

# FREESTANDING, PRIVATELY-OWNED SMALL CELL ANTENNA POLE ROW PERMIT ENTRANCE REQUIREMENTS

<b>Department</b>	Department of Transportation & Infrastructure, Right of Way Services, Engineering & Regulatory
<b>Authority</b>	Department of Transportation & Infrastructure (DOTI) Rules and Regulations for Encroachments in the Public Right of Way, and DOTI Utility Plan Review; City Charter, Art II; and Denver Revised Municipal Code (DRMC), Chapter 49.
<b>Document Date</b>	January 1, 2024
<b>Permits and Applicant Obligations</b>	<p>Freestanding, Privately-Owned Small Cell Antenna Pole infrastructure proposed in the public Right-of-Way (ROW) of the City and County of Denver will be permitted pursuant to these Entrance Requirements. The procedures contained herein combine DOTI requirements for Encroachment Permit and Utility Plan Review (UPR) into a single process.</p> <p><i>Please note that completion of this Process does not substitute or replace any additional permits or approvals that may be required from the City, such as <a href="#">DOTI Construction Permitting</a> (Street Occupancy for construction equipment, Street Cut to excavate into the right of way, Erosion Control if over 1 acre of disturbed soil, SUDP-Floodplain if in a regulated floodplain) or specific permitting from affected City departments.</i></p> <p>For installation of Small Cell Antenna facilities on existing Xcel Energy facilities within the ROW, the applicant must submit a separate Small Cell Co-Locate application. A link to the co-location application process is available <a href="#">here</a>.</p> <p>All freestanding Small Cell installations to be located on state highways maintained by the Colorado Department of Transportation (CDOT) may be subject to review and approval by CDOT. See the <a href="#">CDOT Utility &amp; Special Use web page</a> for more information. Locations that CDOT declines to permit shall be permitted by DOTI per these requirements.</p> <p>Small Cell installations in a regulated floodplain are discouraged as they create a new obstruction and are subject to damage from flood waters and debris. All projects located in the floodplain are required to obtain a floodplain permit. A link to the Flood Information webpage is available <a href="#">here</a>.</p>
<b>Summary of Permitting Process</b>	<p>Small Cell Programs proposing Freestanding, Privately-Owned Small Cell Antenna Poles shall be permitted by following the procedures within this document to, first, obtain a one-time Master Tier III Encroachment Resolution (requires City Council approval); and then, subsequent Tier II Encroachment applications that will result in a unique Permit number for each antenna site that references the Master Tier III Resolution.</p> <p><b>The very first application</b> from any given company or program shall be for a Master Tier III Encroachment Resolution and should include at least 3 but no more than 5 unique Freestanding, Privately-Owned Small Cell Antenna Pole sites that should be generally representative of the forthcoming proposed infrastructure of the applicant. The Tier III application will be processed pursuant to this document with the outcome of an approved Tier III Encroachment Resolution. The timeline to process a Master Tier III Encroachment Resolution, which requires City Council approval, can range from 3-6 months depending on the responsiveness of the applicant. Once obtained, the Master Tier III Encroachment Resolution number will then be referenced on all subsequent Tier II Encroachment Permit applications. An Annual Fee of \$200 applies to each pole approved in the Master Tier III Encroachment Resolution.</p>

## Summary of Permitting Process Continued

**All subsequent applications** for Freestanding, Privately-Owned Small Cell Antenna Poles must be submitted in a single Tier II Encroachment Permit application for a group of up to 10 unique pole locations to be processed pursuant to this document with the outcome of an approved, individual Tier II Encroachment Permit for each pole. Typical timelines to complete each Tier II Encroachment Permit process are less than 3 months and are highly dependent on the responsiveness of the applicant.

An Annual Fee of \$200 applies to each pole approved in a Tier II Encroachment Permit. Please note that only one (1) Tier II application per applicant may be submitted in a single business day.

Approved Freestanding, Privately-Owned Small Cell Antenna Pole, facilities, and other items associated with the pole ("Encroachments") will be described in the Tier III Encroachment Resolution or Tier II Encroachment Permit only as the type of pole (e.g. Type 4) per the current City and County of Denver Small Cell Infrastructure Design Guidelines. The Encroachment description must be general and must not include specific information detailing dimensions, equipment specifications, etc.

Once the applicant receives their approved Encroachment Permit, the applicant can pursue City Construction permitting. If construction of the approved location does not occur within 12 months of Encroachment Permit issuance, the City reserves the right to revoke the Encroachment Permit.

Also, note that the process described in this document was designed for permitting Freestanding, Privately-Owned Small Cellular Antenna Poles. Associated fiber optic and power conduit may be included in each application. If so, the included utility designs must be complete. If fiber optic and power conduit associated with these poles is expected to be designed and submitted in a separate application, permitting of same can be handled as follows:

- ☐ Submit a separate [Utility Plan Review application](#), available in the Utility Plan Review – DOTIPT-121.3 drop down box.
- ☐ Submit directly to DOTI Construction Permitting if the total aggregate length of all conduit associated with the pole Group is less than thresholds requiring a Utility Plan Review. Reference [Utility Plan Review Requirements](#) for more information.
- ☐ A floodplain permit, if required, is applied for by using the Sewer Use & Drainage Permit (SUDP) application. Information on SUDP applications and submittal requirements is available here: [Flood Information Webpage](#)

If an applicant desires to modify the aesthetical appearance of a pole from the form required by the Small Cell Design Guidelines (e.g., dual backpack on a Type 4 pole), a written request detailing the modification shall be submitted for review and approval prior to applying the modification to site application materials. Allowable alterations or modifications are listed in the Design Requirements section below.

If an applicant desires to construct an alternative pole foundation to the design required by the Small Cell Design Guidelines, a written request detailing the alternative design shall be submitted for review and approval prior applying the alternative design to site application materials. The alternative design shall include all of the appropriate structural and foundation calculations discussed below

If an applicant desires to make a change to a Freestanding, Privately-Owned Small Cell Antenna Pole after an approved Encroachment Resolution or Permit has been issued for said pole, the applicant must submit an Encroachment Permit Amendment Application corresponding to the originally approved Encroachment Resolution or Permit and will be processed pursuant to this document. See the Permit Amendments section below.

<b>Insurance and Indemnification</b>	<p>As a condition for placement of Permitted Encroachments, the owner of such Encroachments shall hold the CCD harmless from all loss or damage to persons or property on account of injury arising from the construction or maintenance of the Encroachments; and, shall procure and maintain a single limit comprehensive general liability insurance policy with a limit of not less than \$500,000.00. All coverages are to be arranged on an occurrence basis and include coverage for those hazards normally identified as X.C.U. during construction. The insurance coverage required herein constitutes a minimum requirement and such enumeration shall in no way be deemed to limit or lessen the liability of the owner, its successors or assigns, under the terms of the Permit. All insurance coverage required herein shall be written in a form and by a company or companies approved by the Risk Manager of the CCD and authorized to do business in the State of Colorado. A certified copy of all such insurance policies shall be filed with the Executive Director, and each such policy shall contain a statement therein or endorsement thereon that it will not be canceled or materially changed without written notice, by registered mail, to the Executive Director at least thirty (30) days prior to the effective date of the cancellation or material change. All such insurance policies shall be specifically endorsed to include all liability assumed by the Permittee and shall name the CCD as an additional insured.</p>
<b>Maintenance, Repair, Replacement, and Removal</b>	<p>As a condition for placement of Freestanding, Privately-Owned Small Cell Antenna Pole, facilities, and other items associated with the pole ("Encroachments"), the owner of such Encroachments shall:</p> <ul style="list-style-type: none"> <li>(a) Maintain all equipment and appurtenances in a timely and responsible manner; and</li> <li>(b) Promptly repair any damage to the ROW or adjacent private property resulting from the installation, placement, attachment, repair, modification, removal, operation, use, or relocation of a network node and return such property to its original condition, including restoration or replacement of any damaged trees (as determined by the City Forester for trees in the ROW), shrubs or other vegetation. The City may opt to perform the repair and charge to the permit holder if the permit holder fails to respond to a notice requiring repair, or when the unrepaired facility is an imminent danger to the public; and</li> <li>(c) Existing trees in the public ROW shall be protected per the Office of the City Forester (OCF) standards and practices. Install tree protection for all existing ROW trees adjacent to proposed construction – refer to the Office of the City Forester (OCF) for specifications. Tree protection shall be installed prior to construction and shall remain in place throughout construction. No excavation shall take place within the Critical Root Zone (CRZ) or Structural Root Zone (SRZ) without authorization from the OCF; and</li> <li>(d) Notify OCF and adjacent property owner(s) when existing trees are to be impacted by proposed construction. Potentially impacting construction activity includes: canopy pruning for clearance, installation of bore pits, hand holes, and foundations within the CRZ and SRZ; and</li> <li>(e) Remove all graffiti experienced on any of its network nodes, transport facilities, poles, or other property or equipment located in the public ROW; and</li> <li>(f) Remove all non-operational or abandoned node support poles, transport facilities, and associated equipment within one hundred twenty (120) calendar days if not operating any equipment upon or following abandonment of the node; and</li> <li>(g) Notify DOTI in writing not less than 10 business days prior to removal or relocation if the permit holder or owner removes or relocates a network node at its own discretion. The permit holder shall obtain all permits and approvals required for relocation or removal of its network node prior to relocation or removal.</li> </ul>



**Permit Submittal Requirements**

Any permit application submissions not meeting all minimum requirements herein will be rejected as incomplete.

- ❑ **Completed Freestanding, Privately-Owned Small Cell Antenna Pole Permit application form** (City provided template)
  - Filename "*CompanyName YEAR-Group # Application Form.pdf*"
  - A link to the application form is provided [here](#)
- ❑ **Current Small Cell Program Group Tracking spreadsheet** (City provided template), sorted in same order as other areas of application.
  - Filename "*CompanyName YEAR-Group # Master Tracker.xlsx*"
  - A link to the *Small Cell Permitting Program Tracker* template is provided under 'Additional Documents' [here](#)
  - Submitted master tracker must follow template exactly or it will be rejected
- ❑ **Current, All-Inclusive Small Cell Program Pole Location Geodatabase** (City provided geodatabase template)
  - Filename "*CompanyName YEAR-Group #.gdb*"
  - Must include ALL small cell installations (freestanding and co-locations)
  - Must include ALL known, connecting underground fiber and electrical facilities
  - Must include installation date for all small cell equipment using the "Status" field
  - Must update attribute fields for all locations for each submittal
  - A link to the geodatabase template is provided under 'Additional Documents' [here](#)
  - Submitted geodatabase must follow the template exactly or it will be rejected
- ❑ **Single PDF of all Address Cards** assigned to the proposed pole locations, sorted in same order as submitted in other areas of application.
  - Filename "*CompanyName YEAR-Group # Address Cards.pdf*"
  - Official Addresses for each pole must be obtained from the City in advance of submitting
  - A link to the Addressing process is provided [here](#)
- ❑ **Pole Location Description Editable Document** (Microsoft Word format) document containing a list of all proposed poles with a location description for each, including:
  - Filename "*CompanyName YEAR-Group # Pole Locations.doc*"
  - Approximate location of each pole referenced from official City Streets and intersections, distance from corner point of curb curvature, back from curb, etc.
  - Written text of latitude and longitude GPS coordinate
  - Include detailed description why Xcel Energy poles within 100 feet of proposed sites adjacent to low-volume local and/or collector streets located in primarily residential areas are not viable or were already considered for co-location as required by the [City and County of Denver Small Cell Infrastructure Design Guidelines](#)
- ❑ **RF Certification Reports** for each proposed site:
  - Filename "*CompanyName YEAR-Group # RF Certification Reports.pdf*"
  - Reports are to be presented and provided in 2 parts as defined in the [City and County of Denver Small Cell Infrastructure Design Guidelines](#), Chapter 9
- ❑ **Complete Construction plans** for proposed infrastructure bundled into a single PDF file, formatted to 11"x17", including the following minimum criteria (please note that any plan set not meeting all minimum checklist criteria herein will be rejected as incomplete):
  - Filename "*CompanyName YEAR-Group # Construction Plans.pdf*"
  - A master, group cover sheet containing
    - City-assigned Tier II/ III Encroachment project number centered on top of the cover (e.g. 2023-ENCROACHMENT-0001234)
    - City-assigned annual company Master Project Number centered on top of the cover sheet, below the Tier II number (e.g. 2023-PROJMSTR-0001234)
    - City resolution number centered at top of the cover sheet, below the master project number (e.g. CITY RESOLUTION NO. 20231234)
    - If above City numbers have not been issued at time of submission, use a placeholder (e.g. 2019-ENCROACHMENT-XXXXXXX, 2023-PROJMSTR-XXXXXXX)
    - Carrier name, Year - Group Number

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**Permit Submittal  
Requirements  
Continued**

- Vicinity map scaled to include all pole locations included in the subject application
- Pole location table, including site name, assigned Denver address, and GPS coordinates
- Legend
- Plan set date and revision number
- Comment Resolution Sheet(s) (only required for resubmittals)
  - The Comment Resolution sheet shall have the following information:
    - Agency name
    - Reviewer's name and their comments (comments must be verbatim)
    - Formal written response to each comment
    - Plan set date and revision number
- Each pole must be represented by a self-contained set of plans within the overall group file so that the remaining plan set remains valid if any single pole is removed from the application. Each pole plan set shall include the following:
  - Cover sheet
    - City Tier II Encroachment project number centered on top of the cover (e.g. 2023-ENCROACHMENT-1234567)
    - City Master project number centered on top of the cover sheet, below the Tier II number (e.g. 2023-PROJMSTR-1234567)
    - City resolution number centered at top of the cover sheet, below the master project number (e.g. CITY RESOLUTION NO. 20231234)
    - If above City numbers have not been issued at time of submission, use a placeholder (e.g. 2020-ENCROACHMENT-XXXXXXX, 2023-PROJMSTR-XXXXXXX)
    - Carrier name, Year - Group Number
    - Pole title and name
    - Vicinity Map, Sheet index
    - Project Location (coordinates and City-issued address)
    - City defined pole color and paint number
    - Current front-facing photograph with clear notation identifying proposed location of the pole and how the proposed pole aligns with adjacent property and streetscape amenities (Google Streetview is acceptable if image is truly front-facing and there are no cars/items obstructing the view)
    - Required General Notes detail and applicable Site Specific Notes (see below)
    - Plan set date and revision number
    - Location of regulatory floodplains within 100 ft of the proposed locations
  - Site Plan Construction Sheet(s)
    - 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:
      - ROW, property, easement lines, Edge of Pavement, curb and gutter, and Sidewalks, Street Lights, Pedestrian lights, Signal Poles
      - Surface utility features such as poles, electric cabinets, telecommunication pedestals, handhole boxes, manhole lids, storm drain inlets, traffic control boxes, fire hydrants, valve lids, etc.
      - Underground and overhead utilities (water, storm sewer, sanitary sewer, gas, electric, communications, etc.)
      - Trees and landscaping in the ROW
      - Nearby driveways and alleys
      - Signal Equipment Clear Zones
      - Street names
      - Adjacent property owner(s) and easement information
      - Amenities/encroachments such as patios, benches, shelters, signs, concrete pads, bike racks, planters, art, stairs, ramps, etc.
      - Regulatory floodplain limits
    - Show, label and dimension proposed:
      - pole and foundation
      - Utility work per Utility Plan Review (UPR) requirements
      - Detail of proposed electrical connection location (if known)

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**Permit Submittal  
Requirements  
Continued**

- Site specific protection and restoration work (irrigation system, landscaping, pavers, etc.)
  - Site Elevation Sheet(s)
    - Labeled pole type, construction materials, color, finish, etc.
    - Pole dimensions (base width, pole width, antenna width, pole height)
    - Size and dimension of any projection(s) from pole
    - Elevations of top of pole, top of shroud, bottom of shroud, bottom of antenna, top of base cabinet, etc.
    - Equipment table, including proposed voltage, maximum transmission wattage, radio frequency, and microwave expulsion, all in accordance with maximum allowable limits per the Federal Communications Commission (FCC)
    - PE stamp area
    - Plan set date and revision number
  - Structural Plan Sheet(s) for pole and associated foundation
    - Show, label, and dimension depth, diameter, reinforcement, Class B 4,500 psi concrete
    - PE stamp area
    - Plan set date and revision number
  - Detail Sheet(s)
    - Do not include standard City Transportation details in the plans. Reference the appropriate City detail by drawing number on the appropriate plan sheet with leader call-outs
    - Equipment, electrical, shroud, plaque/sign details, etc.
    - Typical duct bank installation section detail
    - Special, non-standard, or modified City details and project details
    - PE stamp area
    - Plan set date and revision number
- ☐ **Completed and signed Freestanding, Privately-Owned Small Cell Plan Review Checklist**
- ☐ **Appropriate structural and foundation calculations**, signed and stamped by a Colorado Licensed Professional Engineer (PE), to the most stringent of the following design standard(s):
- AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals (AASHTO LTS), 6th Edition, with 2015 Interim Revisions
  - State specific DOT Standard for Pedestal Poles, or equivalent standard that considers Colorado applications, including, but not limited to local soil conditions, front range wind loads, resistance to magnesium chloride, salts, and other de-icing chemicals etc.
  - Commercial criteria (from pole manufacturer)
- ☐ **Processing & Permit Fees**, paid separately as follows:
- **Encroachment Permit Processing fee**, due at time of application:
    - Tier II/III Initial Processing Fee (non-refundable) \$1500 per application
    - Land Description Fee (non-refundable) per survey fees (currently \$500 each)
    - Resolution Fee (non-refundable) \$300 per application
    - Annual Tier II/III Permit Fee (non-refundable) \$200 per pole per year
    - Permit Revocation Fee (non-refundable) \$600 per permit
    - Permit Amendment Fee (non-refundable) \$300 per permit
  - **Utility Plan Review Processing fee**, due at time of application:
    - 1 – 2 poles per application = \$320.00 per pole
    - 3 – 10 poles per application = \$1,000.00 per application
  - **Annual Permit fee**, due prior to issuance of Resolution or Permit:
 

This fee to be collected at time of permit issuance covers the first permitted year of the approved Encroachment Permit Group. For example, if five (5) poles are approved in a given Encroachment Permit when completing this process, a first-year annual fee of 5 times \$200, or \$1,000 will be due before issuance of Permit. The same amount of \$1,000 will be payable annually to renew said permit thereafter.
  - Please note that **once paid, all fees are non-refundable.**





<b>Permit Submittal Requirements Continued</b>	<ul style="list-style-type: none"><li>▪ <b>Payment Methods:</b> Prior to making a payment, the project must be logged in, and an invoice emailed to the applicant.  <b><u>ONLINE</u></b> In order to submit payments <b>online</b>, the applicant must set up an E-Permits account: <a href="https://www.denvergov.org/AccelaCitizenAccess/Login.aspx">https://www.denvergov.org/AccelaCitizenAccess/Login.aspx</a>  <b><u>IN PERSON</u></b> In order to submit payments <b>in person</b>, the applicant may visit 201 W. Colfax Ave., 2<sup>nd</sup> Floor Cashier, Denver, CO 80202, Phone: 720-865-2780  Accepted Payment Methods: Cash, Check, Money Order, Discover, Master Card, and Visa. Checks or Money Orders are made payable to: <b>Manager of Finance</b></li></ul> <p>❑ <b>Notification to Adjacent Property Owner(s), RNO/HOA</b></p> <ul style="list-style-type: none"><li>▪ Property owner(s) directly adjacent to proposed Small Cell infrastructure shall be notified via certified mail once the City has assigned the application a project number (e.g. 2023-ENCROACHMENT-0001234).<ul style="list-style-type: none"><li>○ If the proposed small cell is located near the intersection of property lines, the adjacent property notification must be sent to both property owners by certified mail.</li><li>○ If the adjacent property owner is multi-family residential, the adjacent property notification must be sent to the building owner or owner's association, as applicable, by certified mail.</li></ul></li><li>▪ The applicable Registered Neighborhood Organization (RNO) or owners association (e.g. homeowners association) must be notified with a copy of the adjacent property notification sent by email or certified mail. Use <a href="https://www.denvergov.org/content/denvergov/en/community-planning-and-development/registered-neighborhoods.html">https://www.denvergov.org/content/denvergov/en/community-planning-and-development/registered-neighborhoods.html</a> to search for applicable RNO or owners association contact information.</li><li>▪ Property owners, RNO/owners association must be notified within 2 – 3 business days from receipt of the project number (during the 1<sup>st</sup> review period) and no less than 30 days prior to applicant submitting final documents for permit approval.</li><li>▪ Evidence of all notifications must be provided for review before the final submittal. Evidence includes, at a minimum, a copy of the <u>actual</u> notification and associated certified mail receipt (or a copy of the email, including email addresses, for copy emailed to RNO/owners association).</li><li>▪ Notification statements must be on company letterhead and must follow the City-provided template, including the following at a minimum:<ul style="list-style-type: none"><li>○ Company name, address, telephone number</li><li>○ Applicant contact name, email address, telephone number</li><li>○ Reason for the notification</li><li>○ Description of location and equipment installed</li><li>○ Link to Company's small cell information page, if available</li><li>○ Links to CCD Small Cell webpage with reference to Small Cell Infrastructure Design Guidelines and Small Cell online map</li><li>○ CCD assigned project number (e.g. 2023-ENCROACHMENT-0001234)</li><li>○ Link to CCD E-Review webpage and instructions for submitting comments to CCD</li><li>○ Clarifying statement that the proposed location is not on private property and all work will be performed in public right of way</li><li>○ A link to the notification template is provided under Approval tab and 'Additional Documents' <a href="#">here</a></li></ul></li></ul>
<b>Application Submittal Instructions</b>	<p>Submit your Freestanding, Privately-Owned Small Cell Antenna Pole application to the City and County of Denver Department of Transportation &amp; Infrastructure per the following:</p> <p>❑ Submit <b>all application documents</b> via a Denver FTP using the following credentials:</p> <ul style="list-style-type: none"><li>• Denver FTP: <a href="https://exeft.denvergov.org/Web/Account/Login.htm">https://exeft.denvergov.org/Web/Account/Login.htm</a></li><li>▪ Login: Please email <a href="mailto:DOTI.ER@denvergov.org">DOTI.ER@denvergov.org</a> to request the login credentials for the FTP</li></ul>



<p><b>Application Submittal Instructions Continued</b></p>	<ul style="list-style-type: none"> <li>▪ Select all files for transmittal and drop them into FTP tool where indicated. Do not create sub-folders within the FTP tool. Ignore errors.</li> <li>▪ Submittals provided by any other means will not be accepted.</li> </ul> <p>❑ Also upload the <b>Current, All-Inclusive Small Cell Program Pole Location Geodatabase</b> using the City provided geodatabase template via the Denver small cell FTP using the following credentials: Denver FTP: <a href="https://exeft.denvergov.org/Web/Account/Login.htm">https://exeft.denvergov.org/Web/Account/Login.htm</a></p> <ul style="list-style-type: none"> <li>▪ Login: Please email <a href="mailto:DOTI.SmallCell@denvergov.org">DOTI.SmallCell@denvergov.org</a> to request login credentials for the FTP</li> <li>▪ Select <u>only the geodatabase</u> for transmittal and drag it into the FTP for uploading (there is no need to delete previously uploaded files). Do not create folders within the FTP tool.</li> <li>▪ Submittals provided by any other means will not be accepted.</li> <li>▪ Submittals not using the geodatabase template exactly as provided will cause an error when transmitting and will not automatically populate the online small cell map (making the permit application incomplete).</li> <li>▪ This step will automatically update (takes ~24 hours) the small cell map with the new geodatabase file.</li> </ul> <p>❑ Send an email to <a href="mailto:DOTI.ER@denvergov.org">DOTI.ER@denvergov.org</a> notifying ER that a new application has been submitted via Denver FTP</p> <ul style="list-style-type: none"> <li>▪ Email Subject: "Company Name Small Cell Group # - 1<sup>st</sup>/2<sup>nd</sup>, etc. Submittal"</li> <li>▪ Include a list of submitted files that were added to Denver FTP</li> </ul>
<p><b>Resubmittal Process</b></p>	<p>During the application process, the application materials will be circulated for regulatory and agency review. At the end of each review cycle, the applicant must evaluate and either fully incorporate all comments into the project or communicate directly with the reviewer to resolve comments to the satisfaction of the reviewer.</p> <ul style="list-style-type: none"> <li>❑ The City may direct you in writing that a resubmittal is required, as it was determined that one or more comments received demonstrated technical merit.</li> <li>❑ Additionally, should any plan revision result in any pole being relocated greater than eighteen (18) inches in any direction and was not directed by a City Reviewer, a resubmittal of the entire pole Group will be required. If relocation is 10 feet or greater, a new address card is required.</li> <li>❑ Revision of associated electric or fiber optic facilities to any pole will not require a resubmittal of the pole Group if the plans for construction of the electric or fiber optic facilities are either being submitted in a separate Utility Plan Review application or directly (and individually being under the Utility Plan Review threshold) to DOTI Construction Permitting.</li> <li>❑ Resubmit all required documents described in application process above, as well as a Comment Resolution Sheet(s). 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. <ul style="list-style-type: none"> <li>▪ Please make appropriate changes based on each pertinent comment (denied, condition and/or approved). Please note what changes were made, and what pages they were updated on.</li> <li>▪ Please note if any single pole location within the application is denied, the Group is denied until the subject comment is resolved in writing by the original reviewer, or the subject pole is removed (see next bullet).</li> <li>▪ Individual poles experiencing comment resolution challenges or denials can be completely removed at any time from the application Group at request of applicant without delaying the application or requiring resubmittal.</li> </ul> </li> <li>❑ <b>Document Naming Convention for Resubmittals:</b> <ul style="list-style-type: none"> <li>▪ "CompanyName YEAR- Group # - Resubmittal # Application and Letter.pdf"</li> <li>▪ "CompanyName YEAR- Group # - Resubmittal # Construction Plans.pdf"</li> <li>▪ "CompanyName YEAR- Group # - Resubmittal # Address Cards.pdf"</li> <li>▪ "CompanyName YEAR- Group # - Resubmittal # Master Tracker.xlsx"</li> <li>▪ "CompanyName YEAR- Group # - Resubmittal # Pole Locations.doc"</li> <li>▪ "CompanyName YEAR- Group # - Resubmittal # Geodatabase.gdb"</li> </ul> </li> </ul>





<b>Final Submittal Process</b>	<p>Once the applicant has resolved all comments to the satisfaction of the City, you will be prompted to submit a final set of all documents for approval. This will include:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Final plan set, PE signed and stamped, including:</b><ul style="list-style-type: none"><li>▪ City-assigned project numbers</li><li>▪ Comment Response Sheet(s)</li></ul></li><li><input type="checkbox"/> <b>All application materials reflecting final updates including the following:</b><ul style="list-style-type: none"><li>▪ Any changes to Tracking Spreadsheet</li><li>▪ Any changes to official issued City addresses</li><li>▪ Any changes to Location descriptions or Latitude/Longitude</li><li>▪ Updated Geodatabase</li><li>▪ Copy of and proof of delivery of notice to adjacent owner(s), RNO/HOA at each location</li></ul></li><li><input type="checkbox"/> <b>Any remaining fees including first Annual permit fee</b></li><li><input type="checkbox"/> <b>Document Naming Convention for Final Submittals:</b><ul style="list-style-type: none"><li>▪ "CompanyName YEAR- Group # - Final Application and Letter.pdf"</li><li>▪ "CompanyName YEAR- Group # - Final Construction Plans.pdf"</li><li>▪ "CompanyName YEAR- Group # - Final Address Cards.pdf"</li><li>▪ "CompanyName YEAR- Group # - Final Master Tracker.xlsx"</li><li>▪ "CompanyName YEAR- Group # - Final Pole Locations.doc"</li><li>▪ "CompanyName YEAR- Group # - Adjacent Owner Notices.pdf"</li><li>▪ "CompanyName YEAR- Group # - Final Master Map.pdf"</li><li>▪ "CompanyName YEAR- Group # - Final Geodatabase.gdb"</li></ul></li></ul>
<b>Permit Amendments</b>	<p>Proposed changes to an already approved Freestanding, Privately-Owned Small Cell Encroachment Permit shall be submitted for review and approval by CCD. Proposed changes must meet current CCD Small Cell Infrastructure Design Guidelines or pre-approved design alternatives. Use the Application Submittal Instructions above to submit your Permit Amendment Application. Permit Amendments Applications are not for seeking approval of a design alternative. Minimum requirements for a Permit Amendment Application are as follows:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Permit Amendment Application</b><ul style="list-style-type: none"><li>▪ Permit Amendment Application is available on the <a href="#">Small Cell Website</a> under the Approval Tab.</li></ul></li><li><input type="checkbox"/> <b>Major Amendment (Recording of an Amended Permit required):</b><p>For a proposed pole type change (e.g. changing a Type 4 to a Type 6 pole), location change greater than 18", or foundation change, the applicant must submit a request for a Permit Amendment Application by submitting the following items for review and approval:</p><ul style="list-style-type: none"><li>▪ Permit Amendment Application</li><li>▪ Amendment fee, due prior to issuance of Amended Permit. Fee is assessed at \$300.00 (non-refundable) for each pole amended.</li><li>▪ Amended Master Tracker</li><li>▪ Amended Geodatabase</li><li>▪ New Address card(s) if location change is greater than 10-feet</li><li>▪ Pole location description if the location changes</li><li>▪ Updated RF Emission Certification</li><li>▪ Amended Construction Plans – updated approved plans with proposed changes identified (strike through old information and add new information)</li><li>▪ Amended structural calculations if the foundation changes</li><li>▪ Notification of adjacent property owners and RNO's if pole is moved to new property location.</li><li>▪ Approval will result in recordation of an Amended Permit</li><li>▪ DOTI reserves the right to require the permit requested for amendment to be revoked and the proposed changes be submitted as a new permit application due to the significance of the proposed changes.</li></ul></li></ul>

<b>Permit Amendments Continued</b>	<p><input type="checkbox"/> <b>Minor Amendment (Recording of an Amended Permit not required):</b>          For all other proposed changes (e.g. pole swap or small cell equipment swap or add-on), the applicant must submit the following items for an abbreviated review and approval:</p> <ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ Updated RF Emission Certification</li> <li>▪ Amended Construction Plans – updated approved plans with proposed changes identified (strike through old information and add new information)</li> <li>▪ Amended Master Tracker</li> <li>▪ Amended Geodatabase</li> <li>▪ Approval will result in a Letter of No Objection to permit holder</li> <li>▪ DOTI reserves the right to reclassify an application for a Minor Amendment to a Major Amendment</li> </ul>
<b>Design Requirements</b>	<p>All new or modified Freestanding, Privately-Owned Small Cell Antenna Poles shall be located and designed in accordance with current Small Cell Infrastructure Design Guidelines. A link to the current guidelines is provided <a href="#">here</a>.</p> <p>Proposed design alternatives from these guidelines shall be requested in writing for review to <a href="mailto:DOTI.SmallCell@denvergov.org">DOTI.SmallCell@denvergov.org</a>. DOTI will review and provide feedback or approval within 10 days of receipt for design deviation. Approval of design deviation is required prior to including in application materials. The Applicant must describe the design alternative and demonstrate why it is required. The City reserves the right to request additional information prior to approval. Design alternatives must follow all other City of Denver Rules &amp; Regulations, standards, details and technical criteria.</p> <p>Examples of design alternatives are shown below.</p> <ul style="list-style-type: none"> <li>• Allowable Aesthetic Appearance/Form Factor Alterations             <ul style="list-style-type: none"> <li>○ Type 6 pole</li> <li>○ External RF Transparent Equipment shroud in place of or in addition to a cantenna</li> <li>○ Cantenna Heights greater than 7'-6" only if pole height including cantenna does not exceed maximum allowable pole height</li> </ul> </li> <li>• Foundation Design             <ul style="list-style-type: none"> <li>○ Alternative foundation designs, including, but not limited to type, depth, size, and reinforcing shall be designed per the Small Cell Infrastructure Design Guidelines General Structural Notes in standard drawing No. SS-22 and No. SS-23</li> </ul> </li> </ul>
<b>Small Cell Map</b>	<p>A Denver small cell location map is published online for your reference when selecting proposed Freestanding, Privately-Owned Small Cell Antenna Pole locations that meet design guidelines. A link to the map is provided <a href="#">here</a>.</p> <p>The information in this map is provided by applicants through the geodatabase submissions required above. Applicants must ensure the City has the most current and complete information for all locations, and it is important that applicants consult the map before preparing an application to minimize opportunity for location conflicts with other carriers. It should be noted that the City does not reserve locations and the applicant to first receive an approved application for a location will take priority should a conflict occur with another proposed or approved location within 250 feet.</p>
<b>Required Notes for each set of Pole Plans</b>	<p><a href="#">Required Plan Notes</a> (with title block) are to be included on each set of pole plans.</p> <p>Forestry general plan notes and tree protection details are also required on the plans, and available at: <a href="https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/trees-natural-resources/forestry-trees-.html">https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/trees-natural-resources/forestry-trees-.html</a>.</p>