

City of Surprise

WIRELESS FACILITY LOCATED WITHIN RIGHT-OF-WAY APPLICATION

LOCATION VERIFICATION

FORM WF02

- Step 1** – Complete and submit for Master License, **WF01**

City Staff will review and present to the City Council for approval.

- Step 2** – Applicant to submit Application **WF02**, location verification, with the following items completed:

- Executed and approved Master License signature sheet
- Application fees for each site

Within ten (10) business days, City Staff will review locations for eligibility and notify applicant of ROW Encroachment permit(s) for approved site(s)

- Step 3** - Once location verification has been approved, the applicant may submit application **WF03** for construction document review for each site:

- Copy of ROW Encroachment permit
- Three (3) full sets of construction drawings for each site
- Letter of site compliance with FCC OET Bulletin 65 for each site
- Certificate of Insurance (COI) for each site
- Annual ROW Encroachment Fee(s) will be collected by the Engineering Department before approval.

City Staff will review within the time limits set by the Arizona Revised Statutes (“ARS”)

City of Surprise

WIRELESS FACILITY LOCATED WITHIN RIGHT-OF-WAY APPLICATION LOCATION VERIFICATION

The application for the installation of Small Wireless Facilities (SWF) within rights-of-way (ROW) will include the items listed below:

Minimum Submittal Requirements:

- Executed and approved Master License Signature Page (Form WF01)
- Form WF02 (This Form)
- Application Fee for each site (Exhibit "C")
 - o \$50 each - For submittal of six (6) or more sites (collocation)
 - o \$100 each – For submittal of one (1) to five (5) sites (collocation)
 - o \$400 each – For new, replacement, or modified support structures

Note:

An application that does not include all items indicated on this checklist may be rejected immediately. Acceptance of an application by the City does not mean that the application meets the minimum requirements.

Internal Use Only

Received By: _____ Date: _____

Master License Number: _____

Final Submittal Number: _____

Permit/Plan Review Application

Request:

Description of Request: _____

Project Valuation: _____

Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Alternate: _____ E-mail: _____

General Contractor:

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

ROC License Number: _____ Business License Number: _____

Contact: _____ Title: _____

Phone: _____ Email: _____

Subcontractor(s):

Company Name: _____

ROC License Number: _____ Business License Number: _____

Company Name: _____

ROC License Number: _____ Business License Number: _____

Company Name: _____

ROC License Number: _____ Business License Number: _____

Falsification of information on this document for the purpose of evading State Licensing Laws is a Class II Misdemeanor per State Law.

Primary Contact:

Primary Contact: _____ Title: _____

Phone: _____ Email: _____

Company Name: _____

Alternate Contact: _____ Title: _____

Phone: _____ Email: _____

Company Name: _____

Applicant Authorization:

The owner or authorized agent for the owner of the subject Wireless Facility guarantees the information provided is correct to the best of their knowledge including dimensions and structure locations.

Applicant Printed Name Date

Applicant Signature Date

Pole Owner Authorization:

The owner or authorized agent for the owner of the subject Wireless Facility guarantees the information provided is correct to the best of their knowledge including dimensions and structure locations.

Pole Owner's Printed Name Date

Pole Owner's Signature Date

Exhibit "B"

Support Structure / Pole Information: (Additional Sheets may be submitted)

Request Number	New or Existing Support Structure	Distance from Intersection and Street Side	Bearing N, S, E, or W	Nearest Cross Streets	Type L – Street Light S – Traffic Pole U – Utility Pole M – Monopole	Pole ID	Latitude / Longitude of Support Structure	Support Structure Owner
<i>Example</i>	<i>Existing</i>	<i>450 feet South Side</i>	<i>E</i>	<i>Bell Litchfield</i>	<i>L</i>	<i>X1</i>	<i>33.6385 -122.3579</i>	<i>APS</i>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Base Station Information: (Additional Sheets may be submitted) (omit if no ground equipment)

Request Number	Distance and Direction from Support Structure	Volume in Cubic Feet	Height from finish grade	Screening Method	Latitude / Longitude of Base Station
<i>Example</i>	<i>10 feet East</i>	<i>6 cf</i>	<i>4 ft</i>	<i>Wrap</i>	<i>33.6385 -122.3579</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Exhibit “C”

City of Surprise Fee Schedule for Wireless Facilities in the ROW

Activity	Amount	Measurement
Annual Use Fees		
<ul style="list-style-type: none"> Right-Of-Way Use Fee 	\$50	Per year x number of Small Wireless Facilities
<ul style="list-style-type: none"> Right-Of-Way Use Fee for Monopoles and associated wireless facilities 	\$100	Per year x number of Small Wireless Facilities
Application for collocating Small Wireless Facilities (Existing with no modifications)		
<ul style="list-style-type: none"> One (1) to five (5) applications 	\$100	Each
<ul style="list-style-type: none"> Six (6) through 25 applications 	\$50	Each
Application for utility pole and monopole (New or existing with modifications)		
<ul style="list-style-type: none"> New, replacement, or modified utility poles not subject to zoning review 	\$400	Each
<ul style="list-style-type: none"> New, replacement, or modified monopoles, utility poles, collocations, or wireless facilities subject to zoning review 	\$400	Each