

CITY OF WESTMINSTER
SMALL CELL FACILITIES APPLICATION FORM
FOR INSTALLATIONS IN THE PUBLIC RIGHT-OF-WAY

The City of Westminster regulates the encroachment of telecommunication facilities in the public right-of-way with Chapters 12.38 and 17.400.177 of the Municipal Code. The City is authorized to exercise reasonable control as to the time, place, and manner in which small cell facilities are placed in the public right of way pursuant to Public Utilities Code section 7901.1, which authority extends to the protection of which includes ensuring health, safety, and aesthetic-based compatibility standards are met for such installations.

Telecommunications carriers (“project owner”) may apply to construct, install, and maintain small cell facilities in the public right-of-way by completing the Small Cell Facilities Application and the Encroachment Permit process. Upon approval of this application, project owner shall obtain an encroachment permit from Public Works to construct and install the small cell facilities within the public right-of-way.

Installation of small cell facilities shall be constructed in conformance with City Standards. All equipment and related appurtenances on SCE-owned street light poles shall be enclosed and concealed within the pole structure. No flashing lights are permitted. No manufacturer decals or other logos are permitted on the equipment or pole. Project owner shall utilize SCE’s flat rate billing for power necessary to keep the equipment energized, no additional meter or pedestal shall be installed and no panel shall be mounted to any street light poles.

This application is a required element of the approval process. Use a separate application for each facility proposed. Every page of this application must be completed and all submittal requirements shall be provided. Responses shall be typed in 12 point font. All supporting documents and exhibits must be clear and legible. All exhibits shall be stapled or bound to the application and submitted to the City of Westminster Public Works Department. Once this application is approved, project owner shall obtain an Encroachment Permit with the City of Westminster. An incomplete application will result in any of the following: (1) denial of the application; (2) request for supplemental information; (3) delay in granting the encroachment permit.

SECTION A: CONTACT INFORMATION

Applicant

- 1. Name:
- 2. Phone:
- 3. Email:
- 4. Mailing Address:

Project Owner

- 1. Name (i.e., carrier):
- 2. Mailing Address:

- 3. Contact Person's Name:
- 4. Contact Person's Phone:
- 5. Contact Person's Email:

If applicant is not the project owner, attach a letter from project owner appointing the applicant as representative of the project owner in connection with this application.

SECTION B: SITE INFORMATION

- 1. Project Location:
- 2. Project GPS Coordinates: Lat. _____, Long. _____
- 3. Closest Intersection:

SECTION C: PROJECT INFORMATION

- 1. Type of Wireless Telecommunications Facilities Permit:
 - Discretionary Administrative Permit.
 - Ministerial Permit.
- 2. Applicable Shot Clock:
 - 90 Days – Small Cell on New Structure.
 - 60 Days – Collocation or removing/replacing transmission equipment.
- 3. Project Purpose:
 - Add network capacity in an existing RF coverage area.
 - Increase existing RF signal level in and existing coverage area.
 - Provide RF coverage to a new area.
 - Other (state purpose): _____
- 4. Design Standard Used (Ministerial Permit):
 - City Std. 800 – Underground. City Std. 800 – Semi Stealth Pole
 - City Std. 800 – Stealth Pole. City Std. 800 – Sleek Pole.
- 5. Is project located in a Specific Plan area? YES NO
(If YES is checked, Community Development Department shall provide approval on design.)

SECTION D: SUBMITTAL REQUIREMENT

1. Proof of Project Owner’s Certificate of Public Convenience and Necessity (CPCN) from California Public Utilities Commission;
2. Provide three (3) complete sets of site plan, antenna/equipment plan, pole elevations, and traffic control plan. All plans shall be plotted to scale on maximum 24” X 36” sheets;
3. Provide ‘before’ and ‘after’ photo simulation of the project site. Photos should be of the same scale;
4. Provide pole owner’s approval of proposed pole design.
5. Application fee.
6. For Administrative Permit, minimum Notice Requirement applies, see instruction packet.
7. Upon completion of installation, provide digital data submittal from as-built as required by City Std. 800.

SECTION E: FORM CERTIFICATION

The undersigned certifies on behalf of itself and the Applicant/Project Owner that the answers provided here are true and complete to the best of the undersigned’s knowledge, the proposed facility is in compliance with FCC RF emissions standards, and the operation of the proposed facility and use of the right-of-way will conform to Section 17.400.177 of the City’s Municipal Code.

Signature

Date

Print Name

FOR CITY USE ONLY:

Application Number:

Date 1st Received:

SC Reset Date:

Approved By:

SC Exp. Date:

Date Approved:

Encroachment Permit Number:

Pole Address: