.
- Detailed site and engineering plans for each proposed Small Cell Facility, showing the location of work, work to be completed, limits of disturbance, dimensions, etc. (11" x 17" sheet size; drawings must be scaled)
- Detailed design drawings with dimensions of equipment for each proposed Small Cell Facility, including manufacturer, model, and color. Design drawings may be included in site and engineering plans. (Poles, street lights, antennas, cabinets, enclosures, etc.)
- Applicable load analysis, completed, sealed, and signed by a professional engineer licensed and registered by the State of Colorado indicating the pole to which the Small Cell Facility will be attached will safely support the intended loads.
- Certification by a certified RF engineer demonstrating compliance with FCC standards for radio frequency emissions as they relate to the general public, including aggregate emissions for all collocated equipment.
- Copy of all required insurance certificates.
- A written description of any existing Small Cell Facilities within the City and any anticipated future installations, including latitudes and longitudes, for the two years following the date of application submission. In lieu of written latitudes and longitudes, a Keyhole Markup Language Zipped (kmz) file may be submitted with the written description.
- Traffic control plans for each proposed Small Cell Facility, showing all dimensions (in feet) of tapers, work zones, activity areas, diversion, detour routes, etc.
- Applicable stormwater management plan for each proposed Small Cell Facility per City requirements.
- Adjacent property owner notification must occur for all properties within 250 feet of the small cell facility. A copy of the applicant's notification letter and certificates or proof of mailing must be provided. Small cell permits will not be issued until the letter and certificates or proof of mailing have been confirmed. The letter must be on letterhead of the owner of the small cell facility. The letter must notify property owners of the upcoming installation, type of installation (standalone, attachment, etc.), location, and include a sample depiction, photo, or drawing of the installation. The owner or applicant's contact information and website must also be provided so property owners can obtain more information if desired.

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### THIS PAGE IS TO BE COMPLETED BY CITY OF THORNTON STAFF OR DESIGNATED CITY OF THORNTON REPRESENTATIVE

Submittal Review Checklist			
Assigned Application #			
Date Application Received:			
Cover Sheet	Complete	Incomplete	N/A
Completed Application Form	Complete	Incomplete	N/A
Copy of ROW Use Agreement	Complete	Incomplete	N/A
Area Map for Each Small Cell Facility	Complete	Incomplete	N/A
Site and Engineering Plans for Each Small Cell Facility	Complete	Incomplete	N/A
Design Drawings for Each Small Cell Facility	Complete	Incomplete	N/A
Load Analysis for Each Small Cell Facility	Complete	Incomplete	N/A
RF Certification	Complete	Incomplete	N/A
Description of Existing Small Cell Facilities and Future Deployment	Complete	Incomplete	N/A
Traffic Control Plan for Each Small Cell Facility	Complete	Incomplete	N/A
Stormwater Management Plan for Each Small Cell Facility	Complete	Incomplete	N/A
Notification Letter and Certificates or Proof of Mailing	Complete	Incomplete	N/A
Application Completion Date:			
Checklist Completed By:PRINT NAME	Signature:		
Design Review Checklist			
Engineering Services Review (Site and Engineering Plan)	Complete	Incomplete	N/A
Engineering Services Review (Stormwater Management Plan)	Complete	Incomplete	N/A
Traffic Engineering Review (All Applicable Items)	Complete	Incomplete	N/A
Design Review Completion Date:			
Checklist Completed By:	Signature:		
I ININI INAME			
Application Approval			
Application Approval Date:			
Approved By:PRINT NAME	Signature:		
Permit Issuance			
Permit Issuance Date:			
Issued By:PRINT NAME	Signature:		