



SMALL WIRELESS FACILITY SUPPLEMENT TO RIGHT-OF-WAY PERMIT APPLICATION

Permit Number: _____

Fees: - \$100 per pole collocation, plus first year rental of \$150 per city pole
- \$500 per new pole (includes attachments)

APPLICANT TO PROVIDE THE FOLLOWING INFORMATION

___ Single Permit Application

___ Batch Permit Application (Number ___ of ___)

Applicant: _____

Contact Name: _____

Contact Address: _____

Contact Telephone Number: _____

Contact E-mail Address: _____

Location of Pole/Collocation: _____

Pole owner: _____

Pole Height

Pole height without facility: _____ feet Pole height with facility: _____ feet

Note: For collocation on an existing pole, the small cell facility cannot extend more than ten (10) feet above the top of the pole.

If the height of the pole with the facility attached exceeds fifty (50) feet or is ten (10) feet taller than the tallest utility pole within five hundred (500) feet of the proposed location (whichever is greater), then the proposed pole will be subject to applicable zoning requirements.



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Permit type (check all that are applicable): _____

New	Renewal	Application Type
YES	NO	Work includes a new, modified, or replacement pole?
YES	NO	N/A Is the new / modified pole in a single family or historic district? Historic district must have existed prior to August 28, 2018 If "yes," then proof of zoning compliance is required.
YES	NO	Collocation in the right of way (no new or changed pole)?
YES	NO	Collocation outside the right of way (no new or changed pole)?
YES	NO	N/A Is the existing pole decorative?
YES	NO	N/A Make-ready work drawings/estimates included (for City poles)?
YES	NO	N/A Is the City pole or structure outside of the right of way? (separate agreement required)

Note: No permit is required for the following (however, traffic safety measures must be proposed and approved):

- 1) Routine maintenance on previously permitted small wireless facilities;
- 2) The replacement of small wireless facilities with small wireless facilities that are the same or smaller in size, weight, and height; or
- 3) The installation, placement, maintenance, operation, or replacement of micro wireless facilities that are strung on cables between utility poles, in compliance with applicable codes.

For work described in subdivisions (1) and (2) above that involves different equipment than that being replaced, the wireless services provider shall submit a description of such new equipment so that the City may maintain an accurate inventory of the small wireless facilities at that location.

Describe any excavation/traffic impacts/obstructions: _____

Describe any proposed concealment and/or safety measures: _____



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NOTE YOUR APPLICATION SHOULD INCLUDE DRAWINGS AND INFORMATION DEMONSTRATING COMPLIANCE WITH THE CRITERIA OF CITY CODE SECTION 515.130 AND RSMO 67.5113.

_____ Applicant is a wireless services provider and attests by signature below that the facilities described herein will be operational within one year of permit issuance date

_____ Applicant is not a wireless service provider – see attached evidence and/or plans demonstrating that the facilities described herein will be operational within one year of permit issuance date

THE UNDERSIGNED APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE ORDINANCES AND STATUTES AND ATTESTS THAT THIS APPLICATION IS LIMITED TO DEPLOYMENT OF A SMALL WIRELESS FACILITY, AND MEETS THE FOLLOWING QUALIFICATIONS:

- a) Each antenna could fit within an enclosure of no more than six cubic feet in volume; and
- b) All other equipment associated with the wireless facility, whether ground-mounted or pole-mounted, is cumulatively no more than twenty-eight cubic feet in volume, provided that no single piece of equipment on the utility pole shall exceed nine cubic feet in volume; and no single piece of ground-mounted equipment shall exceed fifteen cubic feet in volume, exclusive of equipment required by an electric utility or municipal electric utility to power the small wireless facility.

The following types of associated ancillary equipment shall not be included in the calculation of equipment volume: electric meter, concealment elements, telecommunications demarcation box, grounding equipment, power transfer switch, cut-off switch, and vertical cable runs and related conduit for the connection of power and other services.

Applicant signature

Date



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THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY CITY AT THE APPROPRIATE TIMES

A. PROCESSING

- [A.1] _____ Date application received [Day 0]
- [A.2] _____ Amount of application fee due
- [A.3] _____ Date fees paid
- [A.4] _____ Date advance payment for City work received (if applicable)
- [A.5] _____ Date proof of contractor licensing received
- [A.6] _____ Date proof of insurance received
- [A.7] _____ Date bond requirements met
- [A.8] _____ Deadline to determine application completeness [A.1 + 15 days]
- [A.9] _____ Date application completeness determined

Application is:	Complete	Incomplete (provide explanation letter)
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- [A.10] _____ Date applicant notified of completeness/incompleteness
- [A.11] _____ Date application resubmitted (if applicable)
- [A.12] _____ Revised deadline to determine completeness [A.8 + (A.11 – A.10)]
- [A.13] _____ Date revised application completeness determined

Re-submitted application is:	Complete	Incomplete (repeat review steps)
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- [A.14] _____ Deadline to issue or deny permit Date complete ([A.9] or [A.13]) plus...
- Collocation on an existing pole ...45 days
- Project involves a new, modified, or replacement pole ...60 days
- [A.15] _____ Extended due date by agreement (if applicable; see 67.5113.3(7))



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B. APPROVAL

Permit Issued on _____ by _____

Special conditions of approval for ROW work _____

Additional agreements/extensions (attach documentation) _____

Permit expires one (1) year from issuance unless otherwise noted, but if installation completed within that time, then the permit valid for ten years, and a renewal application is due by nine (9) years & nine (9) months after the date permit was issued.

Installation required by _____ (Permit issue date + 1 year)

Completion of installation validated by _____ on _____

Damage repair confirmed by _____ on _____

Permit to operate facility expires on _____ (Permit issue date + 10 years)

Renewal date required by _____ (Permit issue date + 9 years, 9 months)

Comments: _____

C. DENIAL

Denied on _____ by _____

Notice of denial with detailed explanation (see 515.130) provided to applicant on _____ by _____

Comments: _____

Note: If an application is resubmitted within thirty (30) days of denial without change other than to cure identified deficiencies, no additional fee applies, and the review will be limited to compliance with identified deficiencies.

CITY TO SIGN ONLY UPON APPROVAL OR DENIAL

Signature

Date

Note – this form shall be interpreted in accordance with City Code Section 515.130, Missouri statutes 67.5110 to 67.5122, and 47 CFR 1.6002 et seq.