



City of Bowie
 15901 Excalibur Road
 Bowie, MD 20716
 240-544-5690

**Permit Application and Checklist for
 Small Wireless Facility (SWF) in ROW**

I. Type of Application

___	Collocation or mod to existing eligible support structure that is not a substantial change (Application fee: \$500 for up to 5 SWF + \$100 for each additional SWF)
___	Collocation or mod to existing eligible support structure that is a substantial change (Application fee: \$500 for up to 5 SWF + \$100 for each additional SWF)
___	New facility on existing light or utility pole (\$1000 per new facility)
___	New facility on new support structure (\$1000 per new facility)

II. Installation Owner/Operator & Representatives

Operator/Utility Provider

Organization Name	
Organization Mailing Address	
Individual Name	
Phone Number	
Email address	

Authorized Rep (Agent who is performing the work described below on behalf of the operator)

Organization Name	
Organization Mailing Address	
Individual Name	
Phone Number	
Email address	

Design Engineer (If applicable)

Organization Name	
Organization Mailing Address	
Individual Name	
Phone Number	
Email address	

Contractor Performing Construction/Installation

Organization Name	
Organization Mailing Address	
Individual Name	
Phone Number	
Email address	

III. Work Description

Location(s) (provide range of addresses including intersecting streets) :
Purpose and Description of Work:

IV. Required Declarations:

I, (name) _____, in submitting this Small Wireless Facility Right-of-Way Permit Application on (date) _____, hereby declare the following:	
___	The facility will be built and installed in full conformity with the specifications set forth in this application.
___	I will maintain the equipment proposed in this application in good operating and aesthetic conditions;
___	I will notify the City when the equipment proposed in this application is no longer in use;
___	I will complete the necessary steps to remove any equipment that is no longer in use.
___	I will maintain an updated SWF site list with the City Manager’s Office and pay annual administration fees as agreed to in the Right-Of-Way Use Agreement.

V. Required Attachments: (Note: Applications without all required attachments will be returned as incomplete)

___	Permit Application Fee (see section I.)
___	Completed Plan Review Checklist
___	Site Plan, Wireless Support Structure Details, Small Cell Facility Detail Plan, Landscape Plan, Temporary Traffic Control Plan, Manufacturer Spec Sheets for small cell facility equipment and support structure (poles, cabinets, antennas, meters, grounding equipment)
___	Rendering, photograph or color catalog cut that shows the planned appearance of the proposed complete installation
___	Updated inventory of existing SWF sites and support structures owned by applicant.
___	For collocation application: Certification that applicant has legal authority to collocate on an existing support structure.
___	Copy of Right-of-Way Use Agreement (Permit application will not be accepted until applicant has entered into a right-of-way user agreement for small wireless facilities)
___	Original statement from a registered engineer that potential human exposure to radio frequency emissions from the proposed facility is within the FCC guidelines

Plan Review Checklist

This Checklist has been developed to provide specific instructions to applicants. All items are expected to be addressed in the first submittal, unless indicated otherwise. Failure to do so may result in the application being rejected. Applicants shall review the entire checklist, prior to first submittal, and initial in the left-hand column to indicate compliance.

City Review Legend:
 Check=Complete
 X=Incomplete/Incorrect
 NA=Not Applicable

General

Applicant Initials	Requirement	City Review	
		1 st Review	2 nd Review
_____	Scale or dimension provided (sheet size 24" x 36" max)	_____	_____
_____	Numbered sheets and date prepared	_____	_____
_____	Legend for all symbols used	_____	_____
_____	Vicinity map with site identified on first sheet	_____	_____
_____	Name, phone number and/or email & company name of engineering	_____	_____
_____	Title Block: Plan description, addresses or range of properties affected	_____	_____
_____	All street names shown	_____	_____
_____	Label non City streets as Private, County or State	_____	_____
_____	All drawings and analysis stamped by licensed engineer	_____	_____
_____	Title sheet shall include a City of Bowie approval block	_____	_____
_____	Rendering or superimposed images provided to demonstrate that proposed location and design (including materials, color, and texture) are such that visual impacts on surrounding properties and as seen from the streets and sidewalk are minimized.	_____	_____
_____		_____	_____

Site Plan

Applicant Initials	Requirement	City Review	
		1 st Review	2 nd Review
_____	Scale not smaller than one inch equals twenty feet with dimensions	_____	_____
_____	North arrow	_____	_____
_____	Proposed location within the right-of-way including nearest cross street intersection(s)	_____	_____
_____	For parcels within 150 feet of the proposed small cell facility location, parcel identification number and property ownership	_____	_____
_____	All existing conditions within 150 feet of the proposed location, including but not limited to, buildings, utilities within the right-of-way and associated above grade structures, location of electric service and fiber optic cable, all other underground and overhead utilities, wireless support structures (both with and without small cell facilities attached), ground-mounted small cell facilities, sidewalks/shared-use	_____	_____

	paths, back of adjacent curb/edge of pavement, driveways, street trees		
_____	Dimensions shall be provided from the proposed wireless support structure and/or small cell facility to existing wireless support structures and equipment, utility structures, back of curb/edges of pavement including driveways, sidewalks and shared-use paths	_____	_____
_____	Dimensions shall be provided between proposed wireless support structures and any associated ground mounted equipment	_____	_____
_____	One or more color photos clearly showing the proposed location of the new installation and surrounding area.	_____	_____
_____	Proposed facilities do not obstruct pedestrian or vehicular traffic flow or sight lines.		
	Located and designed, including materials, color, and texture, so as to minimize visual impact on surrounding properties and as seen from the streets and sidewalk. Color should normally match that of existing light poles on the street.		
	No above ground facilities shall be located closer than 3 ft from the back of curb		
	For proposed new wireless support structures: Plan clearly shows height of existing poles in right of way and proposed new structure within the following limits: New or modified poles may not exceed the lesser of: 10 ft above the tallest pole (light pole, utility pole or tower within the right of way) within 1000 ft linear to the new pole OR 55 ft above grade.		
	For proposed new wireless support structures: Plan clearly shows locations of any existing wireless support structures within 1000 ft of the proposed new support structure. New structures shall not be permitted within 300 ft of an existing wireless support structure.		
	For proposed new wireless support structures: Plan shows existing driveways, property lines, pedestrian ramps, street trees, traffic signal poles, sidewalks. Proposed new support structure meets following siting requirements: <ul style="list-style-type: none"> • Minimum 10 ft from driveways • Minimum 15 ft from pedestrian ramps • Minimum 12 ft from existing street tree • Minimum 20 ft from traffic signal poles • Minimum 18 inches from paved sidewalks • Minimum 50 ft from existing street light pole • Not located over existing water or sewer utility • In residential areas, located along the line that is the extension of the shared property line into the right of way. 		

Wireless Support Structure Details

Applicant Initials	Requirement	City Review	
		1 st Review	2 nd Review

_____	Plans, elevations, profiles and sections at a scale not smaller than one inch equals five feet, depicting existing wireless support structures for collocation requests and proposed new wireless support structures.	_____	_____
_____	Height from established grade at the base of the wireless support structure to the highest point of the wireless support structure and the height to the highest point of proposed antenna or antenna enclosures, as applicable (overall height).	_____	_____
_____	Height from established grade at the base of the wireless support structure to the lowest point of all proposed small cell equipment to be installed on the wireless support structure.	_____	_____
_____	Outside diameter of upper poles, and for tapered poles the outside diameter as measured at the widest and narrowest points of the pole.	_____	_____
_____	Footing and foundation drawings and structural analysis (sealed and signed by a professional engineer) IAW ICC Structural Design Chapter. (To include analysis to address modification of existing structures, or any new structures.)	_____	_____
	Coatings: For metal structures, coating shown on plans that is non-reflective and blends into the surroundings.		
	Plan clearly shows height of existing poles in right of way and proposed new structure within the following limits: <ul style="list-style-type: none"> • New or modified poles may not exceed the lesser of: 10 ft above the tallest pole (light pole, utility pole or tower within the right of way) within 1000 ft linear to the new pole OR 55 ft above grade. 		

Small Cell Facilities Details

Applicant Initials	Requirement	City Review	
		1 st Review	2 nd Review
_____	Plans, elevations, profiles and sections at a scale not smaller than one inch equals five feet, depicting existing small cell facilities and/or proposed small cell facilities.	_____	_____
_____	Height, width, depth and volume in cubic feet of all proposed antenna and exposed elements and/or proposed antenna shrouds.	_____	_____
_____	Height, width, depth and volume of all other wireless equipment associated with the facility, with all electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services clearly labeled.	_____	_____
_____	The distance from the outer edge of small cell facility cabinet parallel to the outer edge of the wireless support structure for small cell facilities to be installed on a wireless support structure.	_____	_____
_____	Method of installation/connection to pole or ground, as applicable.	_____	_____

___	Color specifications for all small cell facilities and wireless support structures and associated exposed equipment, cabinets and concealment elements.	___	___
___	Electrical plans and wiring diagrams. On City owned poles, electric plan includes an electric cut-off switch located away from the pole but accessible to City, such that all power at pole may be de-energized.	___	___
___	City of Bowie Pavement Restoration Details (if required)	___	___
___	Other restoration (landscape/turf) details	___	___
___	All wireless equipment (not including the wireless support structure itself) associated with the site, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume.		
___	Panel antennas no greater than two (2) feet in height, and omni/dome antennas no greater than four (4) feet in height and no wider than three (3) feet in diameter		
___	No more than three (3) panel antennas per pole, and no more than one omni/dome antenna per pole		
___	Antenna may not protrude from the outer circumference of the support structure by more than 2 ft.		

Landscape Plans (Required where ground mounted small cell equipment cabinets are proposed)

Applicant Initials	Requirement	City Review	
		1 st Review	2 nd Review
___	Landscape plans at a scale not smaller than one inch equals ten feet.	___	___
___	Planting details and a plant schedule indicating proposed plant species, quantities, spacing, and height/size at installation	___	___
___	Show one year establishment and maintenance plan to be carried out by installer/applicant.	___	___

Temporary Traffic Control Plan

Applicant Initials	Requirement	City Review	
		1 st Review	2 nd Review
___	TTCP shall be in accordance with MUTCD	___	___
___	TTCP may utilize existing Maryland SHA standard details	___	___
___	TTCP should accurately represent the project	___	___
___	Traffic Control Plan should maintain traffic at all times	___	___
___	Traffic Control Plan should address pedestrian movement	___	___
___	Road closures are not permitted	___	___
___	Proposed time frame (range) for lane closures is shown	___	___

Manufacture Data/Noise Certification

Requirement	City Review

Applicant Initials		1 st Review	2 nd Review
—	Manufacture spec sheets for small cell facility equipment and support structure (poles, cabinets, antennas, meters, grounding equipment)	—	—
—	Original signed statement from registered engineer that noise at any time of the day or night from the proposed wireless facility is not greater than forty-five (45) dBA as measured at a distance three (3) feet from any residential building.		

Inventory of Existing Small Wireless Facilities

Applicant Initials	Requirement	City Review	
		1 st Review	2 nd Review
—	SWF list w/following fields/attributes: <ul style="list-style-type: none"> • Collocation or New Facility • Wireless Support Structure Description and Owner • Street name on which SWF is located • Position (lat/lon) • Digital photo of the completed SWF (for existing facilities; provide photo for facilities included in this application after completion) 	—	—

*Allow thirty (30) calendar days for review.

*Design Review is valid for 6 months from Approval Date.

Definitions:

- Collocation. The mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.
- Eligible Facilities Request. Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:
 - i. Collocation of new transmission equipment;
 - ii. Removal of transmission equipment; or
 - iii. Replacement of transmission equipment.
- Eligible support structure. Any tower or base station as defined in this section, provided that it is existing at the time the relevant application is filed with City of Bowie under this section.
- Existing. A constructed tower or base station is existing for purposes of this section if it has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, provided that a tower that has not been reviewed and reviewed because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this section.
- Substantial Change. A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

- i. It increases the height of the structure by more than 10% or more than ten feet, whichever is greater;
 - ii. It involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;
 - iii. It involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;
 - iv. It entails any excavation or deployment outside the current site;
 - v. It would defeat the concealment elements of the eligible support structure; or
 - vi. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified in this definition.
- **Transmission Equipment.** Equipment that facilitates transmission for any FCC licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
 - **Tower.** Any structure built for the sole or primary purpose of supporting any FCC licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site.

For City Use:

Submission Reviews

Submittal Date	City Review & Initials				Review deadline
	DPW	DPLCD	DCS	CM	
					Initial review, 30 cal days
					Subsequent, 10 cal days

(Attach review comments if any.)

Final Approval, Estimate for ROW Restoration Bond, and Other Permit Requirements

Eng Sup:

ROW Restoration Bond Required: ____ Yes or ____ No

ROW Restoration Cost Estimate (if needed)

List common unit cost items.

<u>Item</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL			_____

Maintenance Period Required: ____ Yes or ____ No

If yes, describe:

Other Requirements (Public Notifications):

Engineering Superintendent Signature/Date: _____

Director:

Approved for Permit: Signature/Date: _____