

## **FREESTANDING, PRIVATELY-OWNED SMALL CELL ANTENNA POLE (SMALL CELLS) ROW PERMIT APPLICATION SUBMITTAL CHECKLIST**

**Any permit submittals not meeting all minimum checklist criteria herein will be rejected as incomplete.**

### **SMALL CELLS AND ASSOCIATED UTILITY WORK MUST BE IN ACCORDANCE WITH THE FOLLOWING PUBLIC WORKS REGULATORY DOCUMENTS:**

- Freestanding, Privately-Owned Small Cell Antenna Pole ROW Permit Entrance Requirements
  - [https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/permits/PWPT-123.1-Freestanding\\_Small\\_Cell\\_Infrastructure\\_ROW\\_Permit.pdf](https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/permits/PWPT-123.1-Freestanding_Small_Cell_Infrastructure_ROW_Permit.pdf)
- Small Cell Infrastructure Design Guidelines
  - [https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/guidelines/PWE-S-016.1-Small\\_Cell\\_Infrastructure\\_Design\\_Guidelines.pdf](https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/guidelines/PWE-S-016.1-Small_Cell_Infrastructure_Design_Guidelines.pdf)
- Transportation Standards and Details for the Engineering Division
  - [https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/guidelines/PWES-001.5-Transportation\\_Standards\\_and\\_Details\\_for\\_the\\_Engineering\\_Division.pdf](https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/guidelines/PWES-001.5-Transportation_Standards_and_Details_for_the_Engineering_Division.pdf)
- Rules and Regulations Encroachments in the Public Right of Way
  - [https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/rules-regulations/PWRR-025.3-Encroachments\\_in\\_the\\_Public\\_ROW.pdf](https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/rules-regulations/PWRR-025.3-Encroachments_in_the_Public_ROW.pdf)
- Rules and Regulations Governing the Private Designing, Planning, Construction, Reconstruction, and Remodeling of General Public Improvements
  - [https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/rules-regulations/PWRR-006.0-Private\\_Designing\\_Planning\\_Construction\\_Reconstruction\\_and\\_Remodeling\\_of\\_General\\_Public\\_Improvements.PDF](https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/rules-regulations/PWRR-006.0-Private_Designing_Planning_Construction_Reconstruction_and_Remodeling_of_General_Public_Improvements.PDF)
- Rules and Regulations Governing Street Cuts and Roadway Excavation Specifications
  - [https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/rules-regulations/PWRR-019.0-Street\\_Cuts\\_and\\_Roadway\\_Excavation\\_Specifications.PDF](https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/rules-regulations/PWRR-019.0-Street_Cuts_and_Roadway_Excavation_Specifications.PDF)

### **SMALL CELL PERMIT APPLICATION SHALL INCLUDE THE FOLLOWING FILES:**

- Completed Permit Application (PDF)
- Current Small Cell Program Group Tracker (Xcel Spreadsheet)
- Current, All-Program-Inclusive Small Cell Location Geodatabase (GDB)
- Address Cards (single PDF)
- Pole Location Descriptions (Word Document)
- RF Certification Reports (PDF)
- Completed Construction Plans (PDF)
- Structural and Foundation Calculations (PDF)
- Proof of Notification to Adjacent Property Owner(s) and RNO/HOA (PDF, not required for 1<sup>st</sup> Submittal)
- Provide copies of any City Public Works staff written approval to waive any requirements contained herein (PDF)

### **COMPLETED CONSTRUCTION PLANS SHALL INCLUDE THE FOLLOWING AT A MINIMUM:**

#### **Master Cover Sheet**

- City Project No. centered on top of the cover (e.g. 2019-ENCROACHMENT-0001234)
- City Master Project No., centered and below above encroachment no. (e.g. 2019-PROJMSTR-0001234)
- City Resolution No., centered and below master project no. (e.g. CITY RESOLUTION NO. 20191234)
- Project Name (e.g. Carrier Name, Year – Group #)
- Vicinity map showing all locations in group
- Pole location table
- Legend
- Plan set date and revision number

### **Comment Resolution Sheet(s) – Not Required for the 1<sup>st</sup> Submittal**

If the Small Cell application is returned to the applicant with comments from reviewers, the applicant will include a Comment Resolution matrix before the next submittal. The Comment Resolution sheet shall have the following information:

- Agency Name
- Reviewer's name
- Review comments (reviewer comments must be verbatim)
- Formal written response to each comment
- Plan set date and revision number

### **Individual Pole Location Plan Set(s)**

#### Cover Sheet

- City Project No. centered on top of the cover (e.g. 2019-ENCROACHMENT-0001234)
- City Master Project No., centered and below above encroachment no. (e.g. 2019-PROJMSTR-0001234)
- City Resolution No., centered and below master project no. (e.g. CITY RESOLUTION NO. 20191234)
- Project Name (e.g. Carrier Name, Year – Group #)
- Pole title and name
- Vicinity map
- Sheet Index
- Site location (coordinates and City-issued address)
- Pole color and paint number
- Front-facing photo with pole location marked
- Plan set date and revision number

#### General Notes Sheet(s)

- Required General Notes Details (provided under 'Additional Documents' [here](#), insert as is)
- Site specific notes

#### Site Plan Construction Sheets

- Numerical and bar scale (Scale not to exceed 1:40)
- North arrow
- PE stamp area
- Plan set date and revision number
- Show, label and dimension existing:
  - Right-of-way width
  - Adjacent property, easement lines and owner information
  - Edge of Pavement
  - Curb and gutter
  - Sidewalks
  - Street lights
  - Pedestrian lights
  - Signal Poles
  - Surface utility features to scale, such as power poles, electric cabinets, telecommunications pedestals, handhole boxes, manhole lids, storm drainage inlets, traffic control boxes, fire hydrants, valve lids, etc.
  - Underground and overhead utilities including water, storm sewer, sanitary sewer, gas, electric, communications, etc. (utilities 24" and greater shown to scale)
  - Trees and landscaping in the ROW
  - Nearby driveways and alleys
  - Street names
  - Signal Equipment Clear Zones
  - Streetscape amenities/encroachments including patios, benches, shelters, signs, concrete pads, bike racks, planters, art, stairs, ramps, etc.
  - Known roadway and/or utility projects that are planned in the same corridor
- Show, label and dimension proposed:
  - Pole and foundation
  - Detail of proposed electrical connection
  - Underground and overhead utilities (bore lines, trench lines, conduit, fiber, pipes, lines, etc.) with appropriate detail shown with leader call-out
  - Surface utility features to scale (cabinets, handholes, poles, foundations, etc.) with appropriate detail shown with leader call-out
  - Dimensions necessary to accurately locate proposed utility (e.g. distance from back of curb, distance from existing cabinet, distance from alley or intersection)
  - Details for site-specific protection and restoration/replacement (e.g. irrigation, landscaping, pavers, etc.)

Site Elevation Sheet(s)

- Show, label and dimension **proposed**:
  - Pole Type
  - Construction materials
  - Color and finish
  - Dimensions of cabinet base width, pole width, antenna width, pole height
  - Elevations at existing grade, top of pole, top of shroud, bottom of shroud, bottom of antenna, top of base cabinet
  - Size and dimension of any projection(s) from pole
  - Equipment table, including voltage, maximum transmission wattage, radio frequency, and microwave expulsion
- PE stamp area
- Plan set date and revision number

Structural Plan Sheet(s) for pole and associated foundation

- Show, label and dimension **proposed**:
  - Foundation Details
  - Pole Details
- PE stamp area
- Plan set date and revision number

Detail Sheet(s)

- Do not include standard City details in the plans. Reference the appropriate City detail by drawing number on the appropriate plan sheet with leader call-outs
- Provide only special, non-standard, or modified City details and project details, including:
  - Handholes
  - Duct banks
  - Equipment
  - Electrical
  - Shroud
  - Plaque/signs
- PE stamp area
- Plan set date and revision number

I hereby attest that all above information has been incorporated into our plan submittal.

\_\_\_\_\_

**Applicant signature**

\_\_\_\_\_

**Date**

Only as previously agreed by: \_\_\_\_\_ of Public Works on \_\_\_\_\_, the following Checklist requirements are hereby waived from being required in this submittal (proof of this correspondence required).

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_