



Small Cell Application - Submittal Process

1. Address Request:

- E911 Address Request:
 - List of sites with Latitudes/Longitudes
 - Each site included should have separate page:
 - Site Name
 - Coordinates
 - Map View of site location
 - Street View of site location
- Email to PermitRequests@cctexas.com. The address request will be forwarded to our Project Management and GIS team for location verification.

2. Application Packet:

- Application Packet may be submitted in batches of 5.
- Subject title for each submittal should be:
(Carrier Name) SMALL CELL Permit Application - (the location address)
- Email should include the following with attached items in PDF format.
“Please find attached the Permit Application Packet for (your location address), for your review. The following documents are attached:
 - **Commercial Building Permit Application**
 - **Construction Drawings**
 - **Interference Analysis Report**
 - **Structural Analysis Report, for Node Support Pole**
 - **Permission to attach or use non-city owned property and ROW**
- Email all items to PermitRequests@cctexas.com

REQUIREMENTS FOR COMPLETE APPLICATION:

1. Detailed **construction drawings**, with calculations to show strict conformity to the size limitations as set forth in Ch. 284, including, but not limited to Ch. 284, 284.002, size of a Micro Network Node, 284.003, size of network nodes, and 284.103, maximum pole height, and with the requirements of this Article, the right-of-way maintenance ordinance, and the pole attachment specifications.

Title Sheet, Survey showing Utilities-for New Pole, Exhibit Photo & Site Plan, Pole Elevations & Details, Plumbing & Riser Diagram, Equipment Details, Electrical Details, Grounding Details, Traffic Control Plan (specific to site requirement), Pedestrian Safety Plan (specific to site requirement), General Notes...these items are the minimum required for submittal.

2. An **interference analysis report** showing that the proposed wireless facility(ies) will not cause any interference with City public safety radio systems, utility supervisory control and data acquisition systems (SCADA), electric automation systems, metering networks, traffic signal light systems, or other City utility or safety communications components in accordance with Ch. 284, 284.304, or interference with motorists sight distance at an intersection as defined by the American Association of State Highway and Transportation Officials (AASHTO) in the “A Policy on Geometric Design of Highways and Streets”.
3. **Structural Analysis Report/Pole Structural Analysis** for Node Support Pole.
4. Network Providers shall **provide evidence of such permission to attach or use non-city owned property and Right-of-Way**. If the project lies within a Highway, the applicant must provide evidence of an authorization from the State government as applicable. **(Letter AND note on the Cover/Title Sheet or General Notes.)**
5. A **proposal to camouflage or conceal** the network node consistent with the requirements of the Senate Bill 1004 if applicable. **(Note on the Cover/Title Sheet or General Notes)**
6. **Disclosure if the location is in any of the following (or note on the Cover/Title Sheet or General Notes if not applicable for EACH):**
 - a. Within a municipal park
 - b. Within an area zoned for residential use
 - c. Within a designed district utilizing decorative poles or in a City zoned or otherwise designated as a historic overlay district, Development Concept and Special Overlay Districts or other similar districts as set forth in the City’s Unified Development Code (UDC) and Code of Ordinances.
 - d. Within an area that has undergrounding requirements as set forth in the City’s UDC and Code of Ordinances.
 - e. Within 300 feet of an historic site or structure or Historic Landmark recognized by the City, State, or

Federal Government as of the date of the submission of the permit.

7. A **note on the Cover/Title Sheet or General Notes** stating that the City's **acceptance of the submitted design documents** does not relieve the Network Provider and its Engineer of all responsibility and liability for any errors and/or omissions in the engineering analysis.

Applications missing any of the above requirements will be deemed incomplete and will be denied for review.

TIME LINE:

The City will have 30 days from the date the application for a Network Node or Node Support Pole is submitted to determine if the application is complete and ready for review. If not complete, will be denied. Transport Facility applications will be approved or denied for review within 10 days of the date submitted. As soon as determination has been made an email will be sent to applicant approving or denying the application.

Node Support Pole - From the date that the City deems the application complete, the City has 150 days to either approve for permit or deny the permit.

Network Node - From the date that the City deems the application complete, the City has 60 days to approve for permit or deny for permit.

Transport Facility - From the date that the City deems the application complete, the City has 21 days to approve for permit or deny for permit.

An application for a Node Support Pole, Network Node, or Transport Facility shall be deemed approved if the application is not approved or denied on or before the applicable time period prescribed above.

If application is complete, the application will be processed and the review will begin within the State guidelines.

During the review, if the documents are deemed incomplete or need revisions, the permit will be denied and comments will be sent to the applicant for resubmittal. The applicant will have 30 days from date of denial to submit revised documents to Development Services. The clock will then continue. If the revised documents are not received within the 30 days the applicant must reapply and fees will be assessed. The review window will restart as a new application.

Applications that come in past the 30-day period from date of denial, will be considered as new application and application fees will apply. Refunds will not be issued from previous submittal due to a re-application.

If there are no comments or revisions required, permits will be issued. The applicant will have 90 days from the date of the permit to commence construction and an additional 90 days to complete the project for a total of 180 days. If the construction has not commenced within 90 days of the date of the permit and there has not been a request for a time extension that has been approved by the department, the permit will be canceled and the Applicant will have to reapply. Time extension will be allowed for an additional 180 days.

***NOTE:** This does not supersede any requirements contained in the SB 1004. This submittal process is for clarification only.*

FOR PROJECT CLOSE OUT:

- Electrical and Building Final Inspections
- Provide the WPI-3 Form (windstorm)
- The “Certificate of Completion” will be emailed to project contact

RIGHT-OF-WAY (ROW) BLOCKAGE PERMIT:

If work will be done on, in, under, above, or around any public street, highway, roadway, alley or sidewalk and/or the street has to be partially or completely closed for a construction and/or maintenance operation and if your project requires excavation within or occupancy of all or a part of the width of any public right-of-way by equipment, materials, debris, or workers, you **MUST GET A PUBLIC RIGHT-OF-WAY BLOCKAGE PERMIT**. This is in addition to the Street Excavation Permit from Development Services.

Contact Traffic Engineering at TrafficEngineering@cctexas.com for application and submittal requirements for the Right-Of-Way Blockage Permit.