



APPLICATION NUMBER: \_\_\_\_\_

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 proposed 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: \_\_\_\_\_

**\* Contractor must be a licensed excavator with the City of Fargo**

**Requirements**

**Included**

Electronic pdf drawings showing the following:

- a. Location \_\_\_\_\_
- b. Materials \_\_\_\_\_
- c. Engineer’s list of materials \_\_\_\_\_
- d. 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 (if applicable) \_\_\_\_\_
- h. 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 \_\_\_\_\_
- k. 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 \_\_\_\_\_
- o. Emergency Response Plan \_\_\_\_\_
- p. Graffiti Mitigation Plan \_\_\_\_\_
- q. Sight Distance analysis by Professional Traffic Operation Engineer for all new equipment placed in the Public Right of Way. If the applicant is replacing the pole in the existing location, a sight distance analysis is not needed. \_\_\_\_\_
- r. Applicant shall complete an Interference Analysis and certify the installation will not interfere with existing facilities. The analysis does not need to be submitted unless requested by the City. \_\_\_\_\_
- s. Information and training on how the site can be temporarily shut down so City can complete work without exposing employees to unnecessary radio waves \_\_\_\_\_

Written Construction 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: \_\_\_\_\_

\_\_\_\_\_

The applicant shall leave door hangers at all properties within 300' of each worksite a minimum of 14 days before construction starts. The notice shall include a brief description of the work that will be performed, contact information for the contractor completing the work, any potential impacts such as lane closures or sidewalk closures, and duration of the work.

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 comply with [Ordinance 24-04](#) and the [Wireless Telecommunication Facility Guidelines](#).

\_\_\_\_\_ I have reviewed Ordinance 24-04 and the Wireless Telecommunication Facility Guidelines.

Is a NDDOT Supplement required?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

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  
Fargo, ND 58102

**CHECK PAYABLE TO:**

City of Fargo

City of Fargo Comments

Permit:        \_\_\_\_\_ Approved                      \_\_\_\_\_ Incomplete                      \_\_\_\_\_ Denied

Signature: \_\_\_\_\_

Date: \_\_\_\_\_