



UTILITY PERMIT- RIGHT OF WAY ATTACHED WIRELESS COMMUNICATION FACILITIES

Small Cell Facilities

What is small cell facility?

"Small cell facility" means a personal wireless services facility that meets both of the following qualifications per RCW 80.36.375(2):

- Each antenna is located inside an antenna enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet; and
- Primary equipment enclosures are no larger than seventeen cubic feet in volume. The following associated equipment may be located outside the primary equipment enclosure and if so located, are not included in the calculation of equipment volume: Electric meter, concealment, telecomm demarcation box, ground-based enclosures, battery back-up power systems, grounding equipment, power transfer switch, and cut-off switch.

Small Cell Facilities attached to structures in the right-of-way are allowed as permitted uses except in historic districts or historic registered properties. Verification of whether or not the property is in a historic district or property can be done by contacting Community Planning and Development at 360.753.8314 or by email at cpdinfo@ci.olympia.wa.us.

Other permits or approvals that are needed before applying for a small cell facility permit:

- A Master Permit/Franchise approval per OMC Chapter 11.02 is required.
- A licensed and bonded contractor is required to be able to perform work in the City's rights of way. A minimum of a \$ 10,000 bond is required to perform any work in the right of way.
- A current City business license is required

If your project meets the criteria of a small cell facility to be attached to a utility or light post, the following information will need to be gathered prior to applying:

1. Project Title
2. Project description (provide a detailed description of project)
3. Applicant Information-name and contact information (phone and email). Provide the Legal/dba Names, mailing address, Washington State Tax No.
4. Contractor name, address, contact information (phone and email) state and city business license numbers and UBI number.
5. Block right of way address associated with the proposed small cell facility location(s). Contact our office at 360.753.8314 or at cpdinfo@ci.olympia.wa.us to determine what right of way block address should be used. If multiple locations are proposed multiple permits may be needed.
6. Utility Company/ owner of the utility pole.
7. Contact Information for the person/corporation in control of the support structure. Name, phone and email.
8. The height of the existing pole.
9. The proposed height of the pole after modification.

10. Indication of any proposed work that require excavation, installation of equipment cabinets or underground vaults.
11. Antenna enclosure size (cubic feet)
12. Primary equipment enclosure (cubic feet)
13. Hours proposed to work in ROW. This permit will include a Right of Way Obstruction permit. The cost of the overall permit is based on the number of hours expected to be working out in the right of way.
14. Franchise Agreement expiration date.

The following documents meeting the Document Submission Standards (see handout for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so may result in cancellation of the application.

Assertion Document. An assertion from the applicant that that proposed small cell facility meets the definition of a small cell facility per RCW 80.36.375 (2).

Owner Consent Document. An attestation from the owner or the person in control of the utility pole or light post that has consented to the proposed attachment.

FCC Compliance Affidavit. A Radio Frequency Engineer and the Applicant will need to sign an affidavit that indicates compliance with FCC regulations. Please use the template form available on the city website/documents.

Plan Set. That include the following items:

- **Attachment Detail Plans.** Provide details of how the antennas will be attached to the pole. Provide details showing the proposed size of antenna and any equipment in cubic feet.
- **Visual Simulations.** Provide existing and proposed *color* elevations of the support structure (utility pole or light post) with the proposed antenna and equipment attachments. Show existing and proposed height and width of the support structure.

Please note that feed lines and antennas shall be designed to architecturally match the structure on which they are affixed so that they blend with the existing structural design, color, and texture.

- **Detailed Site Plan.**
 - A site plan showing the exact location of each small cell facility location is required.
 - If excavation is proposed, provide more detailed site plan showing the location and dimensions of any proposed new equipment cabinets and underground utilities, and other significant site features, and (g) the location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.

Traffic Control Plan. A traffic control plan meeting the standards in the Manual on Uniform Traffic Control Devices (MUTCD)