



Town of Oro Valley
11,000 N. La Canada Drive
Oro Valley, AZ 85737
520-229-4800

INSTRUCTIONS

Application to Install a Small Wireless Facility in the ROW

- Name of Applicant:** The name of the person submitting the application and the company they are employed with; this person may be a wireless provider employee or an agent working on behalf of the operating company.
- Wireless Provider:** Name of the company that will operate the Small Wireless Facility (SWF).
- SWF Site Name & Number:** Input the site name.
- CMRS Carrier Customer for this Location:** The name of the Commercial Mobile Radio Service (CMRS) company (e.g., AT&T, Sprint, T-Mobile or Verizon) that will transmit RF signals at the site.
- CMRS Carrier's Radio Frequency (MHz/GHz) at Site:** This is documenting the specific CMRS radio frequencies that will be transmitted from the antenna(s) at this location. The frequencies may be expressed in ranges, such as 710MHz - 716MHz, or 1850MHz – 1990MHz, or other similar descriptions of the frequency range along with the designation of megahertz (MHz) or gigahertz (GHz). This information will be useful to have in case there are RF interference issues with municipal RF sites.
- Location of the Pole:** Identify the pole location based on the distance from an existing intersection.
- Pole Owner:** Name of the entity that owns the pole, e.g., APS, SRP, CenturyLink.
- Pole ID #:** ID (number or alpha-numeric code) that is on the side of the pole; the ID code may be either be in stenciled paint or have vinyl letters and numbers.
- Cubic Feet of Ground Equipment:** Provide the dimensions (H x L x W) of the ground equipment and other non-antenna equipment (e.g., Remote Radio Heads).

Checklist of Other Required Documents

Preliminary Site Plan Approval Documents

The Preliminary Site Plan Approval Documents include a copy of the signed approval form, a copy of the letter of authorization from the pole owner, and a copy of the approved site plan set.

ROW License Agreement

The license agreement must have all information completed and signed by the authorized representative of the Wireless Provider. The agreement must have all Exhibits attached in order to be complete. (NOTE: If the Wireless Provider would like an original version of the agreement, they may submit a second original that will be returned with the Encroachment Permit at time of permitting.)

Title Report Showing ROW Ownership and Easements

The title report is required for the ROW property that the SWF site is located on and the immediately adjacent area surrounding the site that another person or entity may hold an interest.

Certificate of Insurance (COI)

The certificate of insurance document must be in conformance with the requirements set for in the Town of Oro Valley *Wireless Facilities Standard Terms and Conditions*.

Letter of Compliance with FCC OET Bulletin 65 (RF Exposure)

A letter from the Director of RF Engineering or an equivalent title attesting that the proposed SWF will be operated in compliance with the radio frequency exposure guidelines set forth in the FCC Office of Engineering & Technology, Bulletin 65 (Evaluating Compliance with FCC Guidelines for Human Exposure to Radio Frequency Electromagnetic Fields).

Payment of Fee – Application to Install a Small Wireless Facility in the ROW

The non-refundable application fee includes the cumulative fees for Town of Oro Valley staff time to process the proposed SWF from conceptual proposal to permit, including the Preliminary Site Approval, Application to Install a Small Wireless Facility in the ROW, and the Encroachment Permit to Work in the ROW.

Construction Drawings Plan Set, (five complete sets printed on 11" x 17" paper) shall include, but not limited to:

- 1) Title Sheet.
- 2) General Notes.
- 3) Site Survey (include on plan, the docket number of the ROW dedication).
- 4) Site Plan.
- 5) Enlarged Site Plan.
- 6) Elevations (minimum of two views), including:
 - a) Height and diameter of the existing pole and the proposed pole.
 - b) Location of the ground equipment and electrical pedestal.
 - c) Antennas with shroud mounted on pole.
 - d) Antenna mounting details.
 - e) Landscape in immediate surrounding area.
 - f) Photo simulations of site, if requested.
- 7) Construction Details
 - a) Antennas.
 - b) Shrouds.
 - c) Mounting brackets and posts.
 - d) Foundation.
 - e) Conduit for cables, wires and electricity.
 - f) Electrical meter and pedestal.
 - g) Ground equipment (need to show dimensions of equipment).
- 8) Structural and Engineering Documents
 - a) Pole design and load calculations.
 - b) Foundation design and load calculations.
- 9) Electrical and Grounding Plans, including power meter and pedestal.
- 10) Landscape or Screening Plan, if required.
- 11) Drainage and Other Site Issues.



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Application to Install a Small Wireless Facility in the ROW

Name of Applicant: _____

Address of Applicant: _____

Applicant's Email Address: _____

Applicant's Phone Number: (_____) _____

Wireless Provider: _____ SWF Site Name & Number: _____

CMRS Carrier Customer for this Location: _____

CMRS Carrier's Radio Frequency (MHz/GHz) at Site: _____

Location of the Pole: _____ feet _____ (N, S, E or W) of the intersection of

_____ and _____

Pole Owner: _____ Pole ID #: _____

Cubic Feet of Ground Equipment: _____ c.f.

Checklist of Other Required Documents:

- _____ Preliminary Site Plan Approval Documents
- _____ Antenna Site in ROW License Agreement (signed by Wireless Provider)
- _____ Title Report Showing ROW Ownership and Utility Easements
- _____ Certificate of Insurance
- _____ Letter of Site Compliance with FCC OET Bulletin 65 (RF Exposure)
- _____ Five (5) full sets of Construction Drawings for the Site (*see requirements in Instructions attached*)
- _____ Payment of Fee – Application to Install a Small Wireless Facility in the ROW