

## **City of Worthington**

### **Application Packet**

#### **Installation, Modification or Removal of Small Cells in the Right of Way**

Placement, modification, operation, relocation and removal of a small cell facility and/or wireless support structure shall comply with Chapters 949 and 955 of the Codified Ordinances of the City of Worthington and Worthington's Design Guidelines at the time the permit for installation, modification, relocation or removal is approved and as amended from time to time. This document outlines the application requirements and process for obtaining permission to install, modify, relocate or remove a small cell facility, relocate or remove an existing wireless support structure, install a new wireless support structure or collocate on an existing wireless support structure in the right of way.

#### **Pre-application Conference**

The City requires pre-submittal conferences to meet with potential applicants and discuss projects on a conceptual level. The conference is intended to identify the correct application type and content requirements for any given project, and also to create an informal forum in which applicants and the City can discuss any concerns that should be addressed as soon as possible to avoid any unnecessary delays in the processing of an application and deployment of wireless facilities in the City. The requirement for a pre-submittal conference may be waived by the Director of Service and Engineering or designee based on necessity and prior experience with the applicant.

An appointment is required for all pre-submittal conferences. City staff may establish regular hours in which appointments are available. City staff will endeavor to provide applicants with an appointment within approximately five (5) business days after receipt of a written or email request. Each conference is generally limited to discussion of up to five potential projects, but applicants may request to discuss additional projects provided that the additional time required does not impact other applicants' ability to obtain an appointment.

#### **Application Materials**

Prior to installation, modification, relocation or removal of a small cell facility, relocation or removal of an existing wireless support structure, installation of a new wireless support structure, or collocation on an existing wireless support structure in the right of way, the operator shall apply to the City and receive approval from the City. Prior to submitting such application, the applicant must possess a Telecommunications and Utilities Permit, as required by the City's

Codified Ordinances Chapter 949, Section 949.03. The following items must be included in order for the application to be considered complete. The City may waive application requirements if it deems the items are already in the City's possession from previous applications, the applicant previously filed information and specifications for standard materials that are being utilized in the new application, or for other reasons deemed sufficient by the City.

A. General Requirements for Applications for a Small Cell Facility and/or Wireless Support Structure in the Right of Way, Excluding Applications for Removal

*Contact Information:* Applicant must provide contact information which includes the name of company seeking the permit and the name of a designated point of contact along with his/her mailing address, email address and phone number. Operator is responsible for providing updated contact information to the City when the contact information changes from that which was included in the application.

*Proof of Agent Designation (if applicable):* If the applicant is serving as an agent for an Operator, the applicant must provide written documentation of the agent designation signed by the Operator.

*Consolidated Applications:* An applicant seeking to construct, modify, collocate or replace more than one small cell facility or more than one wireless support structure within the City may file a consolidated application for up to thirty (30) small cell facility requests or up to thirty (30) wireless support structure requests provided the requests grouped on a consolidated application only address substantially the same type of small cell facilities or substantially the same type of wireless support structures. (Note: The City may treat each request individually during application review and processing and when issuing a determination.)

*Map:* Applicant must include an aerial map showing the location of the proposed or existing support structure to which the small cell facility is proposed to be attached, and a street view image.

*Full description of number and dimensions of facilities and/or structures to be installed:* Applicant must include a full description of the number and dimensions of all small cell facilities proposed to be installed and the support structure, either new or existing, to be utilized for each small cell facility. If this information is fully included on the site plan, a separate narrative does not need to be provided.

*Site and Other Plans and Structural Calculations:* Applicant must include fully dimensioned site plans, elevation drawings and structural calculations prepared,

sealed, stamped and signed by a Professional Engineer licensed and registered by the State of Ohio. Site plans should utilize the scale of 1"=20' and be submitted on 24"x36" paper. Field of view should encompass at least one hundred feet (100') in either direction of the wireless support structure. Drawings must depict any known existing wireless facilities with all existing transmission equipment and other improvements, the proposed facility with all proposed transmission equipment and other improvements and the legal boundaries of the existing right of way and any associated access and utility easements. Acceptable sources for legal boundaries and utility easements should be discussed and determined during the pre-application conference. Fully dimensioned site plans shall indicate the spacing from existing curb, driveways, sidewalks, light poles and any other poles or appurtenances.

A traffic control plan must also be submitted. Other plans may also be required based on the proposed scope of work.

*Photo Simulations:* Applicant must include photo simulations from at least two reasonable line-of-site locations in the vicinity of the proposed project site. Photo simulations must be included in the site plans on a separate sheet.

*Equipment Specifications:* For all equipment depicted on the plans, the applicant must include (1) the manufacturer's name and model number; (2) physical dimensions, including without limitation, height, width, depth and weight with mounts and other necessary hardware; and (3) the ambient noise level generated from the equipment, if any.

## B. Small Cell Facility Applications

*Size Limits:* Applicant must include scaled, dimensioned drawings or pictures with calculations to show strict conformity to the size limitations for a small cell facility.

*Confirmation of compliance with state and federal environmental regulations:* Applicant shall certify that the proposed small cell facility and/or new wireless support structure fully comply with all state and federal environmental regulations.

*RF Compliance Affidavit:* Applicant must submit a sworn affidavit prepared and signed by an RF engineer with knowledge about the proposed project that affirms the proposed project will be compliant with all applicable governmental regulations in connection with human exposure to radiofrequency emissions.

*Electrical Service:* Operator shall be responsible for obtaining any required electrical power service to the small cell facility. Operator's electrical supply shall be separately metered from the City. Applicant must provide sealed engineered drawings for conduit size, circuit size, calculations for Amp, distances running, etc. Electrical work must be performed by an Electrician licensed in the State of Ohio.

#### C. Applications for New Wireless Support Structure

*Distance Analysis:* Applicant must provide an analysis showing that the proposed new wireless support structure is spaced at least two hundred fifty (250) linear feet from a pole supporting a small cell facility, unless otherwise approved by the City in writing.

*Size Limits:* Applicant must provide scaled dimensional drawings with calculations to show strict conformity to the size and maximum height limitations as set forth in Section VII of these guidelines.

#### D. Applications for Attachment to Non-City-owned Wireless Support Structure

*Owner's Authorization:* Applicant must submit evidence sufficient to show that either (1) applicant owns the proposed support structure or (2) applicant has obtained the owner's authorization to file the application.

#### E. Applications for Removal of a Small Cell Facility and/or a Wireless Support Structure

*Contact Information:* Applicant must provide contact information which includes the name of company seeking the permit and the name of a designated point of contact along with his/her mailing address, email address and phone number. Operator is responsible for providing updated contact information to the City when the contact information changes from that which was included in the application.

*Proof of Agent Designation (if applicable):* If the applicant is serving as an agent for an Operator, the applicant must provide written documentation of the agent designation signed by the Operator.

*Consolidated Applications:* An applicant seeking to remove more than one small cell facility or more than one wireless support structure within the City may file a consolidated application for up to thirty (30) small cell facility requests or up to thirty (30) wireless support structure requests provided the requests grouped on a consolidated application only address substantially the same type of small cell

facilities or substantially the same type of wireless support structures. (Note: The City may treat each request individually during application review and processing and when issuing a determination.)

*Map:* Applicant must include an aerial map showing the location of the proposed removal, and a street view image.

*Full description of number and dimensions of facilities and/or structures to be removed:* Applicant must include a full description of the number and dimensions of all small cell facilities and/or the support structure proposed to be removed.

*Full description of restoration of the right of way:* Applicant must include a full description of the steps to be involved in the removal and the actions that will be taken to restore the right of way.

#### F. Application Fee

The applicant must submit the application fee of \$250 per small cell facility. For the purposes of fee calculations a single small cell facility can be a single small cell antenna (and appurtenances), a single support structure, or a single support structure installed, modified, relocated or removed in conjunction with an antenna (and appurtenances) attached to that support structure. Fees for consolidated applications apply to each location and are cumulative.

#### **Application Submittal Procedures**

All applications should be submitted in person to the Department of Service and Engineering with the applicable fee and required documents to be considered duly filed. The Department may establish regular hours in which applications may be submitted, but will generally receive applications on working days between 8:00 a.m. and 4:00 p.m. Applications will be screened for completeness before being accepted. Applications submitted by other means, including without limitation by mail, electronic mail, or outside the established submittal times, if any, will not be considered duly filed until acknowledged as having been received by the City.

#### **Timeline for review**

The City will complete its review of each application and provide a determination within ninety (90) days for an application to collocate, replace or modify a small cell facility or one hundred twenty (120) days for an application to construct, modify or replace a wireless support structure associated with a small cell facility.

**Instances for Tolling Timeline for Review**

The City will toll the timeline for review (a) by mutual agreement between the applicant and the City, (b) in cases where the City determines the application is incomplete, or (c) when the number of applications is likely to result in difficulty processing them within the time limits noted above due to a lack of resources of the City. Item (c) is likely to occur when the City receives applications for at least fifteen small cell facility or wireless support structure requests within a consecutive thirty day period. The City may toll the time period for up to twenty one (21) days for the first fifteen requests above the threshold. For every additional fifteen requests the City receives above the threshold, the City may toll the time period for those requests for up to an additional fifteen days. In no instance will the City toll the time period for any small cell facility or wireless support structure request by more than ninety consecutive days. The City will notify the applicant in instances when the timeline will be tolled.

**Incomplete applications**

The City will conduct a preliminary review for completeness prior to accepting the application. The City will not accept an application that has been deemed incomplete during this preliminary review. If the City determines during its more detailed review that the application is incomplete, the City will notify the applicant and suspend further review until the missing items are provided. Consistent with state and federal requirements, the City will toll the review timeline for incomplete applications. If the City determines the application is still incomplete after receipt of additional application materials, the City will toll the timeline again until the application is deemed complete.

For more information please see <https://www.worthington.org/1883/Small-Cell-Technology>.



City of Worthington, Department of Service & Engineering

380 Highland Ave, Worthington, OH 43085

614-431-2425 | worthington.org

### SMALL CELL WIRELESS FACILITY PLANS AND PERMIT APPLICATION

#### APPLICATION TYPE

CHOOSE ONE  Installation  Modification  Relocation  Removal

CHOOSE ONE OR BOTH  Small cell facility  Wireless support structure

#### APPLICANT INFORMATION

CONTACT NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### AGENT INFORMATION (Provide proof of agent designation )

CONTACT NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### WIRELESS PROVIDER INFORMATION

CONTACT NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### FACILITY OWNER (If different from applicant)

CONTACT NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### PROPOSED WORK (list each facility on the detail sheet)

NUMBER OF FACILITIES: \_\_\_\_\_ DATE OF PRE-APPLICATION CONF.: \_\_\_\_\_

SUMMARY OF PROPOSED WORK: \_\_\_\_\_  REVISIONS TO APPLICATION # \_\_\_\_\_

#### SIGNATURE REQUIRED

By my signature, I attest to the best of my knowledge, that the information stated in this application and all supporting plans and documents is true, accurate, and complete.

SIGNATURE (APPLICANT) \_\_\_\_\_ TITLE \_\_\_\_\_

NAME (PLEASE PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

**>>> FOR STAFF USE ONLY<<<**

DATE RECEIVED: \_\_\_\_\_ # OF FACILITIES: \_\_\_\_\_

INITIAL REVIEW BY: \_\_\_\_\_ FEE: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_ 8/1/2018



**SMALL CELL WIRELESS FACILITY DETAIL SHEET**

FACILITY #	APPLICANT FACILITY ID (PER PLAN)	PLAN SET	PLAN SHEET	STREET ADDRESS	LATITUDE (NORTHING)	LONGITUDE (EASTING)	SMALL CELL FACILITY	SUPPORT STRUCTURE	STRUCTURE OWNER
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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22									
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27									
28									
29									
30									

Example Sheet  
 Please use Excel file

For excel file please see: <https://www.worthington.org/DocumentCenter/View/5025/Small-Cell-Facility-List>

Coordinates: WGS 1984 or Ohio State Plane south NAD 1983 (US feet)



**SMALL CELL WIRELESS FACILITY APPLICATION CHECKLIST**

LINE		APPLICANT	STAFF (INITIAL)	STAFF (COMPLETE)
	For more information please see <a href="https://www.worthington.org/1883/Small-Cell-Technology">https://www.worthington.org/1883/Small-Cell-Technology</a>			
1	<b>GENERAL REQUIREMENTS</b>			
2	<b>APPLICATION FORMS</b>			
3	Completed application - sheet 1 - all information complete and signed			
4	Completed application - sheet 2 - facility details: all columns filled for each facility (30 max)			
5	FEES: \$250 per facility (per support structure location)			
6	<b>SUPPORTING DOCUMENTS</b>			
7	Proof of agent designation (if applicable)			
8	Proof of ownership of support structure or a signed letter from the owner indicating the intent and agreement to allow collocation of facilities. Each letter must clearly identify each existing facility descriptively and using coordinates.			
9	Aerial Map displaying location of existing or proposed support structure(s)			
10	Street view image of existing or proposed support structure(s)			
11	Full description of number and dimensions of facilities and/or structures to be installed, modified, relocated or removed. If this information is fully included on the site plan, a separate narrative does not need to be provided.			
12	Structural calculations: for each unique facility, prepared, sealed, stamped and signed by a Professional Engineer licensed and registered by the State of Ohio.			
13	Photo Simulations: minimum two for each unique facility.			
14	<b>CONSTRUCTION INFORMATION</b>			
15	<b>Site Plans</b>			
16	Format: 24"x36"			
17	Scale: 1"=20'			
18	Field of view: at least one hundred feet (100') in either direction of the wireless support structure			
19	To include: Property boundaries & easements, any known existing utility, wireless facilities and all existing transmission equipment equipment and other improvements.			
20	The spacing from existing curb, driveways, sidewalks, light poles and any other structures, poles or appurtenances.			
21	<b>Elevation Plans (24"x36")</b>			
22	<b>Equipment Specifications:</b> For all equipment depicted on the plans.			
23	The manufacturer's name and model number			
24	The physical dimensions, including without limitation, height, width, depth and weight with mounts and other necessary hardware.			
25	The ambient noise level generated from the equipment, if any			
26	<b>Traffic control plan:</b> required for work in right of way permit and must comply with OMUTCD. Before any construction, a work in right of way permit must be obtained for each facility. This plan may be sited in related R/O/W permit applications.			



**SMALL CELL WIRELESS FACILITY APPLICATION CHECKLIST**

LINE		APPLICANT	STAFF (INITIAL)	STAFF (COMPLETE)
	For more information please see <a href="https://www.worthington.org/1883/Small-Cell-Technology">https://www.worthington.org/1883/Small-Cell-Technology</a>			
27	<b>SMALL CELL FACILITY APPLICATION</b>			
28	Size Limits: Scaled, dimensioned drawings or pictures with calculations to show strict conformity to the size limitations for a small cell facility.			
29	Confirmation of compliance with state and federal environmental regulations: Certification that the proposed small cell facility and/or new wireless support structure fully comply with all state and federal environmental regulations.			
30	RF Compliance Affidavit: A sworn affidavit prepared and signed by an RF engineer with knowledge about the proposed project that affirms the proposed project will be compliant with all applicable governmental regulations in connection with human exposure to radiofrequency emissions.			
31	Electrical Service: sealed engineered drawings for conduit size, circuit size, calculations for Amp, distances running, etc. Electrical work must be performed by an Electrician licensed in the State of Ohio.			
32	<b>NEW WIRELESS SUPPORT STRUCTURE APPLICATION</b>			
33	Size Limits: Scaled dimensional drawings with calculations to show strict conformity to the size and maximum height limitations as set forth in Section VII of the guidelines.			
34	Distance Analysis: An analysis showing that the proposed new wireless support structure is spaced at least two hundred fifty (250) linear feet from a pole supporting a small cell facility, unless otherwise approved by the City in writing.			
35	<b>REMOVAL OF SMALL CELL FACILITY AND/OR WIRELESS SUPPORT STRUCTURE APPLICATION</b>			
36	Full description of restoration of the right of way: Full description of the steps to be involved in the installation or removal and the actions that will be taken to restore the right of way.			

