

<b>APPLICATION NUMBER:</b>	
DATE RECEIVED:	

## **Preliminary Meeting:**

The City recommends scheduling a pre-application meeting to discuss the proposed siting locations prior to starting the application process. The purpose of this meeting would be to discuss and develop a basic understanding of the propose permit application and give both parties an opportunity to share their goals and objectives on the proposed project. The applicant has the option to waive the shot clock requirement in favor of a more collaborative process. The applicant would have to sign the shot clock waiver form to do so. The applicant reserves the right to rescind this waiver at any point in the application process by notifying the city of Fargo in writing. The Wireless Facility Guidelines, as amended, apply regardless of what approval process an applicant chooses.

The City of Fargo regulates the encroachment of structures and objects in the public right of way and easements by Municipal Code. The City reserves the right to deny any permit to protect the health, safety, and/or welfare of the community. Telecommunication carriers ("applicant") may apply to construct, install, and maintain small cell facilities on structures in the public right of way by submitting an application. For installations that require ground disturbance, (i.e. installing new or replacement poles) the applicant shall obtain an excavation permit from City Engineering to construct and install the small cell facilities. The applicant will also execute a Master Attachment Agreement or an Encroachment Agreement with the City for use of the public right of way. An Occupancy Permit may also be required.

## **APPLICATION**

Applicant			
Names:			
Address:			
City:	State:	ZIP:	
Contact Information:			
Local Contact			
Name:		Phone:	
Address:			
City:	State:	ZIP:	
Provider			
Name:			
Address:			
City:	State:	ZIP:	
Contact Information:			
Local Agent			
Name:			
Address:			
City:	State:	ZIP:	
Contact Information:			
Contractor			
Name:			
Address:			
City:	State:	ZIP:	

<sup>\*</sup> Contractor must be a licensed excavator with the City of Fargo



Requirements		Included
Electronic o	drawings in a pdf format showing the following:	
a.	Location	
b.	Materials	
C.	Engineer's list of materials	
	Construction methods	
e.	Proposed location of wireless support structure including:	
	i. Easements	
	ii. Property boundaries	
	iii. Existing structures within 200 feet of structure.	
f.	Closest City Street address	
g.	Photo of City owned structure	
	Aerial view of location	
i.	Documentation to proportional scale stamped by a Professional	
	Engineer licensed in North Dakota including:	
	i. Structural, loading, and wind-speed analysis for	
	existing, proposed, and reserved loading	
	ii. Schematic describing the communications	
	properties of the facility to include EMF and RF	
	propagation and off-site data connections	
j.	Power source and route to each device	
	Elevation drawing of pole completed to scale	
l.	Electrical connection breakaway details	
m.	Detailed drawing to include all utilities in proposed and potential conflicts	
n		
	Location, type, and size of any ground mounted equipment Emergency Response Plan	
	Graffiti Mitigation Plan	
•	Sight Distance analysis by Professional Traffic Operation Engineer for	
ч.	all new equipment placed in the Public Right of Way	
r	Interference Review	
s.	Information and training on how the site can be temporarily shut	
3.	down so City can complete work without exposing employees to	
	unnecessary radio waves	
	,	
Written Co	nstruction Plan that:	
a.	Demonstrates the aesthetic impact and physical structure of the	
	wireless communication facility is comparable to prevailing	
	standards of similar structures in the immediate area	
b.	Indicates Replacement/Stealth Structure or Attachment only:	
	i. 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 (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)	



Proof of One Call Registration		
Locating Company:		
Are any structures within the fall zone?		
*fall zone defined by the height of the pole plus 20 feet		
Are there any overhead wires?		
*overhead wires are not permitted between feed points and poles		
FAA Airspace Permits		
Applicant has reviewed the FAA Airspace Permit requirements and verified that a permit is		
*required permits must be attached		
Permits		
Applicant ensures all applicable permits have been obtained and are included with this application.		
Please list all required permits:		
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After the applicant has obtained location approval to install small cell devices, applicant shall notify property owners and in good faith address and mitigate the concerns. Notification shall begin within 7 calendar days of location approval. A copy of the notification letter shall be submitted to City Engineering. The applicant shall provide written notice by mail to property owners within 300 feet of each proposed site as well as others deemed necessary by City Engineering. If an installation is located in a public utility easement outside of the public right of way, the applicant shall send a registered letter to the owner of the property on which the public utility easement is located. A copy of the letter shall be submitted to City Engineering. Copies of all public inquiries shall be shared with City Engineering including the specific question and/or concern and the resolution.

Approved permits are valid for one year after the date of approval. If installation has not been made, it is assumed the installation will not proceed.

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.

If the applicant wants to modify the small cell at any time during the use of the right of way, written approval must be obtained from City Engineering. Modifications may require an amended agreement between the applicant and City Engineering.



It is the applicant's responsibility to read and <u>Telecommunication Facility Guidelines</u> .	comply with Ordinance 24-04 and the Wireless		
I have reviewed Ordinance 24-04 and the W	rireless Telecommunication Facility Guidelines.		
I hereby acknowledge that the wireless service provider will comply with all the requirements and that these fees are non-refundable and do not guarantee approval of the request by the City Engineer. Permit application will not be considered complete without payment.			
Signature:	Date:		
SUBMIT REQUEST TO: City of Fargo Engineering Department 225 4 <sup>th</sup> Street North	CHECK PAYABLE TO: City of Fargo		

Fargo, ND 58102