



Small Cell Right-Of-Way Permit Application

- Please Select Permit Type:** Network Node Permit (i.e. small cell attachment to existing pole)
 Node Support Pole Permit (i.e. standalone pole for small cell)
 Transport Facility Permit (i.e. fiber/line connection between small cell and cellular network's switching location)

****Other permits may be required for other authorizations needed from the Town relating to this proposed installation. Applications for those permits must be submitted with this Application****

Owner of Facilities' Information:

Owner's Name (AT&T, T-Mobile, Sprint, Verizon, etc.): _____
 Phone: _____ Email: _____
 Owner's Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Full Name and Title of Authorize Representative of Owner Filing Application: _____
 Name of Authorized Representative's Business: _____
 Authorized Representative's Phone: _____ Authorized Representative's Email: _____

Site Information:

Adjacent Address: _____
 Closest Intersection: _____

Proposal:

1. Node Installation Type: Existing Town Owned Pole Existing/Replacement Third-Party Pole New Pole

- If it is proposed on existing Town Owned pole, please provide Pole ID: _____

Additionally, do you have an executed Service Pole Collocation Attachment License Agreement with the Town for Small Cells? Yes No

If yes, please provide the execution date: _____

If no, a Service Pole Collocation Attachment License Agreement is required and an approved and executed copy must be submitted with this application.

- If it is proposed on existing/replacement Third-Party (Oncor or other) pole, please provide Pole ID: _____

Also, provide copies of their Pre-approval letter and executed pole attachment contract (or other instrument) containing the provisions and binding terms required by the Town.

- If it is proposed on a new pole, please provide Pole ID assigned by the Town: _____

2. Is the Proposed Small Cell Infrastructure in State or Federal Right-of-Way? Yes No

If yes, please provide evidence of permit from State or Federal Department with this application.

3. Provide your Registration Number with the Town of Fairview: Registration No. _____

(NOTE: Registration requires Insurance and Bond Information for Owner, Contractors and Subcontractors)

- All Contractors and Subcontractors that will perform work associated with this application are listed on Owner's Registration Form containing the Registration Number provided above? Yes No

STAFF USE ONLY

Assigned Application Number: _____

Application Received By: _____

Date Received: _____

REQUIRED DOCUMENTS CHECKLIST

Please place a check mark next to each document that has been provided. Please refer to the Town of Fairview's Right-of-Way Management Ordinance and Design Manual, as amended, to ensure all required documents are submitted with this application.

Required Documents (Name electronic files and title physical documents as shown below) Note: ¹ Only these designated documents are required to be submitted with Transport Facility Permit application	Applicant	Staff
Completed Application ¹	<input type="checkbox"/>	<input type="checkbox"/>
Fees Paid ¹ (<i>Fee Verification Form provided with this application must be completed</i>)	<input type="checkbox"/>	<input type="checkbox"/>
LOCATION DETAILS:		
• Aerial Map – to clarify location and route of all facilities to be constructed or installed ¹	<input type="checkbox"/>	<input type="checkbox"/>
• Street View Image – to clarify location and route of all facilities to be constructed or installed ¹	<input type="checkbox"/>	<input type="checkbox"/>
• GPS Coordinates in decimal degrees for the proposed node location. Must be accurate up to 6 decimal places. Latitude: _____ Longitude: _____	<input type="checkbox"/>	<input type="checkbox"/>
• Land Survey Detailing the location of all rights-of-way (including utility easements) that the owner plans to use and existing utilities and infrastructure located in the subject right-of-way, including the town's utilities and infrastructure ¹	<input type="checkbox"/>	<input type="checkbox"/>
• For Collocations Only: 24-hour contact information for owner of structure and/or pole (staff may request additional information)	<input type="checkbox"/>	<input type="checkbox"/>
PLANNING, DESIGN AND CONSTRUCTION:		
• Site Plan and stamped engineering plans, including plan and profile, which will be on a reasonable scale acceptable to the department ¹	<input type="checkbox"/>	<input type="checkbox"/>
• Details and drawings with calculations and other required plans and documents to show what the owner proposes to construct and strict conformity to the height and size limitations of poles and facilities, siting and installation criteria, services to be provided by the facilities, materials used, and other details such as pipe size, total structure height, number of ducts, valves, etc. as set forth in the Town of Fairview's Right-of-Way Management Ordinance and Design Manual, as amended ¹	<input type="checkbox"/>	<input type="checkbox"/>
• Pole Elevations – meeting height and other requirements as set forth in the Town of Fairview's Right-of-Way Management Ordinance and Design Manual, as amended	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment Details – meeting all size limitations and other requirements as set forth in the Town of Fairview's Right-of-Way Management Ordinance and Design Manual, as amended ¹	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical Conduit Plan (Note: A separate electrical permit is also required, prior to construction) ¹	<input type="checkbox"/>	<input type="checkbox"/>
• Detail of plans to remove and replace asphalt or concrete in streets, and details for restoration within public right-of-way ¹	<input type="checkbox"/>	<input type="checkbox"/>
• Drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, etc. including depth and elevation located in public right-of-way ¹	<input type="checkbox"/>	<input type="checkbox"/>
• Typical details of manholes and/or handholes owner plans to use or access ¹	<input type="checkbox"/>	<input type="checkbox"/>
• Complete legend of drawings submitted by owner, which may be provided by reference to previously submitted documents acceptable to the Town ¹	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> The construction methods to be employed for the protection of existing structures, fixtures, and facilities within or adjacent to the right-of-way, and the dates and times work will occur, all of which (methods, dates, times, etc.) are subject to approval of the director, and to include an erosion control plan at the request of the director¹ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Approved Traffic Control (including Pedestrian Safety Plan) Plan. Sign off from Engineering Department¹ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Stormwater Pollution Prevention Plan (SWPPP)¹ 	<input type="checkbox"/> N/A	<input type="checkbox"/>
<ul style="list-style-type: none"> Trench Safety Plan¹ 	<input type="checkbox"/> N/A	<input type="checkbox"/>
EXHIBITS:		
300-foot Distance Analysis Exhibit – to verify no other poles with small cells in that area	<input type="checkbox"/>	<input type="checkbox"/>
Industry Standard Pole Load Analysis – certified by a registered engineer	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of non-interference with Town public safety radio system, Supervisory Control and Data Acquisition (SCADA) systems, traffic signal light system, or other town safety communications components.	<input type="checkbox"/>	<input type="checkbox"/>
For network nodes, a certificate that all network nodes to be installed comply with the applicable regulations of the Federal Communications Commission, and certification that the proposed network nodes will be placed into active commercial service by or for a network provider not later than the 60th day after the date the construction and final testing of the network node is completed, and other information required by the Town related to the provider's use of the right-of-way under Texas Local Government Code, Chapter 284 (as amended), to ensure compliance with said chapter	<input type="checkbox"/>	<input type="checkbox"/>
State or Federal Rights-of-Way Permit (if on their ROW) ¹	<input type="checkbox"/> N/A	<input type="checkbox"/>
Pre-approval Letter and executed pole attachment contract (or other instrument) with Oncor and/or Grayson Collin Electric Cooperative (GCEC) containing the provisions and binding terms required by the Town (if proposed on Oncor and/or GCEC pole(s)).	<input type="checkbox"/> N/A	<input type="checkbox"/>

*****Town of Fairview Right-of-Way Management Ordinance No. 2017-15 and Design Manual, as amended, must be complied with to ensure submission requirements, design standards and all other requirements are met*****

CRITERIA

- i. Confirm that the proposed Node Support Pole is NOT within a Municipal Park or Residential Area (in accordance with Chapter 284, Section 284.104(a) or Section 3 of the Design Manual).....**initial** _____
- ii. Is the proposed Network Node or Node Support Pole located in a Design District or Historic District?
 - Yes No
 - If yes, please provide a letter from the Town approving the proposed design/concealment measure (in accordance with Chapter 284, Section 284.105, or Section 3 of the Design Manual)
 - Which Zoning District, Design District or Historic District: _____
- iii. Is the proposed Network Node or Node Support Pole within 300 feet of a historic site, structure, or Historic Landmark as recognized by the Town, state, or federal government? Yes No
- iv. Is the proposed Network Node or Node Support Pole within an area that has an underground requirement? Yes No
- v. Is the proposed Network Node or Node Support Pole within an area that the Federal Aviation Administration (FAA) requires compliance with FAA 14 CFR Part 77? Yes No
 - If yes, please provide documentation that shows compliance with the FAA 14 CFR Part 77.
 - Additionally, if proposal increases the overall height of an existing structure, please provide a 7460-1

Determination from FAA (<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>) or printout that shows it is not required.

- vi. Does the proposed ground equipment meet the following requirements? Yes No
- More than 250 feet from a street corner or a street intersection;
 - More than 250 feet from the boundary line of a Park, unless approved by Town Manager in writing; and;
 - More than 300 feet of existing ground equipment occupying a footprint of 25 sq. ft. or more.
- If no, explain the reason: _____
- vii. Following is the order of preference regarding Network Node attachment to existing facilities and New Node Support Poles, per Section 3(F) of the Town of Fairview’s Design Manual for the Installation of Network Nodes and Node Support Poles. Please check the item that represents your proposal:
- A. Existing telephone or electrical lines between existing utility poles.
- B. Existing Utility Poles (electric poles or telephone poles).
- C. Municipal Service Poles:
1. Non-decorative street lights with a height of more than 20 feet.
 2. Traffic signal structures not interfering with integrity of facility or safety of public.
 3. Street signage shall be a low priority use for attachment of a Network Node.
 4. Other municipal service pole use is discouraged.
- D. New Node Support Poles shall be the least preferred type of allowed facility.
- E. Ground Equipment. Ground equipment should be minimal and the least intrusive.
- viii. Do all network nodes comply with applicable regulations of the Federal Communications Commission (FCC)? Yes No
- ix. Has the required certification that the proposed network nodes will be placed into active commercial service by or for a network provider not later than the 60th day after the date the construction and final testing of the network node is completed been provided to the Town? Yes No
- x. It is understood that “as-built plans” conforming with the Town of Fairview’s Right-of-Way Management Ordinance and Design Manual, as amended, will be provided to the Town within 90 days of completion of facilities in the right-of-way? Yes No

I hereby certify that I have read and examined the application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction, or the use of land including ROW or structure.

Signature of Authorized Representative: _____

Printed Full Name and Title of Authorized Representative: _____

Date: _____

Submit the Small Cell Right-Of-Way Permit Application with required documents, Application Fees, Registration Form for Owner of Facilities in Right-of-Way, and any other required applications/forms/documents to the Town of Fairview Permitting Department located on the first floor of Fairview Town Hall at 372 Town Place, Fairview, TX 75069. Please attention your submissions to the Town of Fairview Engineering Department. All submissions shall include three paper copies and an electronic copy saved to a USB thumb drive.

For questions regarding the Small Cell Right-Of-Way Permit Application, Application Fees, and/or the Registration Form for Owner of Facilities in Right-of-Way, please email Town Engineer, James Chancellor, at jchancellor@fairviewtexas.org.



Application Fees Verification Form

Small Cell Right-Of-Way Permit Application

Only one copy of this page is required to be filled in, for a single application or multiple applications being submitted at one time.

FEE TABULATION: All application fees specified below are non-refundable and due at time of permit application submittal. **Permit applications won't be accepted until all applicable fees are tendered to the Town in accordance with the Town's fee schedule. Any other permit applications required as part of this project must be submitted and related application fees paid at the same time the Small Cell Right-Of-Way Permit Application is submitted.**

Public ROW Construction Application Fee <i>(Related to Network Nodes and Associated Facilities)</i>	Qty.	Amount	Fees
1. Network Node Permit Application			
a. \$500 for an application including up to five network nodes	x	\$500	=
b. \$100 per network node for any additional network nodes above the five provided for in 1(a) above, up to a maximum of 30 network nodes (submitted as a part of a Consolidated Permit Application*)	x	\$100	=
2. Network Node Support Pole Permit Application			
a. \$1,000 per pole for new node support pole(s) (i.e. not a collocation) to be installed	x	\$1,000	=
3. Transport Facilities Permit Application			
a. \$500 for an application including up to five network nodes	x	\$500	=
b. \$100 per network node for any additional network nodes above the five provided for in 3(a) above, up to a maximum of 30 network nodes (submitted as a part of a Consolidated Permit Application*)	x	\$100	=
4. Fees for Other Required Permits – please email Town Engineer, James Chancellor, at jchancellor@fairviewtexas.org prior to submission of application to determine if other permits may be required.			
a.	x		=
b.	x		=
c.	x		=
d.	x		=
TOTAL FEES (sum of all fee amounts in the Fees column) =			

* An applicant can submit a Consolidated Permit Application for a Network Provider for no more than 30 Network Nodes. After that, the permitting fee cycle starts again.



Monthly and Annual Rate Verification
Network Nodes, Node Support Poles and Transport Facilities

NOTE: Annual rates calculated in this document are for January 1st-December 31st of the current calendar year. Annual rates must be paid on or before September 30th of the current calendar year. Payment of annual rates for facilities installed or constructed on or after October 1st of a calendar year shall be tendered to the town no later than September 30th of the following calendar year.

Monthly Public ROW Rate (related to network nodes and associated facilities)	# of Network Nodes	Monthly Rate Per Network Node	Monthly Public ROW Rate
a. <u>Transport facilities installed by a network provider.</u> \$28.00 multiplied by the number of the network provider's network nodes in the public right-of-way for which the installed transport facilities provide backhaul. This rate is in addition to the annual public right-of-way rate applicable to the transport facility. This rate shall apply unless and until the time the network provider's payment of other municipal fees to the town exceeds its monthly aggregate per-node compensation to the municipality (e.g., under LGC, chapter 283 or Texas Utilities Code, chapter 66).	x	\$28.00	=
b. <u>Transport facilities installed by nonnetwork provider.</u> The base rate supplied by town staff at the time of application, multiplied by the number of network nodes in the public right-of-way for which the owner's transport facilities provide backhaul. Persons building or installing network nodes, or node support poles (or any other structure) that supports, or is capable of supporting, a network node, under a contractual arrangement with a wireless service provider shall be subject to the rate applicable to network providers above.	x		=
TOTAL MONTHLY PUBLIC ROW RATE =			

Annual Service Pole Collocation Rate <i>(related to network nodes and associated facilities)</i>	# of Service Poles		Annual Rate Per Service Pole	Annual Service Pole Collocation Rate
a. <u>Network nodes collocated on service poles.</u> \$20.00 per service pole per year		x	\$20.00	=
TOTAL ANNUAL SERVICE POLE COLLOCATION RATE =				

Annual Public ROW Rate <i>(Related to Network Nodes and Associated Facilities)</i>				
a. Unless otherwise provided by ordinance, payments of annual rates for a calendar year shall be tendered to the town on or before September 30th of that calendar year. Payments of annual rates for facilities installed or constructed on or after October 1st of a calendar year shall be tendered to the town no later than September 30th of the following calendar year.				
	# of Network Nodes		Annual Rate Per Network Node	Annual Public ROW Rate
b. <u>Network nodes and transport facilities.</u> \$250.00 multiplied by the number of network nodes installed in the public right-of-way in the town's corporate limits. An annual consumer price index (CPI) adjustment will be applied. The annual CPI adjustment will reflect the annual revised CPI for All Urban Consumers for Texas, as published by the federal Bureau for Labor Statistics. Questions regarding CPI adjustments can be directed to the Town Engineer at (972) 562-0522		x	\$250.00	=
c. <u>Node support poles.</u> No separate rate independent of the network node rate in (b) above				
TOTAL ANNUAL PUBLIC ROW RATE =				

Annual Pole Attachment Rate <i>(Related to Network Nodes and Associated Facilities)</i>	Qty.		Rate	Annual Pole Attachment Rate
Rate calculated by town staff at time of application in accordance with Tex. Util. Code 54.204		x		=
TOTAL ANNUAL POLE ATTACHMENT RATE =				

TOTAL RATES DUE MONTHLY

		RATE
TOTAL MONTHLY PUBLIC ROW RATE	=	
TOTAL MONTHLY RATES	=	

TOTAL RATES DUE ANNUALLY

		RATE
TOTAL ANNUAL SERVICE POLE COLLOCATION RATE	=	
TOTAL ANNUAL PUBLIC ROW RATE	=	
TOTAL ANNUAL POLE ATTACHMENT RATE	=	
TOTAL ANNUAL RATES DUE ON OR BEFORE SEPTEMBER 30TH	=	