

Application Instructions

Two paper copies of all applications, revisions, additions, and supporting attachments must be submitted. In addition, one electronic file in pdf format must be submitted on an external storage device.

Only one pole type is allowed per application and the maximum number of sites per application is fifteen (15).

An application is considered incomplete until the application fee has been received.

Items that must be included in the application:

1. Applicant Names, Address, and Contact Information
2. Local contact name, number, and address
3. Provider Names, Address, and Contact Information
4. Local Agent Name, Address, and Contact Information
5. Line or CAD drawings showing the location and materials of all planned installations plus an Engineer's list of materials required and construction methods. This drawing should also include the following information:
 - a. This drawing should show the proposed location of the wireless support structure along with all easements, property boundaries, and existing structures within two hundred (200) feet of the proposed wireless support structure.
 - b. Closest city street address and photo of City owned structure along with an aerial view of the location the applicant is proposing to use, if applicable
 - c. Includes the identity and qualifications of each person directly responsible for the design and construction
 - d. Includes signed and sealed with a wet stamp documentation to proportional scale from a professional engineer licensed in North Dakota describing the proposed wireless communication facilities in detail, including
 - i. a structural, loading, and wind-speed analysis for existing, proposed, and reserved loading,
 - ii. a schematic describing the communications properties of the facility, including EMF and RF propagation and off-site data connections
 - e. Power source and route to each device
 - f. Elevation drawing of the pole that is completed to scale
 - g. Electrical connection breakaway details
 - h. Detailed drawing that includes all utilities in the proposed location and potential utility conflicts
 - i. Location, type, and size of any ground mounted equipment
 - j. Emergency Response Plan
 - k. Graffiti Mitigation Plan
 - l. Sight Distance analysis by Professional Traffic Operation Engineer for all new equipment placed in the Public Right of Way
 - m. Interference Review
 - n. Information and training on how the site can be temporarily shut down so the City

- can complete work without exposing employees to unnecessary radio waves.
6. A Plan that is a written for construction that:
 - a. Demonstrates to the satisfaction of the city engineer that the aesthetic impact and physical structure of the wireless communication facility is comparable to prevailing standards of similar structures in the immediate area
 - b. Replacement / Stealth Structure or Attachment only. If the existing City Owned Structure is to be replaced or a Stealth Structure is required, stamped shop drawings shall be submitted with the application.
 - c. Location and path of any supporting communication fibers, wires, or backhaul equipment. The installation of fiber, communication lines, or backhaul equipment associated with small cells shall be a separate application under the City of Fargo Article 24-03
 7. Proof of One Call Registration including who be responsible for locating and protecting installation
 8. In residential areas a fall zone shall be established for public safety. The fall zone would be defined by the height of the pole plus 20 feet. The pole shall not be placed in an area where an existing permanent structure would be inside the fall zone.
 9. Overhead wires are not allowed between poles or between feed points and poles.
 10. At least 15 days prior to application, notify the Public within 300' of each proposed installation and include any comments received. Provide copies of correspondence and the area of notification. Any comments received during the application review shall be forwarded to the City of Fargo to include with the application.
 11. Parts of the City of Fargo have restricted airspace for the approach to the multiple runways at Hector International Airport. FAA Airspace Permits may be needed. The applicant needs to verify if an FAA Airspace Permit is required and include the Permit with the application.
 12. The applicant needs to ensure all applicable permits have been obtained and included in the application submittal.

It is the applicant's responsibility to read and comply with Ordinance 24-04 and the Wireless Telecommunication Facility Guidelines within the application.

After the application has been approved, the applicant shall provide the Name, Address, and Contact Information of the Contractor completing the work. The contractor must be a licensed excavator with the City of Fargo. A separate excavation permit will be required prior to starting work. This information shall be provided at least 30 days prior to work starting.

A preconstruction meeting shall also be scheduled at least 15 days prior to work starting. Information provided at this meeting should include but is not limited to schedule, work hours, primary contact information, staging areas off the public right of way, etc.

Wireless Telecommunications Facility Application

Applicant Information

Applicant _____

Business Address _____

Mailing Address _____

Contact _____

Email _____ Phone _____

Local Contact _____

Email _____ Phone _____

Provider Business Name _____

Address _____

Phone _____

Contractor Information

Name _____

Address _____

Contact _____

Email _____ Phone _____

Project Information

Project Name _____

Project Synopsis _____

North Dakota One Call Registration Number _____

Applicants Signature _____ Date _____

City of Fargo Use:

Date Received _____ Application Number _____

| Attachments | Submitted | Accept | Deny | Reason for Denial |
|---------------------------------|-----------|--------|------|-------------------|
| Map w/ locations | | | | |
| Photo of Location | | | | |
| Aerial Photo of Location | | | | |
| PE Identified | | | | |
| Facility Detail | | | | |
| Structural Calculations | | | | |
| Facility Schematic | | | | |
| Power Source Identified | | | | |
| Elevation Drawing | | | | |
| Breakaway Details | | | | |
| Utility Conflicts Identified | | | | |
| Ground Mounted Equipment Detail | | | | |
| Emergence Response Plan | | | | |
| Graffiti Management Plan | | | | |
| Sight Distance Analysis | | | | |
| Interference Review | | | | |
| Shut Down Information | | | | |
| Aesthetic Requirements | | | | |
| Stamped Shop Drawings | | | | |
| One Call Information Supplied | | | | |
| Public Notification Info | | | | |
| Communication Lines | | | | |