

Wireless Facility in Right-of-way

Site Permit Application (Step 2)



- Refer to the "Permit Process Guide" for more details regarding the complete process.
- Save exhibits as separate pdfs and name them as identified in the checklist below.
- Submit one (1) Electronic Copy and one (1) Hard Copy of ALL required items on checklist.

Checklist

An application will be deemed incomplete if the following items are not included:

- Exhibit 1: Wireless Facility in ROW Application**
 - Must be fully completed and signed
- Exhibit 2: Site Request Approval Letter**
 - A letter from the Town approving the site request
- Exhibit 3: Project Narrative**
 - Description of proposed project including existing site conditions
 - An explanation on how the project complies with the *Standards for Encroachment of Structures into the Public Right-of-Way*
- Exhibit 4: RF Compliance Letter**
 - A letter from the Wireless Provider's senior internal engineer that attests to the Provider's compliance with FCC rules.
- Exhibit 5: Aerial Images**
 - One per site, showing close detail of the site and immediate surrounding area
 - In color and clearly legible
 - Identify proposed facility location and adjacent streets
- Exhibit 6: Existing Site Photos**
 - Minimum of two (2) per site, taken from different vantage points
 - Include immediate surrounding area
- Exhibit 7: Proposed Facility Plans (11" x 17" only)**
 - Title Sheet
 - Site survey (with docket number for ROW dedication)
 - Enlarged Site Plan
 - Show boundaries of ROW, PUE and Private Property
 - Setback dimensions for pole, ground equipment and electrical pedestal
 - Landscaping in immediate surrounding area
 - Elevations
 - Minimum two (2) views (show pole and all proposed equipment)
 - Height and diameter of existing and proposed pole (at two locations on the pole to demonstrate the taper)
 - Antenna array mounted on pole and antenna mounting details (include dimensions)
- Exhibit 8: Structural Calculations**
 - For Pole/Support Structure
- Exhibit 9: Certificate of Insurance**
 - Must meet the amounts established in the Terms & Conditions
- Exhibit 10: Site License Agreement**
 - Completed and Signed Site License Agreement



Permit Type: **Wireless Facility in Right-of-way**
Work Class: **Site Permit**
Permit Number: _____

Site Request Number (required) _____

Project Name _____

Project Summary (briefly describe proposal here and attach a detailed narrative) _____

This application is for a Small Wireless Facility (as defined by A.R.S. § 9-591): Yes No

(Note: If "No" is checked, zoning review is required)

Applicant: (All information must be provided)

Company: _____
 Contact: _____ E-mail: _____
 Address: _____
 City, Zip: _____
 Phone: _____ Business Mobile
 Signature: _____ Date: _____

Wireless Provider: (All information must be provided)

Company: _____
 Contact: _____ E-mail: _____
 Address: _____
 City, Zip: _____
 Phone: _____ Business Mobile

Latitude/Longitude Coordinates	Nearest Intersection	Support Structure L - Street Light T - Traffic Signal U - Utility Pole N - New Monopole	Owner Name/Pole ID
33.298204, -111.744044	Market St./ San Tan Village Pkwy.	L	Gilbert/GI #

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

For Town Use Only: Application Input Completed By: _____ Time/Date: _____