

# City of Surprise

## WIRELESS FACILITY LOCATED WITHIN RIGHT-OF-WAY APPLICATION FOR CONSTRUCTION REVIEW FORM WF03

- 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 FOR CONSTRUCTION REVIEW

The installation of Small Wireless Facilities (SWF) and the installation of new, replacement, or modified Support Structures associated with a SWF within rights-of-way (ROW) will include the items listed below:

### Minimum Submittal Requirements:

- Approved Encroachment Permit
- Form WF03 (This Form)
- Three (3) full sets of construction drawings (Exhibit "B")
- Letter of site compliance with FCC OET Bulletin 65 (RF exposure)
- Certificate of Insurance (COI)

### 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: _____	
Support Structure Number: _____	
Building Permit Number: _____	

**Exhibit "A"**  
**Permit/Plan Review Application**

**Request:**

Description of Request: \_\_\_\_\_

Project Valuation: \_\_\_\_\_

**Facility Information:**

Wireless Provider Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Support Structure (Circle One): Existing New

Support Structure Type (Circle One): Street Light Traffic Pole Utility Pole Monopole

Volume of Base Station in (Cubic Feet): \_\_\_\_\_

Screening method: \_\_\_\_\_

**Applicant Information:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Primary Contact:**

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

**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.***

**Support Structure Owner Authorization:**

The owner or authorized agent for the owner of the subject support structure guarantees the information and plans provided are correct to the best of their knowledge including dimensions and structure locations.

\_\_\_\_\_  
Owner/Agent Printed Name                      Date

\_\_\_\_\_  
Owner/Agent Signature                      Date

## **Exhibit “B”**

### **Construction Drawings**

The wireless provider must have the construction drawings created and stamped by an Arizona Design Professional as per ARS § 32-125. Three (3) full sets of 24” by 36” construction drawings must be provided. At the minimum, the following sheets are required:

- Title Sheet with Vicinity Map
- General Notes including latitude and longitude of the subject wireless facility.
- Site Survey (include on plan)
- Site Plan
- Enlarged Site Plan
- Elevations (two views minimum), including:
  - Height, diameter, and type of the existing and proposed support structures
  - Location of ground equipment and electrical pedestal
  - Elevation of base station screening – Base Stations will be located underground, behind removable screening, or painted or wrapped to provide an artistic rendering.
  - Landscape restoration of immediate surrounding area
  - Photo simulations
- Construction details
  - Antennas
  - Shrouds
  - Mounting brackets and posts
  - Foundation
  - Conduit for cables and wires
  - Electrical meter and pedestal
  - Ground equipment with dimensions
- Structural and Engineering documents
  - Support Structure design and load calculations
  - Foundation design and load calculations
  - Address drainage and any other site issues
  - Right-of-way and other existing easements
- Electrical and grounding plans, including electrical pedestal
- Landscaping plan, if applicable

## **Miscellaneous Notes**

### **Wireless Facilities Located Within ROW**

#### **Processing Times:**

The review must be complete within 75 days of initial submittal. However, time between return of an application or plans to the applicant for revision and receipt of the revised items by the City will not be included in the 75 days.

#### **Construction Plans:**

All documents will be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules, and regulations, as determined by the Building Official.

All work shall comply with the following adopted codes and ordinances, as amended:

- 2012 International Building Code
- 2012 International Mechanical Code
- 2012 International Plumbing Code
- 2011 National Electric Code
- 2012 International Fire Code
- 2012 International Energy Conservation Code
- Local Amendments – Ordinances 14-04 and 16.28