



ENGINEERING: SMALL CELL CHECKLIST

1. APPLICATION COMPLETENESS (NOTIFY CUSTOMER IF APPLICATION IS INCOMPLETE)

- Fees paid?
- Registration and Certificate of Insurance provided? If yes, enter into AEC Trak.
- Small Cell / Poles / Transport Facilities checked at top of application?
- Contact information for both Small Cell Agency and Contractor completely filled out?
- Addresses assigned for each proposed Small Cell location?
- Zoning District identified? Review by Planning: 300 ft of historic, design, landmarks, residential, etc...
- Method of installation checked?
- Electric service checked?
- Electronic format provided along with one-hard copy (11" X 17")
- If applicable: Additional approvals attached? Ex: Oncor, NTTA, TxDOT, etc...
- If applicable: Traffic Control Plans (TCP) attached?
- If applicable: Applicant provide interference analysis: City traffic signal, radio system, etc...
- Applicant signed the application?
- Application page 2: On-grade equipment listed – with sizing information?
- Application page 2: Above-grade equipment listed – with sizing information?

2. ROW ORDINANCE SECTION 19-65 – SMALL CELL ROW PERMITS

- Collocation on a City Service Pole: Is copy of signed agreement attached?
- Does one application contain more than 30 network nodes? If yes, applicant must reduce to 30.

3. ROW ORDINANCE SECTION 19-66 – FACILITY SIZE AND LOCATIONS

- Ground equipment: Within 2 ft from outer edge of ROW
- Ground equipment: Minimum 3 ft from back of curb
- Ground equipment: No ground equipment may be installed in a ROW that is within a park, within 250 ft of boundary line of a park, or within 250 ft of public art unless approved by the Parks director in writing.
- Ground equipment: No additional ground equipment allowed within 300 ft of existing ground equipment that is 25 sqft or larger. Ground equipment aesthetics: neutral color, material compatible with surrounding structures, and determined by Planning Director or designee.
- Ground equipment enclosure maximum size: 3 ft 6 in high X 3 ft 6 in wide X 3 ft 6 in deep.
- Concealment and enclosures: Facilities shall be concealed or enclosed as much as possible in boxes, cabinets, or other units with ventilated openings.
- External cables and wires: Cables and wires hanging from poles shall be sheathed or enclosed in conduit; guy wires, anchors, pedestals, boxes shall not encroach sidewalks and provide clear vertical clearance of 7 ft 6 in. above sidewalks.
- Sight visibility requirements: No above ground facilities shall be located closer than 3 ft from the back of curb or edge of alley or within sight visibility area.

- New or modified poles may not exceed the lesser of: 10 ft above tallest pole within 500 ft linear to new pole or 55 ft above grade.
- New poles minimum 300 ft from other existing utility or node support poles?
- New poles minimum 10 ft from driveways?
- New poles minimum 15 ft from pedestrian ramps?
- New poles minimum 12 ft from existing trees?
- New poles minimum 20 ft from traffic signal poles?
- New poles minimum 18 inches from paved sidewalks?
- New poles in residential zoning districts located at shared property line between two residential parcels that intersects the right-of-way?
- New poles in residential zoning districts – review SB1004, Sec. 284.104: Not allowed within ROW with streets or thoroughfares not more than 50 ft wide AND adjacent to single family residential lots.
- Attached to City owned Service Poles: No electric meters allowed on City poles or screening walls.
- Attached to City owned Service Poles: Industry standards load analysis attached?
- Attached to City owned Service Poles: Minimum 8 ft above grade?
- Attached to City owned Service Poles: Minimum 16 ft above street grade?
- Attached to City owned Service Poles: On traffic signals, no attachment to signal arm.
- Attached to City owned Service Poles: On traffic signals, wires required to be encased in conduit separate from signal electronics.
- Attached to City owned Service Poles: On traffic signals, electric power required to be separate from traffic signal.
- Attached to City owned Service Poles: On traffic signals, access points required to be separate from signal structure.
- Attached to City owned street sign poles: Wires required to be encased in conduit separate from signage electronics.
- Attached to City owned street sign poles: electric power required to be separate from signage structure.
- Attached to City owned street sign poles: Access points required to be separate from signage structure.
- Protrusion of equipment: Pole-mounted or structure-mounted facilities shall not protrude from the outer circumference of the existing structure or pole by more than 2 ft.
- Size of pole mounted equipment: Pole mounted equipment size limited to no taller than 5 ft. Exempt equipment from total volume calculation include: electric meters, concealment elements, telecomm. demarcation boxes, power transfer switches, cut-off switches and vertical cable runs for power & other services.
- Antenna size: Antenna are placed inside enclosures and enclosures may not be more than 6 cubic ft in volume.
- Antenna size: May not exceed a height of 3 ft above existing structures or poles.
- Antenna size: May not protrude from the outer circumference of the existing structure or pole by more than 2 ft.
- Exposed antenna and antenna elements: Must fit within an imaginary enclosure not more than 6 cubic ft in volume.
- Exposed antenna and antenna elements: May not exceed a height of 3 ft above existing structures or poles.
- Exposed antenna and antenna elements: May not protrude from the outer circumference of the existing structure or pole by more than 2 ft.
- Exposed antenna and antenna elements: Must be mounted flush with the pole near the top.

- Exposed antenna and antenna elements: Cumulative size of other equipment associated with the equipment attached may not be more than 28 cubic ft in volume.
- Maximum number of equipment per pole: There shall be no more than one network node on any one pole.
- Existing telephone or electrical lines between existing utility poles: Micro network nodes shall only be lashed on existing telephone or electrical lines between existing utility poles and not placed on the poles, node support poles or service poles.
- Overhead prohibitions: Facilities may not be installed overhead in a public ROW if the ROW is in a park or is adjacent to a street or thoroughfare that is both Class E+ or smaller and in a residential zone.
- Overhead prohibitions: Facilities may not be installed overhead in a public ROW if the ROW within parks or is adjacent to a street or thoroughfare that is both Class E+ or smaller and in a residential zone.
- Transport facilities: All transport facilities must be underground in the ROW within parks or is adjacent to a street or thoroughfare that is both Class E+ or smaller and in a residential zone. Underground facilities required along Type D or smaller thoroughfare.

4. ROW ORDINANCE SECTION 19-72 – REGISTRATION REQUIRED

- Registration shall be a prerequisite to issuance of a permit. Each agency, network provider, and public infrastructure contractor shall update and keep current its registration with the city at all times.

5. ROW ORDINANCE SECTION 19-73 – PLANS OF RECORDS

- Plans of Record: Any agency or network provider with facilities in the ROW shall submit plans of record as follows: 1) A city Street Map marked in such a manner as to evidence which Type F and above thoroughfares along which the agency or network provider has placed facilities (not including boxes and other appurtenances) shall serve as the plans of record for the agency or network provider. The address and GPS coordinates must be included for any pole or equipment collocated on a pole. The city Street Map will be made available in a digital format upon request to the city engineer. 2) On or before January 31 of each calendar year following the initial submittal of its plans of record, an agency or network provider shall provide to the city engineer plans of record that show all installations of new facilities, and all changes, additions, abandonments, and relocations relating to existing facilities completed in the previous calendar year, including the address and GPS coordinates for such facilities.

6. ROW ORDINANCE SECTION 19-74 – GENERAL ROW USE AND CONSTRUCTION

- Minimal interference: Agency's, network provider's, or public infrastructure contractor's facilities shall be constructed or maintained in such a manner as not to interfere with sewers, water pipes, or any other property of the city, or with any other pipes, wires, conduits, pedestals, structures, or other facilities that may have been laid in the rights-of-way by, or under, the city's authority.
- Erosion control: The agency, network provider, or public infrastructure contractor shall be responsible for storm water management erosion control that complies with city, state and federal guidelines. All installations shall comply with City of Plano Erosion and Sediment Control Manual, as amended, and in accordance with Exhibit 5 (see ROW ordinance for Exhibit).

7. ROW ORDINANCE SECTION 19-75 – NO DIRECTIONAL BORING ZONES

- No person, agency, network provider, or public infrastructure contractor will be allowed to directionally bore longitudinally with water and sewer mains that are twelve (12) inches or larger. The installation of facilities in the public rights-of-way will be installed by open excavation to assure the protection of the city's water and sewer system. When boring is acceptable, pothole process is required for twelve (12) inches or larger water and sewer mains or any main that is deemed critical by the city.

Bore time is restricted to the following schedule: 7 a.m. to 4 p.m. Monday through Thursday, 7 a.m. to Noon on Friday and no bore on Saturday and Sunday. Missiles are not considered directional boring and are not allowed unless otherwise approved by the city.

8. ROW ORDINANCE SECTION 19-76 – REGISTRATION REQUIRED

- Registration shall be a prerequisite to issuance of a permit. Each agency, network provider, and public infrastructure contractor shall update and keep current its registration with the city at all times.

9. ROW ORDINANCE SECTION 19-77 – NOISE, DUST, DEBRIS, HOURS OF WORK

- No work shall be done between the hours of 10:00 p.m. and 7:00 a.m., except with the written permission of the city engineer, or in case of an emergency.
- Notification: Each agency, network provider, and public infrastructure contractor shall notify the public works department 48 hours before undertaking any work in the ROW.

10. ROW ORDINANCE SECTION 19-78 – TRAFFIC CONTROL

- No person, agency, network provider, or public infrastructure contractor may close a public street without first obtaining a permit from the city engineer.

11. ROW ORDINANCE SECTION 19-79 – STREET CUTS AND REPAIRS

- Permanent repairs of utility cuts in existing streets, alleys or easements will be completed by the agency, network provider, or public infrastructure contractor within fourteen (14) calendar days of beginning the work.
- Notification of homeowners and HOAs: When an agency, network provider, or public infrastructure contractor is installing more than five hundred (500) linear feet of underground facilities, the agency, network provider, or public infrastructure contractor shall notify in writing all homeowner associations, from information maintained by the city, and individual homeowners along the route.