



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001

Contact: Mac McNamara
Phone: (928) 213-2700

www.flagstaff.az.gov

Email: David.Millis@flagstaffaz.gov

Date Received		Application for Installation of Small Wireless Facility in the ROW		Permit Number (COF Staff)			
CMRS Carrier Customer for this location			Phone				
Carrier Mailing Address		City, State, Zip		Email			
Name of Applicant							
Mailing Address		City, State, Zip		Email			
Location of the Pole (for more than one add locations of poles per the "Instructions" on the Site Plan)					Zoning District		
Do all installations meet FCC Federal requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No			Cubic Feet of Ground Equipment:				
Will installation require ParkFlag stalls (reference map on page 4) Qty ParkFlag Spaces: _____ Qty of Days: _____			<input type="checkbox"/> ParkFlag ParkFlag Per Space Fee: \$5.00 per day				
<u>Pole #</u>	<u>Pole Owner</u>	<u>Existing Pole Height</u>	<u>New Pole Height</u>	<u>Pole #</u>	<u>Pole Owner</u>	<u>Existing Pole Height</u>	<u>New Pole Height</u>
1.				9.			
2.				10.			
3.				11.			
4.				12.			
5.				13.			
6.				14.			
7.				15.			
8.				16.			
Are any of the facility within the 500-year flood plain: <input type="checkbox"/> Yes <input type="checkbox"/> No Pole #:							
Description of Work:							
Dates for the start <u>and</u> completion of the installation:							
Note: A site plan must be submitted with all applications. Please see page 2 for additional submittal information.							
_____(Owner's Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto.							
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.							
Applicant Signature				Date			
For City Use							
Application Fee Amount:		Date Paid:		Received By:		Fee Receipt #:	
Total Annual Cost:		Date Paid:		Received By:		Fee Receipt#:	
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No		Staff Initial:		Date Approved:			

Submittal Checklists for Small Wireless Facility Installation

For an application to be approved, the applicant must provide all the required information described on the application "Submittal Checklist" at the time of formal submittal. It is the responsibility of the applicant to ensure the accuracy of the application. A completed application form shall be submitted to a Community Development Division staff person, and shall contain the following additional information:

Submittal Checklist, Common to All Applications:

1. Completed application form
2. Application fee of \$750 per Resolution 2018-17 for up to 20 sites.
3. Two (2) full sets of 11x17 Construction Drawings and a Site Plan for each individual installation.
4. Certificate of General Liability Insurance naming the City of Flagstaff as additional insured.
5. Aerial image indicating location(s).
6. 24-hour traffic control plan indicating the placement of appropriate caution signs prepared by and setup by a ATSSA certified company.
7. Antenna Site in ROW License Agreement (signed by wireless provider)
8. Letter of Site Compliance with FCC OET Bulletin 65 (RF Exposure)
9. A letter of Authorization from the pole owner if not owned by The City of Flagstaff
10. Installation may be subject to City of Flagstaff zoning code if classified as a monopole.
11. A digital submittal of all items via email or submitted digital storage device (CD, thumb drive, etc.)
12. Copy of letter that was sent out to all residences and businesses within a 300 foot radius of installation.

Timeframes:

- City Staff has 20 working days to perform a completeness review of submittal.
- Once the submittal has been deemed complete, Staff has 75 working days to approve or deny the application.
- If the application is denied the applicant has 30 working days to resubmit
- Staff will have 30 working days to complete the review of a second submittal.
- Once the application has been approved and the permit is released, the applicant has 180 calendar days to complete the installation.

Staff Review:

Upon receiving a complete application, Staff will review to determine if the submittal conforms to City of Flagstaff Code requirements.

Approved Permit:

Upon review and approval of the application, the applicant will be informed that the permit is ready to be picked up from the Community Development front counter.

Inspection:

When the Permit has been released and TCP has been setup, the applicant shall contact the Construction Manager at (928) 853-4989 to schedule an on-site inspection. The inspector will either approve the installation of the area of operation and determine that the installation meets City Code requirements as approved, or require additional corrections. Similarly, any approved other permitted encroachments will be inspected to assure compliance with minimum City Code requirements. Upon approval, the inspector will sign off on the permit and record the approval in the City's permit tracking system.

Instructions and Definitions

Wireless Provider: Name of the company that will operate the Small Wireless Facility (SWF).

SWF Site Name & Number: Input the site name.

Name of Applicant: The name of the person submitting the application and the company they are employed with; this person may be a wireless provider employee or an agent working on behalf of the operating company.

CMRS Carrier Customer for this Location: The name of the Commercial Mobile Radio Service (CMRS) company (e.g., AT&T, Sprint, T-Mobile or Verizon) that will transmit RF signals at the site.

CMRS Carrier's Radio Frequency (MHz/GHz) at Site: This is documenting the specific CMRS radio frequencies that will be transmitted from the antenna(s) at this location. The frequencies may be expressed in ranges, such as 710MHz - 716MHz, or 1850MHz - 1990MHz, or other similar descriptions of the frequency range along with the designation of megahertz (MHz) or gigahertz (GHz). This information will be useful to have in case there are RF interference issues with municipal RF sites.

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 Flagstaff.

Pole #: ID (number or alpha-numeric code) that is on the side of the pole; the ID code may be either be in stenciled paint or have vinyl letters and numbers.

Cubic Feet of Ground Equipment: Provide the dimensions (H x L x W) of the ground equipment and other non-antenna equipment (e.g., Remote Radio Heads).

Construction Drawing Plan Set: Shall be prepared by an engineer professional registered with the state of Arizona and meet the following criteria:

- 1) Title sheet
- 2) General Notes
- 3) Site Plan
- 4) Elevations (minimum of two views), including:
 - a.) Height and diameter of the existing pole and the proposed pole
 - b.) Location of ground equipment and electrical pedestal
 - c.) Antennas with shroud mounted on pole
 - d.) Antenna mounting details
 - e.) Landscape in immediate surrounding area
- 5) Construction Details:
 - a.) Antennas
 - b.) Shrouds
 - c.) Mounting brackets and posts
 - d.) Foundation
 - e.) Conduits for cables, wires and electricity
 - f.) Electrical meter and pedestal
 - g.) Ground equipment
- 8) Structural and Engineering Documents
 - a.) Pole design and load calculations sealed by a Structural Engineer
 - b.) Foundation design and load calculations sealed by a Structural Engineer

