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 LATEST EDITION OF THE FOLLOWING DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE (DOTI) REGULATORY DOCUMENTS:

- Freestanding, Privately-Owned Small Cell Antenna Pole ROW Permit Entrance Requirements
  - DOTI Right of Way and General Permits
- Small Cell Infrastructure Design Guidelines
  - DOTI Standards, Details, Manuals, Guidelines
- Transportation Standards and Details for the Engineering Division
  - DOTI Standards, Details, Manuals, Guidelines
- Rules and Regulations Governing Encroachments & Encumbrances in the Public Right of Way,
  - DOTI Rules and Regulations
- Rules and Regulations Governing the Private Designing, Planning, Construction, Reconstruction, and Remodeling of General Public Improvements
  - DOTI Rules and Regulations
- Rules and Regulations Governing Street Cuts and Roadway Excavation Specifications
  - DOTI Rules and Regulations
- Utility Plan Review
  - DOTI Right of Way and General Permits

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)
- ■ Completed Plan Review Checklist (PDF)
- ■ Structural and Foundation Calculations (PDF)
- ❑ Proof of Notification to Adjacent Property Owner(s) and RNO/HOA (PDF, not required for 1st Submittal)
- ❑ Provide copies of any City DOTI staff written approval to waive any requirements contained herein or any approved alteration or modification to the Small Cell Guidelines (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
- ■ Location of regulatory floodplains within 100 ft of any proposed locations within the group
- ■ Pole location table
- ■ Legend
- ■ Plan set date and revision number

Comment Resolution Sheet(s) – Not Required for the 1st 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 Plan Notes complete with title block (See the Approval tab on the Small Cell web page)
- ■ 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
- Regulatory floodplains within 100 ft of proposed location
- 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.

Rosalie Thim _____ 07/07/2023

Applicant signature **Date**

Only as previously agreed by: _____ of Department of Transportation and Infrastructure on _____, the following Checklist requirements are hereby waived from being required in this submittal (proof of this correspondence required).

- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____