

Small Cell Facility Permit Submittal Checklist

Applications for **Small Cell Facilities in the Right-of-Way** are reviewed by the Building Division for compliance with electrical codes; by the Planning Division for compliance with locational, height, design, and spacing requirements; and by the Department of Public Works for conflict with sight distance, utilities or other right-of-way improvements. The following list of documents or information is required at the time of submission of application for permit:

- Completed City of Wheat Ridge **Building Permit Application** (for the electrical work) containing the following:
 - Contact information; coordinates; address (assigned by staff)
 - Contractor and subcontractor information
 - Detailed description of work to be performed
 - Contract value of all work to be performed
 - Printed name and signature of individual submitting application
- Completed City of Wheat Ridge **Right-of-Way Permit Application**.
- Two complete sets of plans containing the following (minimum 11" x 17" sheets for in-person submittals, or appropriate PDFs for online submittals):
 - Site Plan showing the proposed location and geographic coordinates of the facility
 - Elevations / design drawings including the proposed height, materials, design, and color
 - Electrical plans including the source of power
 - Structural plans (if mounted to existing pole) stamped by a Licensed Colorado Engineer
- Justification for the proposed location; use provided checklist
- Confirmation from the Planning Division the location is eligible (no small cell facility may be located within 1,000 feet of any other such facility)
- Permission to use pole if a City-owned or third-party owned utility pole

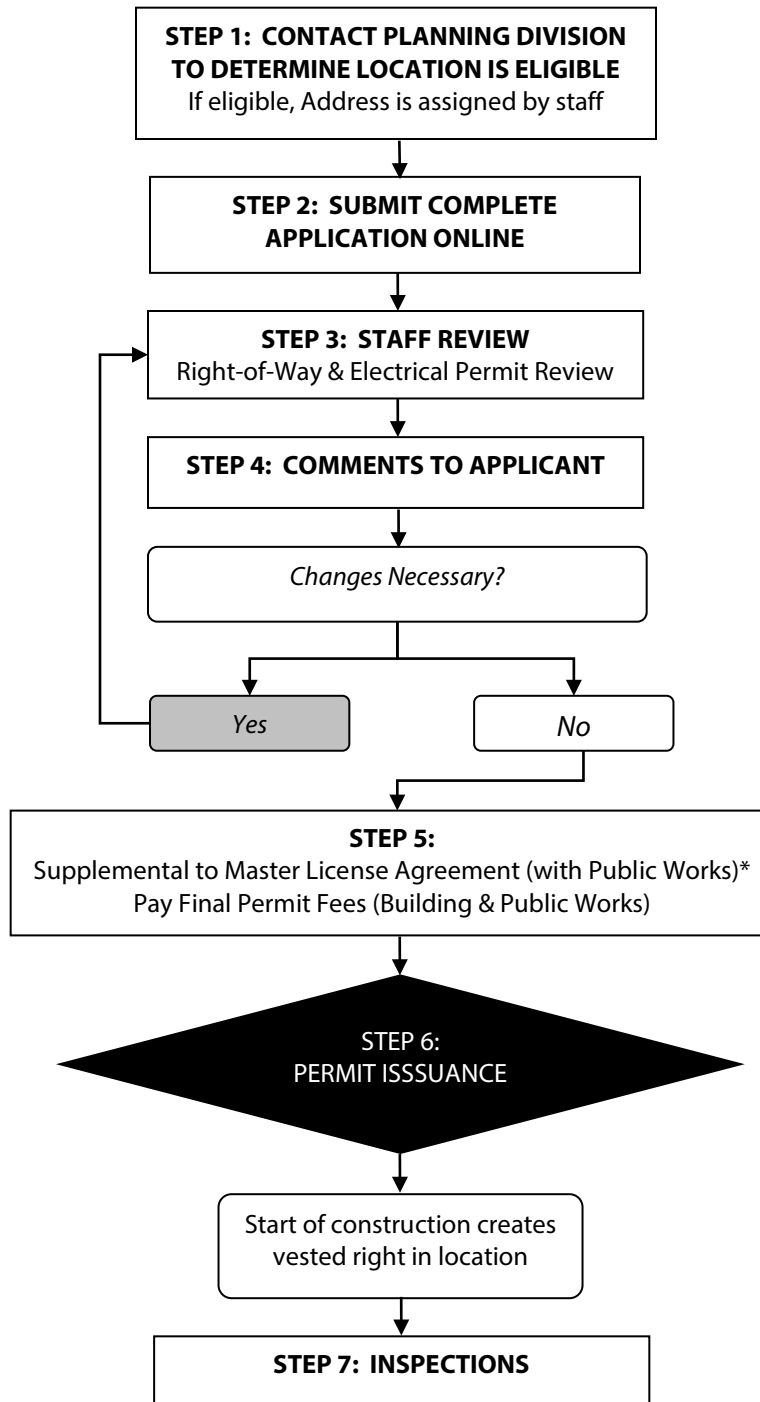
****APPLICATIONS MAY ONLY BE SUBMITTED AFTER LOCATION ELIGIBILITY IS CONFIRMED BY THE PLANNING DIVISION.**

CONTACT THE PLANNING DIVISION AT 303-235-2846 OR zoning@ci.wheatridge.co.us TO CONFIRM THE PROPOSED LOCATION IS ELIGIBLE**

****APPLICATIONS THAT ARE INCOMPLETE OR LACKING SUBMITTAL DOCUMENTS WILL NOT BE ACCEPTED OR HELD BY ANY DEPARTMENT****

****ONE (1) MASTER LICENSE AGREEMENT IS REQUIRED PER COMPANY TO OPERATE SMALL CELL IN R.O.W. CONTACT PUBLIC WORKS AT 303-235-2861 FOR MORE INFO.****

SMALL CELL FACILITY REVIEW PROCESS



*Note: Each telecom is required to sign one (1) Master License Agreement with Public Works to operate/build in the City's Right-of-Way, and execute a supplemental agreement for each facility at time of ROW permit.

Small Cell Location & Justification

Section 26-615.H of the City Code permits small cell facilities in the right-of-way in under the following priority, ranked 1-5. Check the item that applies to your proposed facility.

- 1. City-owned utility pole (removed and replaced with new pole, conveyed back to City)
- 2. City-owned utility pole (attached to existing pole)
- 3. Third-party owned utility pole with owner's permission (attached to existing pole)
- 4. Traffic signal pole or mast arm (requires City or CDOT approval)
- 5. New freestanding or ground-mounted facility

Explain the reason for choosing the type of facility, and why other higher-priority locations were not selected, if applicable (*required*):