



## Small Cell Permit Application

To apply for a small cell permit, complete this form and send electronically vwuYr a Ub4 a Ufg U'hc k b!jUf c j "The title of the e-mail should read "Request for Small Cell Permit- Company Name" with "Company Name" being the name of the owner of the small cell facilities. Note, an excavation permit must be in place before small cell facilities can be permitted. If you do not have an excavation permit, please contact Engineering at (641)-754-5734.

### Owner of Small Cell Facilities (Permit will be issued to owner)

Owner Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Applicant

Check if same as Owner

Owner Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Fee Billing Information

Check if same as Owner

Billing Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Number of Free-Standing Small Cell Facilities to be installed under this application: \_\_\_\_\_

Number of Small Cell Facilities to be attached to existing poles under this application: \_\_\_\_\_

By signing below, the applicant is stating his/her authorization to submit this application and commit the owner of the free-standing small cell facilities and/or small cell facilities attached to existing poles to any applicable fees/charges, indemnity, insurance requirements, and all other obligations of the small cell permit and associated right-of-way use agreement. The applicant also verifies that all information included in the application and submittal is complete and accurate and that any omissions may result in disapproval of the application. The applicant also acknowledges that any incorrect information provided in the application and submittal that results in the issuance of a permit may result in the removal of small cell facilities authorized by the approval of this application.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Small Cell Permit Application

Page 2 of 4

## Small Cell Facility Information

Please provide the information below separately for each Small Cell Facility proposed under this application. Please include additional copies of this page for each Small Cell Facility.

Facility Located On:      Utility Pole      Streetlight Pole      Traffic Signal Pole      New Free-standing Pole  
                                 Collocate on Existing Multicarrier Pole      Collocate on New Multicarrier Pole

Small Cell Facility or Pole Identification Number or Code: \_\_\_\_\_

Small Cell Facility or Pole Address or Location: \_\_\_\_\_

Latitude and Longitude Coordinates for the Pole (decimal degrees): \_\_\_\_\_

Pole Height Above Finished Grade, Including Antenna (ft): \_\_\_\_\_

Accessory Equipment Location:      Concealed/Integrated Into Pole      Underground

Length of any associated underground fiber optic conduit or power conduit, excluding back haul facilities (ft): \_\_\_\_\_

Check the box to acknowledge that additional devices or equipment not included in this application will not be mounted on any poles without requesting an applicable permit or approval from the City. Acknowledgement is required for permit approval. (Examples include third party cameras, antennas, sensors, additional small cell facilities)

Check the box to acknowledge that the Small Cell Facilities covered under this application shall be installed, inspected, and have construction approval from the city within 180 days of date of issuance of the permit requested by this application. Acknowledgement is required for permit approval.

Proposed construction start date: \_\_\_\_\_

Anticipated duration of construction: \_\_\_\_\_

Name and address of all licensed contractors expected to do work on the project:

Describe how will the small cell facility and/or pole be maintained. Use additional sheets if necessary. (including graffiti removal, vandalism repair, paint/coating repair, and replacement in the event of a knockdown or damage):

Explain why the pole must be located in public right-of-way, what alternative options to use of the public right-of-way were considered and why such options are not suitable for the proposed installation. Use additional sheets if necessary. (Examples include use of private property, collocation on existing small cell poles, etc.):

# Small Cell Permit Application

## Page 3 of 4

### Additional Submittal Requirements

Please include the information below for the Small Cell Facility proposed under this application. All documents must be in pdf format.

- Cover sheet for this application listing all Small Cell Facilities included in the submittal. (8.5" x 11" sheet size)
- Completed application form.
- A copy of the Right-of-way Use Agreement (between the City and the owner of the Small Cell Facilities) applicable to the Small Cell Facilities included in this application.
- An area map for each proposed Small Cell Facility showing the location of all existing above ground utility, streetlight, traffic signal, and freestanding wireless facility poles within 250 feet of the proposed facility. Identify what existing facility, if any that will be used or replaced for the proposed facility. Label existing poles using ID numbers if available.
- Detailed site and engineering plans for each proposed Small Cell Facility, showing the location of work, work to be completed, limits of disturbance, dimensions, etc. (11" x 17" sheet size; drawings must be scaled)
- Detailed design drawings with dimensions of equipment for each proposed Small Cell Facility, including manufacturer, model, and color. Design drawings may be included in site and engineering plans. (Poles, streetlights, antennas, cabinets, enclosures, etc.)
- Applicable load analysis, completed, sealed, and signed by a professional engineer licensed and registered by the State of Iowa indicating the pole to which the Small Cell Facility will be attached will safely support the intended loads.
- Certification by a certified RF engineer demonstrating compliance with FCC standards for radio frequency emissions as they relate to the public, including aggregate emissions for all collocated equipment.
- Copy of the contractors bond and insurance certificates shall be on file with the City of Marshalltown Engineering Department prior to the issuing of permits. Bonded contractor packet can be found attached.
- A written description of any existing Small Cell Facilities within the City and any anticipated future installations, including latitudes and longitudes, for the two years following the date of application submission. In lieu of written latitudes and longitudes, a Keyhole Markup Language Zipped (kmz) file may be submitted with the written description.
- Traffic control plans for each proposed Small Cell Facility, showing all dimensions (in feet) of tapers, work zones, activity areas, diversion, detour routes, etc.
- Applicable stormwater management plan for each proposed Small Cell Facility as required by Code **Chapter 55 - Erosion and Sediment Control for Construction Sites**.
- Adjacent property owner notification must occur for all properties within 250 feet of the small cell facility. A copy of the applicant's notification letter and certificates or proof of mailing must be provided. Small cell permits will not be issued until the letter and certificates or proof of mailing has been confirmed. The letter must be on letterhead of the owner of the small cell facility. The letter must notify property owners of the upcoming installation, type of installation (stand-alone, attachment, etc.), location, and include a sample depiction, photo, or drawing of the installation. The owner or applicant's contact information and website must be provided so that property owners can obtain more information if desired.

# Small Cell Permit Application

Page 4 of 4

THIS PAGE IS TO BE COMPLETED BY CITY OF MARSHALLTOWN STAFF OR DESIGNATED CITY OF MARSHALLTOWN REPRESENTATIVE

## Submittal Review Checklist

Assigned Application # \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Cover Sheet	Complete	Incomplete	N/A
Completed Application Form	Complete	Incomplete	N/A
Copy of ROW Use Agreement	Complete	Incomplete	N/A
Area Map for Each Small Cell Facility	Complete	Incomplete	N/A
Site and Engineering Plans for Each Small Cell Facility	Complete	Incomplete	N/A
Design Drawings for Each Small Cell Facility	Complete	Incomplete	N/A
Load Analysis for Each Small Cell Facility	Complete	Incomplete	N/A
RF Certification	Complete	Incomplete	N/A
Description of Existing Small Cell Facilities and Future Deployment	Complete	Incomplete	N/A
Traffic Control Plan for Each Small Cell Facility	Complete	Incomplete	N/A
Stormwater Management Plan for Each Small Cell Facility	Complete	Incomplete	N/A
Notification Letter and Certificates or Proof of Mailing	Complete	Incomplete	N/A

Application Completion Date: \_\_\_\_\_

Checklist Completed By: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_

## Design Review Checklist

Engineering Services Review (Site and Engineering Plan)	Complete	Incomplete	N/A
Engineering Services Review (Stormwater Management Plan)	Complete	Incomplete	N/A
Traffic Engineering Review (All Applicable Items)	Complete	Incomplete	N/A

Design Review Completion Date: \_\_\_\_\_

Checklist Completed By: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_

## Application Approval

Application Approval Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_

## Permit Issuance

Permit Issuance Date: \_\_\_\_\_

Issued By: \_\_\_\_\_  
PRINT NAME

Signature: \_\_\_\_\_