

Process Instructions

The process for Small Wireless Facility (SWF) in the Right-of-Way (ROW) includes six steps:

- 1 – Master License Approval
- 2 – Pre-Application Meeting
- 3 – Submit plans for review
- 4 – Submit for permit to install
- 5 – Permit Approval and Issuance
- 6 – Annual ROW use fees

1. **Master License Approval**

Before any permit is issued for SWF in the ROW, the applicant shall have obtained a Master License for use of the ROW for SWF. This requires the approval of Avondale City Council. The form of Master License is attached to the Standard Terms and Conditions document located [HERE](#). Also required is the Wireless Provider Master License Application located [HERE](#).

Submit completed license form and application to emailengineering@avondaleaz.gov

2. **Pre-Application Meeting**

The next step involves the review of a preliminary site plan that will be the basis for the construction drawings submitted for review and approval by the City's engineering, planning, building, IT, public works, and traffic management staff. Online submittal of the preliminary site plan will be reviewed by staff to identify any opportunities and/or obstacles for a SWF installation at each proposed location. Such a review could require a site visit if deemed necessary, at which time the site should be blue staked and have ROW line marked *prior* to walk.

Follow these steps to submit preliminary site plan documents:

- a. Log in to [Accela Citizen Access](#)
- b. Select Building/Engineering/Fire
- c. Select Create an Application
- d. Agree to terms and select continue
- e. Select SWF Permits > SWF Pre-App > Continue Application
- f. Fill out application and attach preliminary site plan documents
- g. Upon complete submittal, city staff will confirm proposed date of pre-application meeting

3. **Submittal of SWF Facility Site Plan Application**

Follow these steps to submit SWF Facility Site Plan online:

- a. Log in to [Accela Citizen Access](#)
- b. Select Building/Engineering/Fire
- c. Select Create an Application
- d. Agree to terms and select Continue
- e. Select SWF > SWF Site Plan > Continue Application
- f. Upload completed Facility Site Plan application form found [HERE](#)
- g. Upload complete Site Plan set (see application form for plan set requirements)
- h. A letter of authorization from the pole owner (if other than the City) to utilize the pole for this site.

Engineering Department

11465 W. Civic Center Drive, #120, Avondale, AZ 85323 • Phone (623) 333-4200 • Fax (623) 333-0420 • TDD (623) 333-0010
www.avondaleaz.gov/engineering

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4200 and EmailEngineering@avondaleaz.gov
All inquiries will receive a response within five business days.

- i. The site plan for the proposed site location will be reviewed by stakeholders in the various City departments and all redlines and comments must be cleared before the plans are approved and ready for the next steps. Once approved, the Wireless Provider shall use the approved plan set as the basis for the construction drawings that will be submitted with the SWF Installation/Engineering Permit Application.
- j. Upon complete submittal, City staff will send an invoice for the application fee of \$750 – non-refundable fee includes the cumulative fees for the City of Avondale staff time to process the proposed SWF from conceptual proposal to permit, including the Pre-Application team review, SWF Site Plan Application review, Construction plan review, Engineering Permit review, Traffic Control Plan review and Building Permit.

*****NOTE: The approval of a Small Wireless Facility Site Plan Application does not grant the Wireless Provider any implied or expressed rights or reservations to use the pole and site. The use of a City owned pole and ROW for a SWF is only reserved upon the issuance of a permit by the City.**

4. Submittal of Permit Application to Install SWF in ROW (concurrently with Building Permit for electrical pedestal – see step 5)

Follow these steps to submit SWF Engineering Permit documents:

- a. Log in to [Accela Citizen Access](#)
- b. Select Building/Engineering/Fire
- c. Select Create an Application
- d. Agree to terms and select continue
- e. Select SWF Permits > SWF Engineering Permit > Continue Application

To be accepted for submittal, each application must have the following documents attached:

- a. [SWF Facility Installation/Engineering Permit Application](#) – The permit application must be signed by the Wireless Provider and include all required documents as listed.
- b. SWF Site Plan Approval – The applicant shall submit a copy of the SWF Site Plan Application and all required documents contained in that approval, including a full set of the **approved site plans**.
- c. Title Report – showing ROW ownership and utility easements (if requested)
- d. Certificate of Insurance (COI) – must be in conformance with the requirements in the Standard Terms and Conditions.
- e. Letter of Site Compliance – with FCC OET Bulletin 65 (RF Exposure)
- f. Copy of Form of Permit – signed by Licensee
- g. Construction Drawings for the site – Upon approval of the preliminary site plan, the Wireless Provider must have the construction drawings created by a qualified engineering firm and stamped by a State of Arizona Registered Professional Engineer. The submittal of the construction drawing plan set shall be in 11"x17" format unless otherwise specified by the City Engineer. Generally, the following construction drawing pages are required, at minimum (other pages may be requested on a case-by-case basis):
 - Title Sheet
 - General notes
 - Site survey (include on plan, the docket number of the ROW dedication)
 - Site plan
 - Enlarged site plan
 - Elevations (min. 2 views) including:
 - o Height and diameter of the existing pole and the proposed pole
 - o Location of the ground equipment and electrical pedestal
 - o Antennas with shroud mounted on pole
 - o Antenna mounting details
 - o Landscape in immediate surrounding areas
 - o Photos of site

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- Construction details
 - o Antennas
 - o Shrouds
 - o Mounting brackets and posts
 - o Foundation
 - o Conduit for cables, wires and electricity
 - o Electrical meter and pedestal
 - o Ground equipment (show dimensions)
- Structural and Engineering Documents
 - o Pole design and load calculations
 - o Foundation design and load calculations
- Electrical and Grounding Plans, including power meter and pedestal
- Landscape and Screening plan
- Traffic Control Plan (required prior to issuance of ROW work permit)
- Drainage and other site issues

*****NOTE:** No fees are due at time of submission of the SWF Installation/Engineering Permit Application. The fees listed below are due **after review and approval of the construction plans, prior to release of the permit.**

Engineering Inspection Fee	\$240
Annual ROW use fee	\$50
City Pole annual fee (if applicable)	\$50
Building Permit fee	\$40
Traffic Control Plan review fee	\$175

5. Submittal of Building Permit Application

Follow these steps to submit Building Permit documents:

- f. Log in to [Accela Citizen Access](#)
- g. Select Building/Engineering/Fire
- h. Select Create an Application
- i. Agree to terms and select continue
- j. Select Building Permits > Code > Continue Application
- k. Complete online application for each location
- l. Upload site plan that includes electrical detail and manufacturer details

6. Permit Approval and Issuance

Upon completion of the Construction Plan review, the City will approve the Engineering Permit to allow work in the ROW, as well as a Building Permit for any proposed electrical meter pedestals. When the permit(s) are ready, a City staff member will notify the applicant to advise them of the status and any required fees that will be due.

7. Annual ROW use fees

A payment of the annual use fee is required at the time of issuing the ROW Work Permit/Building Permit (\$50 as mentioned above), which will cover the remainder of the calendar year.

In subsequent years, an invoice for the annual use fee for each SWF in the ROW will be sent to the Wireless Provider or its payment designee by December 15th of each year. Payment will be due by January 15th of the following year (30 days).

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