

Small Cell Application



CITY OF PUYALLUP

Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

Submittal Checklist

1 digital upload of the:
Completed application form (signed and dated)
Vicinity map showing all proposed sites. All sites must be within a 1/2 mile radius (radius area must be shown) (8 1/2" x 11")
Detailed site plans for each small cell site (8 1/2" X 11")
Visual renderings of each small cell facility
RF Engineer Affidavit
FCC and other regulatory approvals

If installing on utility pole in ROW
Letter confirming that pole can withstand added weight of new small cell

If installing on a building/ non-pole structure or a City of Puyallup owned utility pole:

Structural plans for each small cell facility

Structural calculations for each facility

If installation requires ROW obstruction:

Traffic Control Plan

Application fee: \$195

Additional permit issuance fees may be collected at time of permit issuance. Please see the Small Cell Permit webpage for more info

Please see page 4 for detailed information about submittal requirements

Rev: 09/2020

This application is to be completed in order to obtain a small cell permit authorizing the installation of small cell wireless antennas and related equipment either in the right-of-way (ROW) or on private property. This application is not required for small cell antennas mounted inside a building. Only antennas and equipment that meet the following size limitations can apply for this permit:

- Each antenna is located inside an antenna enclosure of no more than 3 cubic ft. in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet;
- Primary equipment enclosures are no larger than 28 cubic ft. in volume. The following associated equipment may be located outside the primary equipment enclosure and, if so located, are not included in the calculation of equipment volume: electric meter, concealment, telecom demarcation box, ground-based enclosures, battery backup power systems, grounding equipment, power transfer switch, and cutoff switch.

All small cell sites in each batch must have the same pole owner. If different pole owners are listed for the small cell sites, a separate small cell permit will be required.

Please see www.cityofpuyallup.org/1613/Small-Cell-Permit for more information

Application Information

Site Information

Parcel Number
(if applicable)

Street Address
(if applicable)

Street Intersection

Township

Range

Section

Applicant Information

Name

Company

Wireless Carrier
(if different from Company)

Street Address

City

State

Zip

Phone

E-mail

24 Hour Emergency Contact Phone #

Onsite Contractor Information

Site Manager Name

Company Name (if different from Applicant)

Site Manager Phone

24 Hour Emergency Contact Phone #

Project Information

Project Description:

#*	Lease Identifier	Total Antenna Volume (Cubit Ft)	# of Antennas	Antenna Type	Total Volume of Equipment Enclosure	Mounting Material	Mounting Status	Existing Height**	Proposed Height	Existing Pole Diameter Base	Proposed Pole Diameter Base	Existing Pole Diameter Top	Proposed Pole Diameter Top	Proposed diameter of top of pole Antenna (if applicable)
			Directional Antenna, Omni-directional, Parabolic, Canister, Or Stealth			Wooden Pole, Non-Wooden Pole, or Building/other	Existing, Replacement, or New							
1														
2														
3														
4														
5														
6														
7														
8														
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10														
11														
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14														
15														
16														
17														
18														
19														
20														

*Facility # must match submitted map

** If new pole put N/A

Mounting Type (must be same mounting type for all small cells in a batch)

PSE Pole

City Pole

Other Structure:

Backhaul

Backhaul services shall be provided to the site equipment as follows (select all that apply):

Underground fiber

Aboveground fiber

Microwave

Other:

And from the following entities:

Usage of City-owned conduit

Does the Company request usage of City's streetlight power conduit?

Yes

No

Note, usage will depend on whether the City has additional space in its conduit and will require a separate conduit rental fee. See Small Cell Lease Agreement for more information.

Submittal Requirements

The following requirements are the minimum necessary to process the review of your small cell permit. The processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.

- 1) **Vicinity Map:** An area map showing the proposed location of all small cell sites. Map must show a circle with a 1/2 mile radius, all small cell sites must be located within this area. Each site shall be numbered, and the numbering must match the numbering presented in the table above.
- 2) **Cartographic Data:** provide a shapefile of the GIS data for all small cell sites in the following format:
 - a) U.S. Survey Feet for measurements
 - b) ESRI Shapefile Format with Projected Coordinate System:
NAD_1983_HARN_StatePlane_Washington_South_FIPS_4602_Feet and Vertical Datum: North American Vertical Datum of 1988
- 3) **Traffic Control Plan:** A traffic control plan shall be provided for each small cell site that will be installed in the ROW.
 - a) **North Arrow and Graphic Scale:** The traffic control plan shall be drawn on a 8 1/2" X 11" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale
 - b) The traffic control plan shall follow the guidelines of the MUTCD
 - c) The plan shall include correct lane configuration
 - d) Template traffic control plans are available for reference at <https://www.cityofpuyallup.org/885/Traffic-Control>
- 4) **Site Plan:** A site plan shall be provided for each small cell site. The site plan shall show the exact location of each small cell site, conduit, and/or ground-mounted equipment necessary for and intended for use in the deployment (regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party).
 - a) **North Arrow and Graphic Scale:** The site plan shall be drawn on a 8 1/2" X 11" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale.
 - b) **Existing Elements:** The plan shall: Locate and identify structures and conditions (natural and built) that exist on-site prior to development including such items as utility poles, buildings, roads, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems, and fences. The plan should also depict existing adjacent structures and conditions such as public or private roads; parking areas, railroad tracks, water courses, etc, and shall show the adjacent existing land uses (residential, commercial, etc), and zoning designations.
 - c) **Critical Areas Data:** The plan shall show and delineate the boundaries of all on-site or adjacent (within 300') critical areas including streams, ponds, wetlands, steep slopes, etc. as defined pursuant to PMC 21.06.
 - d) **Existing Easements:** The plan shall locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.
- 5) **Visual Renderings and Elevations:** Visual Renderings and Elevation drawings shall be provided for each small cell facility. In cases where multiple small cell facilities are identically configured, one elevation drawing and one visual rendering can be provided. However, the materials shall identify which facilities are collectively represented by listing their facility #s as established in the submitted vicinity map.
 - a) **Proposed configuration:** The elevation drawings shall show the exact location of the small cell facility on the pole, building, or other structure. The following dimensions shall be included:

- i) The height of the existing pole or building (if applicable)
 - ii) the proposed height after small cell installation
 - iii) Dimensions from the Existing/proposed structures to property lines (if outside of ROW)
 - iv) Dimensions of Small cell antennas (if no enclosure then dimensions used to establish total antenna volume)
 - v) Dimensions of equipment enclosures
 - vi) Panel and Cannister Antennas mounted on poles: Distance between the surface of the pole and the antenna
 - vii) Antennas mounted on top of pole: Measurement of Diameter of the antenna
- b) **Visual Renderings:** All visual renderings shall be in color
- 6) **Radio Frequency Report:** The applicant shall submit a sworn affidavit signed by an RF engineer with knowledge of the proposed project affirming that the small cell deployment will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small cell facility will operate. If additional transmission facilities necessary to the small cell facility, such as microwave backhaul, are to be provided by a third party, then the small cell permit shall be conditioned on an RF certification showing the cumulative impact of the RF emissions of the entire installation. The applicant may provide one emissions report for the entire small cell deployment if the applicant is using the same small cell facility configuration for all installations within that batch, or may submit one emissions report for each subgroup installation identified in the batch affirming that the small cell deployment will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small cell facility will operate.
- 7) **Other Regulatory Approvals:** The applicant shall provide proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.
- 8) **Lease or Master Permit:** Proof of lease or other authorization for installation of small cell facility must be provided for all facilities before a small cell permit can be issued. If installed in the ROW, proof of a master permit with the City authorizing the installation of small cell facilities in the ROW must be provided before a small cell permit can be issued. This application can be submitted before a master permit is finalized, but this permit will not be issued until the master permit is obtained.

CERTIFICATION

I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a small cell permit has been issued.

Signature of Applicant: _____ Date _____