

## Wireless Facility in Right-of-Way

### Site Request Application (Step 1)



Refer to the “Process Guide” for more details regarding this Step. Up to ten (10) sites may be included in one (1) Site Request Application. There are **NO FEES** associated with the Site Request Application.

- Save exhibits as separate pdfs per document naming in checklist below. If more than one site is being requested, group all Exhibits by site location and label as #1-10.
- Submit one (1) **Electronic Copy** of **ALL** required items on checklist.
- Submit one (1) **Hard Color Copy** of **ALL** required items on the checklist.
- Save images as **11” x 17” only**.
- Purge** images of unnecessary blocks and layers (single layer).

#### Checklist

##### **Exhibit 1: Application**

- Must be fully completed and signed.

##### **Exhibit 2: Project Narrative**

- Description of proposed project including existing site conditions;
- A deployment map if proposing multiple sites in Gilbert;
- An explanation on how the project complies with the *Standards for Encroachment of Structures into the Public Right-of-Way*.

##### **Exhibit 3: 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 4: Existing Site Photos**

- Minimum of two (2) per site, taken from different vantage points;
- Include immediate surrounding area.

##### **Exhibit 5: Proposed Facility Plans\***

**\*Note** – A complete plan set is not required during Step 1, however the minimum information provided shall be:

- Site survey (including utility location information)
- Enlarged Site Plan
  - Show boundaries of ROW, PUE and Private Property
  - Setback dimensions for pole, ground equipment and electrical pedestal



**Permit Type:** **Wireless Facility in Right-of-way**

**Work Class:** **Site Request**

**Permit Number:** \_\_\_\_\_

**Request 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
<b>Ex.</b>	<b>33.298204, -111.744044</b>	<b>Market St./ San Tan Village Pkwy.</b>	<b>L</b>	<b>Gilbert/GI #</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				

**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: \_\_\_\_\_