



## AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.e

Title:

Recommendation to Approve Small Wireless Facilities Design Standards

Presenter:

Tom Bruhl

Meeting: Government Services Committee

Date: January 28, 2019

Proposed Cost: \$0

Budgeted Amount: \$0

Not Budgeted: ☐

### **Executive Summary** (*if not budgeted please explain*):

The City and an attorney from KTJ Law presented a new ordinance section to cover Small Cell applications within City ROW in July of 2018. The approved ordinance has been added to the City Code Book as section 13.24. Associated with the ordinance, Staff have developed design standards that are compliant with State Act 100-585.

The design standards cover:

- Installation on an existing wood utility pole
- Installation on an existing highway streetlight pole
- Installation on an existing decorative streetlight pole
- Installation of new structures in the ROW
- Installation of ground mounted ancillary equipment

The design standards help insure the installations are safe and that attachments to existing poles are structurally sound.

To the extent possible, the design standards also require installations to consider aesthetics.

The City reserves the right to revise these design standards in the future.

### **Attachments** (*please list*):

- \* General Guidelines and Small Wireless Facility Design, Stealth, and Concealment Standards
- \* Small Wireless Facility ROW Permit Application

### **Recommendation/Suggested Action** (*briefly explain*):

Recommendation to approve Small Cell Design Standards

## **CITY OF ST. CHARLES**

### **General Guidelines and Small Wireless Facility Design, Stealth, and Concealment Standards**

The following general guidelines and design, stealth and concealment standards apply to the placement of small wireless facilities within the City. Small Wireless Facilities are generally regulated by Chapter 13 of the City Code 13.24 – Small Wireless Facilities, and all terms used herein are as defined in that Chapter.

**General Standards.** Every small wireless facility collocation shall comply with the following standards.

**A. Small wireless facilities:**

1. Antennas shall be mounted no less than twelve (12) feet above ground level.
2. Antennas shall, to the extent technically feasible, be designed and installed to appear hidden within the utility pole or to appear like an original part of the utility pole or wireless support structure.
3. Each antenna not hidden within a utility pole shall be located entirely within a shroud enclosure not more than six (6) cubic feet in volume that is capable of accepting paint to match the approved color of the small wireless facility.
4. Top-mounted antennas and their enclosures shall not extend the diameter of the utility pole or wireless support structure at the level of the antenna attachment, except as otherwise approved by the Director of Public Works or his or her designee.
5. Side-mounted small wireless facility antennas within a shroud enclosure and side-mounted small wireless facility equipment enclosures shall be, if possible, flush mounted to the utility pole or wireless support structure at the level of the attachment. Metal flaps or “wings” shall extend from the enclosure to the utility pole or wireless support structure to conceal any gap between the small wireless facility and the utility pole or wireless support structure. The design of the flaps shall be integrated with the design of the small wireless facility.
6. Small wireless facilities located on street light poles or traffic control structures shall not block light emanating from the street light fixture

or otherwise interfere with the purpose of the street light fixture or traffic control structure.

7. Small wireless facilities shall be attached to the utility pole or wireless support structure using rigid steel clamping mounts or stainless steel banding to the exterior of any metal pole. All mounts and banding shall be of the same color as the utility pole or wireless support structure, except as otherwise approved by the Director of Public Works or his or her Designee. Care should be taken to integrate the mounting elements into the small wireless facility design. Through-bolting or use of lag bolts on City-owned utility poles is prohibited, except as approved on wood distribution poles.
8. For attachments to existing utility poles, wires serving the small wireless facility shall be concealed within the hollow interior of the utility pole, or if concealment is not technically feasible, flush mounted to an existing utility pole in an enclosed wire chase which is painted or otherwise colored to match the existing pole on which the facilities are collocated. For new utility poles or wireless support structures, wires serving the small wireless facility shall be concealed within the hollow interior of the utility pole or wireless support structure, within a separate chamber of the pole isolating the electric light feed wires from the small cell wires, except in the case of a wood distribution pole, in which case the wires should be protected in molding or conduit that is attached to the wood pole.
9. All small wireless facilities shall be installed in accordance with all applicable City codes. No wiring or cabling shall interfere with any existing wiring or cabling installed by the City, a utility, or a wireless services provider.
10. No guy or other support wires will be used in connection with a small wireless facility unless the small wireless facility is to be attached to an existing utility pole or wireless support structure that incorporates guy wires prior to the date the applicant has applied for a permit.
11. The small wireless facility, including the antenna, and all related equipment when attached to an existing or new utility pole or wireless support structure, must be designed to withstand a wind force and ice loads in accordance with the applicable standards established in Chapter 25 of the National Electric Safety Code for utility poles, Rule 250-B and 250-C standards governing wind, ice, and loading

forces on utility poles, in the American National Standards Institute (ANSI) in TIA/EIA Section 222-G established by the Telecommunications Industry Association (TIA) and the Electronics Industry Association (EIA) for steel wireless support structures and the applicable industry standard for other existing structures. For any small wireless facility attached to a City-owned utility pole or, in the discretion of the City, to a non City-owned utility pole or wireless support structure, the operator of the small wireless facility must provide the City with a structural evaluation of each specific location containing a recommendation that the proposed installation passes the standards described above. The evaluation must be prepared by a professional structural engineer licensed in the State of Illinois.

12. The City will not authorize any attachments of small wireless facilities to a City-owned utility pole that negatively impacts the structural integrity of the pole. The City may condition approval of the collocation on replacement or modification of the City-owned utility pole if necessary to meet City standards.
13. Small wireless facilities shall be located in a manner that meets the Americans with Disabilities Act of 1990 and does not obstruct, impede or hinder the usual pedestrian or vehicular path of travel.
14. The wireless provider shall coordinate, establish, maintain and pay for all power from the City of St. Charles, and any communication connections with private utilities.
15. A four (4) inch by six (6) inch plate or label with the wireless provider's name, location identifying information, and emergency telephone number shall be permanently fixed to the small wireless facility equipment enclosure or shroud.
16. The location, and type, of the electric meter fitting shall be subject to the direction of the City of St. Charles Municipal Electric Utility.

**B. Replacement of Existing "Highway" Street Light Poles or Traffic Signal Poles**

For the purposes of this section, "Highway" shall be defined as a pole greater than 20 feet in height, and shall be differentiated from "Decorative" which is covered in Subsection C. A highway pole may be wood, aluminum, or fiberglass. A highway pole may also be a traffic signal pole. The following standards apply when replacing an existing highway street light pole or traffic signal pole with a combination small wireless facility and street

light/traffic signal pole. Such replacements should only be located where an existing street light pole can be removed and replaced, or at a new location where it has been identified that a street light is necessary. All such replacements shall meet the following standards:

1. All replacement highway street light poles or traffic signal poles shall be a similar design, material, and color as the replaced existing street light pole and other poles within the immediate area, unless approved by the Director of Public Works or his or her Designee. Determination as to whether a proposed pole is similar is solely determined by the Director of Public Works or his or her Designee.
2. All replacement street light poles and traffic signal poles and pole foundations shall conform to the City's standards and specifications for street light design and construction. If applicable, the structural design must also include the break-away bolts and assurance that the added wind load will not cause failures of break-away bolts. See Exhibit Drawings for typical design standards.
3. Replacement street light poles shall be an equal distance from other street light poles based upon the average distance between existing street light poles within the designated area.
4. Street light poles shall be designed and engineered to support a luminaire and mast arm of length equal to that of the existing pole to be replaced or of a length approved by the Director of Public Works or his Designee based upon the location of the replacement street light pole.
5. All luminaires and mast arms shall match the arc and style of the original luminaire and mast arm, unless otherwise approved by the Director of Public Works or his or her Designee.
6. The replacement luminaire and mast arm shall be at the same height above the ground as the existing luminaire and mast arm.
7. All replacement street light poles shall have light emitting diode (LED) light fixtures consistent with City standards, or as otherwise approved by the Director of Public Works or his or her Designee.
8. Replacement street light poles shall have a five (5) year manufacturer's replacement warranty.

9. Replacement street light poles shall meet American Association of State Highway and Transportation Officials structural guidelines for roadway applications and the American National Standards Institute requirements for vibrations.
10. Street light pole height shall be measured from the ground to the top of the street light pole.
11. All replacement street light pole heights shall be consistent with those of existing street lights.
12. The small wireless facility components shall be sized appropriately to the scale of the street light pole.
13. For wood street light poles, ancillary equipment should generally be pole mounted. For aluminum or fiberglass poles, ancillary equipment will generally be ground mounted and must comply with spacing and concealment requirements in Subsection E. Each street light pole component shall be architecturally compatible to create a cohesive aesthetic.
14. For all aluminum and fiberglass streetlight poles, no external wiring shall be allowed. Conduit will need to be placed into the footer, typically requiring the footer to be replaced. Wiring from the base to the antenna shall be within a separate chamber within the interior of the pole to avoid conflicts between the antenna wiring and the City electric wiring to the light.
15. Street light poles shall continue to be owned by the City.

C. “Decorative” Pole Replacements

For the purposes of this section, “Decorative” shall be defined as a metallic or fiberglass pole less than 20 feet in height, and shall be differentiated from “Highway” which are covered in Subsection B above. The following standards apply when replacing an existing decorative street light pole with a combination small wireless facility and street light pole. Such replacements should only be located where an existing street light pole can be removed and replaced, or at a new location where it has been identified that a street light is necessary. All such replacements shall meet the following standards:

1. All replacement decorative street light poles shall be a similar design, material, and color as the replaced existing street light pole and other poles within the immediate area. Determination as to whether a

proposed pole is similar is solely determined by the Director of Public Works or his or her Designee.

2. All replacement street light poles and pole foundations shall conform to the City's standards and specifications for street light design and construction. If applicable, the structural design must also include the break-away bolts and assurance that the added wind load will not cause failures of break-away bolts. See Exhibit Drawings for typical design standards.
3. Replacement street light poles shall be an equal distance from other street light poles based upon the average distance between existing street light poles within the designated area.
4. Street light poles shall be designed and engineered to support a luminaire and mast arm of length equal to that of the existing pole to be replaced or of a length approved by the Director of Public Works or his or her Designee based upon the location of the replacement street light pole.
5. All luminaires and mast arms, if applicable, shall match the arc and style of the original luminaire and mast arm, unless otherwise approved by the Director of Public Works or his or her Designee.
6. The replacement luminaire and mast arm, if applicable, shall be at the same height above the ground as the existing luminaire and mast arm.
7. All replacement decorative street light poles shall have light emitting diode (LED) light fixtures of the same light output as the removed fixture and nearby light fixtures, or as otherwise approved by the Director of Public Works or his or her Designee.
8. Replacement street light poles shall have a five (5) year manufacturer's replacement warranty.
9. Replacement street light poles shall meet American Association of State Highway and Transportation Officials structural guidelines for roadway applications and the American National Standards Institute requirements for vibrations.
10. Street light pole height shall be measured from the ground to the top of the street light pole.

11. All replacement street light pole heights shall be consistent with those of existing street lights.
12. The small wireless facility components shall be sized appropriately to the scale of the street light pole.
13. Each street light pole component shall be architecturally compatible to create a cohesive aesthetic. Where possible, ancillary equipment shall be incorporated into the pole. Where not possible, ground mounted ancillary equipment must comply with stealth and concealment requirements below.
14. For all aluminum and fiberglass streetlight poles, no external wiring shall be allowed. Conduit will need to be placed into the footer, typically requiring the footer to be replaced. Wiring from the base to the antenna shall be within a separate chamber within the interior of the pole to avoid conflicts between the antenna wiring and the City electric wiring to the light.
15. Street light poles shall continue to be owned by the City.

D. Installation of new wireless support structures, where allowed.

1. A new wireless support structure shall be designed to minimize the visual and aesthetic impact of the new vertical element and associated small wireless facilities upon the surrounding area and shall blend in with the surrounding streetscape with minimal visual impact. The City may require a new wireless support structure to be constructed of a specific material that will enhance the stealth and concealment of the structure.
2. New wireless support structures shall match the design, type, material and color of existing utility poles, including street light poles, within the immediate area, except as otherwise approved by the Director of Public Works or his or her Designee. See Exhibit Drawings for typical design standards.
3. Within residentially zoned areas, new wireless support structure installations shall generally be located where the shared property line between two residential parcels intersects the right-of-way whenever possible, unless an unsafe condition, cluttered appearance, or other violation of these standards will result.



4. New wireless support structures shall be equal distance from other utility poles based upon the average distance between existing utility poles within the designated area. If a new wireless support structure cannot be located the average distance from other utility poles, a new wireless support structure may be approved in an alternative location that will, in the sole opinion of the Director of Public Works or his or her designee, most effectively minimize public impact, optimize safety, and incorporate aesthetic concerns.
5. The centerline of a new wireless support structure shall be in alignment with existing utility poles where present, or with street or parkway trees along the same side of the right-of-way, unless otherwise directed by the Director of Public Works or his or her Designee.
6. New wireless support structures and any ground mounted ancillary equipment shall be located a minimum of twelve (12) feet from driveway aprons, unless otherwise directed by the Director of Public Works or his or her Designee.
7. New wireless support structures shall be sited outside the critical root zone of existing trees having a six (6) inch diameter at breast height located in the immediate vicinity.
8. The outside diameter of any new wireless support structure shall not exceed the diameter of existing utility poles located within 300 feet of the location of the new wireless support structure, unless approved by the Director of Public Works or his or her Designee.
9. New wireless support structures shall not exceed the heights as authorized by Chapter 13.24 of the City Code.
10. New wireless support structures shall be round in shape with a smooth pole shaft, unless approved by the Director of Public Works or his or her Designee.
11. New wireless support structures incorporating pole-mounted small wireless facilities shall be tapered in diameter from the base to the top, with a maximum diameter of twelve (12) inches at the base and a maximum diameter of eight (8) inches at the top, unless approved by the Director of Public Works or his or her Designee.

12. New wireless support structures incorporating small wireless facilities in an equipment enclosure within a base, or separate wiring chambers, may utilize poles tapered in diameter or poles having a consistent outside diameter, as approved by the Director of Public Works or his or her Designee.
13. All new wireless support structures must be supported with a reinforced concrete foundation designed, stamped, sealed and signed by a professional engineer licensed and registered in the State of Illinois, and subject to the Director of Public Works or his or her Designee approval. Optionally, screw in foundations are acceptable with stamped and sealed drawings from a professional engineer licensed and registered in the State of Illinois, and subject to Director of Public Works or his or her Designee approval.
14. All anchor bolts must be concealed from public view, with an appropriate pole boot or cover powder-coated to match the wireless support structure color.
15. All wiring shall be internal to the new support structure, with the exception of a new wood pole.
16. If multiple requests are received to install two (2) or more wireless support structures in approximately the same location, in a manner that would violate these requirements or other City requirements, the City shall resolve such conflict through whatever reasonable and nondiscriminatory manner it deems appropriate.
17. The applicable provisions of this section, and the Stealth and Concealment Requirements in Section E below, apply to new ancillary equipment associated with Small Wireless Facilities; for example, ground mounted equipment supporting an antenna on an adjacent pole.

E. Stealth and Concealment Requirements.

Wireless providers shall comply with the design and construction standards that are generally applicable to utility installations in the public right-of-way, as set forth in Chapter 13.22 of the City Code, as well as these standards, any other written design standards for decorative utility poles, or reasonable stealth, concealment, and aesthetic requirements that are otherwise identified by the City in an ordinance, written policy adopted by the City Council, in the City's comprehensive plan, or in another written design plan

that applies to other occupiers of the rights-of-way, including on a historic landmark or in a historic district. In addition:

1. The use of stealth technology in the location and construction of small wireless facilities is required whenever and wherever possible. Stealth technology means using the least visually and physically intrusive design and equipment that is not technologically or commercially impracticable under the facts and circumstances, to employ methods that blend into surroundings and not be visible; and to minimize adverse aesthetic and visual impacts on the right-of-way, property, building and/or other facilities adjacent to, surrounding and in generally the same area as the requested location of such small wireless facilities.
2. Small wireless facilities, including but not limited to antennas, equipment enclosures, mounting brackets and hardware, mounting posts, cables, and shrouds, shall be of a color that is identical to the utility pole or of a neutral color compatible with the color of the utility pole and any surrounding elements so as to camouflage or conceal their appearance, create consistency among right-of-way infrastructure, and to make such small wireless facilities as unobtrusive as possible. The Director of Public Works or his or her Designee may approve compatible color schemes for antennas and small wireless facilities.
3. Mechanical and ancillary equipment and devices shall be concealed underground, mounted within a concealment box designed as a decorative pole base or within unobtrusive equipment enclosures or other devices mounted directly to the pole a minimum of eight (8) feet above ground level and screened by means of City-approved banners or other approved concealment methods. Ground mounted equipment shall comply with the applicable provisions in previous sections and shall additionally be subject to non-discriminatory aesthetic standards on a case by case basis for the purpose of minimizing the visual impact of said ground mounted equipment. The City reserves the right to define the location and spacing of ground mounted equipment. All wiring shall be internal to the structure except if the small wireless facility is being installed on an existing wood utility pole.
4. Small wireless facilities must be located and oriented in such a way as to minimize view blockage.

5. The wireless provider shall use the smallest suitable wireless facilities then in industry use, regardless of location, for the particular application.
6. Additional landscaping and fencing shall be required to help mitigate the effects of the installation of any ground-mounted equipment. The wireless provider shall be responsible for the maintenance of any fencing or landscaping for the duration of the presence of the equipment. The wireless provider, as directed by the City, shall be responsible for the removal of fencing or landscaping at such time in the future where it is deemed no longer necessary by the City, for example, if the ground mounted equipment were to be removed. Where ground mounted equipment is proposed, a landscape drawing submittal is required as part of the ROW permit.
7. Small wireless facilities shall not be artificially lighted or marked, except as required by law.
8. Small wireless facilities, other than top-mounted antennas, shall be mounted on the side of the utility pole or wireless support structure opposite the direction of vehicular traffic along the same side of the right-of-way.
9. Alternative measures for concealment may be proposed by the wireless provider and approved by the Director of Public Works or his or her Designee, if the Director of Public Works or his or her Designee determines that the optional measures will be at least as effective in concealing the small wireless facilities as the measures required above.

F. Historic Districts and Landmarks.

For areas designated as historic districts, or on buildings or structures designated as historic landmarks pursuant to chapter 17.32 (Historic Preservation) of City Code, in addition to the stealth, concealment and design requirements referenced above, the following additional restrictions/conditions apply to the installation of small wireless facilities:

1. Small wireless facilities and wireless support structures shall be comprised of materials that are consistent with the surrounding elements so as to blend architecturally with any buildings or structures designated as historic landmarks or located within a designated historic district, and shall

be designed to blend with the surrounding historical landmarks and/or district in design and color.

2. No ground-mounted equipment enclosures shall be permitted within a designated historic district except as approved by the City as stealth installations.

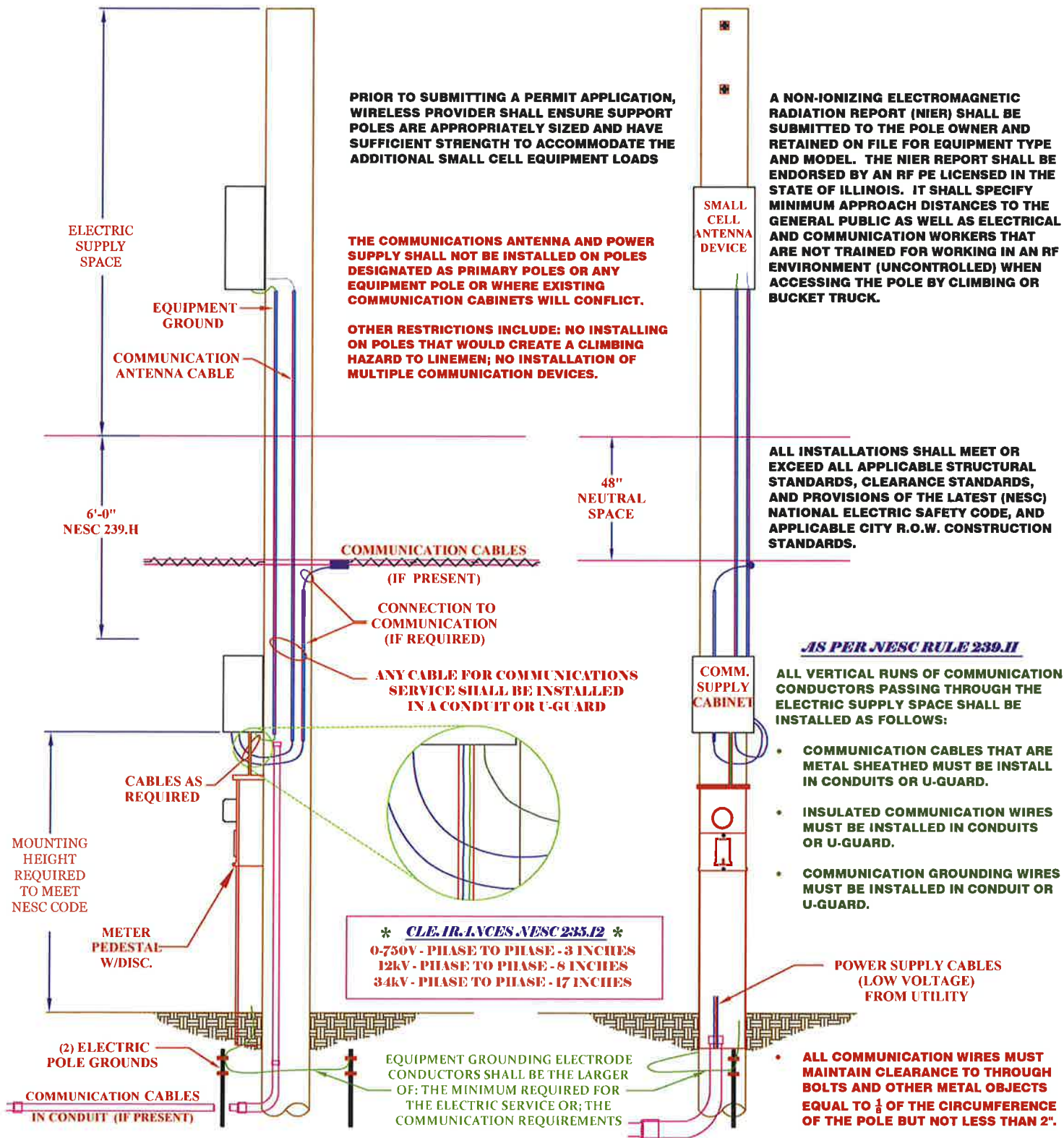
3. Small wireless facilities shall be mounted on “highway” poles within designated historic districts, if available, as opposed to on City-owned “decorative” street lights.

4. Small wireless facilities shall not be mounted upon City-owned decorative street lights except in cases where the equipment enclosure is concealed within the base of the decorative street light, and the antenna and its related shroud is incorporated in a seamless enclosure on the top of the decorative street light, pursuant to applicable City design standards and as approved by the Director of Public Works or his or her Designee.

G. Historic District or Landmark Limitations:

1. Any stealth, concealment and design standards in a historic district or on a historic landmark, including restrictions on a specific category of utility poles, may not have the effect of prohibiting any provider's technology. Such stealth, concealment and design measures shall not be considered a part of the small wireless facility for purposes of the size restrictions of a small wireless facility.

2. This subsection shall not be construed to limit the City's enforcement of historic preservation in conformance with the requirements adopted pursuant to the Illinois State Agency Historic Resources Preservation Act or the National Historic Preservation Act of 1966, 54 U.S.C. Section 300101 et seq., and the regulations adopted to implement those laws.

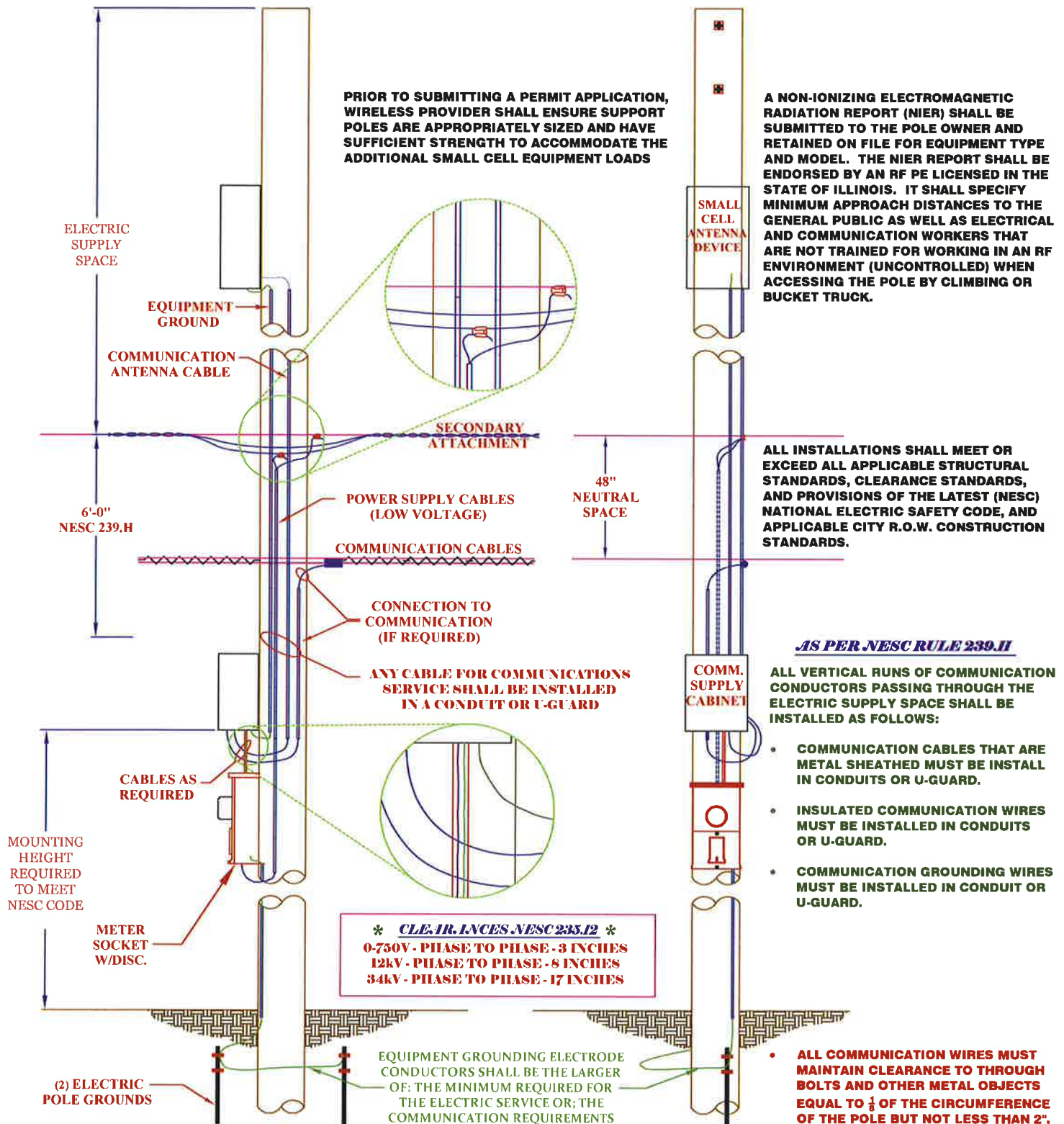


**THIS STANDARD IS USED TO INSTALL A NON-ELECTRIC UTILITY COMMUNICATION ANTENNA & SECONDARY SERVICE CONNECTION TO A POWER SUPPLY CABINET. ALL APPLICABLE STANDARDS SHALL APPLY AND IN CASE OF ANY CONFLICT, THE MOST STRINGENT REQUIREMENTS SHALL PREVAIL. ALL NECESSARY PERMITS SHALL BE OBTAINED BY THE WIRELESS CARRIER OWNER AND PROVIDED TO THE CITY. THE WIRELESS CARRIER OWNER IS RESPONSIBLE FOR THE SOLE COST & EXPENSE FOR THE INSTALLATION OF THIS EQUIPMENT IN ITS ENTIRETY.**

<b>ST. CHARLES PUBLIC WORKS DEPARTMENT</b> <b>ELECTRIC STANDARDS</b>	<b>SMALL CELL ATTACHMENT OPERATED BY OTHERS</b>	<b>DATE: 11 - 7 - 18</b> <b>SMALL CELL UNDG SERVICE</b>
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ST. CHARLES PUBLIC  
WORKS DEPARTMENT  
ELECTRIC STANDARDS

SMALL CELL ATTACHMENT  
OPERATED BY OTHERS

DATE: 11 - 7 - 18  
SMALL CELL  
OVHD SERVICE



# City of St. Charles

## Small Wireless Facility ROW Permit



Public Works – Electric Services Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4407 (Office)  
<http://www.stcharlesil.gov>

***Please direct any and all questions to the City of St. Charles Electric Services Division:  
Monday through Friday (8 AM to 4:30 PM) at 630.377.4407***

A Small Cell ROW Permit is required for any antenna installation falling under City Ordinance 13.24 and State Act 100-585.

### **Application and Drawings Procedures:**

- ▶ The Permit and Application Process is found in 13.24.005 with complete list of required submittals.
- ▶ Additionally, the consult the “General Guidelines and Small Wireless Facility Design, Stealth and Concealment Standards” document.
- ▶ Two-2 copies required drawings or electronic submittal of drawings.
- ▶ An original copy of a Certificate of Liability Insurance per 13.24.018 with special provisions listing the City of St. Charles as additional insured.
  
- ▶ There are five possible Scenarios:
  - 1 – ComEd owned pole, City of St. Charles ROW
  - 2 – City owned wood utility pole
  - 3 – City owned “highway” type streetlight pole
  - 4 – City owned “decorative” type streetlight pole
  - 5 – City owned pole (wood or streetlight) – non- City of St. Charles ROW

### **Application – Permit Fees: (All payments are to be made in either a check or cash)**

- ▶ A filing fee is to be paid at time of submission of application and plans for Scenarios 1, 2, 3 and 4 above. Payment is to be submitted either in check or cash – no electronic payments accepted. Fee per 13.24.005:
  - Request to collocate small cell wireless facility that includes the installation of a new pole - \$1,000.00
  - Request to collocate small cell wireless facility on an existing utility pole or wireless support structure - \$650.00
  - Request to collocate multiple small wireless facilities on existing utility poles or wireless support structures addressed in a single application - \$350.00 per small wireless facility.

- The City of St. Charles does not collect ROW permit fees for KDOT or IDOT ROW installations (Scenario #5). No submittal to the City is required for installation on a ComEd Pole in KDOT or IDOT ROW.

#### **Additional Requirements for Scenario 1 – ComEd Pole/St. Charles ROW:**

**See Applicable section of “General Guidelines and Small Wireless Facility Design, Stealth and Concealment Standards” document. Additionally, please note:**

- ▶ Requires written documentation of ComEd approval.
- ▶ Ground mounted ancillary equipment requires landscaping plan.

#### **Additional Requirements for Scenario 2 – St. Charles Wood Utility Pole:**

**See Applicable section of “General Guidelines and Small Wireless Facility Design, Stealth and Concealment Standards” document. Additionally, please note:**

- ▶ Requires Master Service Agreement between the City and the Provider.
- ▶ Ground mounted ancillary equipment requires landscaping plan.

#### **Additional Requirements for Scenario 3 – St. Charles “Highway” Type Streetlight Pole:**

**See Applicable section of “General Guidelines and Small Wireless Facility Design, Stealth and Concealment Standards” document. Additionally, please note:**

- ▶ Requires Master Service Agreement between the City and the Provider.
- ▶ Pole designs and antenna and associated equipment configurations may vary.
- ▶ Ground mounted ancillary equipment requires landscaping plan.

#### **Additional Requirements for Scenario 4 – St. Charles “Decorative” Type Streetlight Pole:**

**See Applicable section of “General Guidelines and Small Wireless Facility Design, Stealth and Concealment Standards” document. Additionally, please note:**

- ▶ Requires Master Service Agreement between the City and the Provider.
- ▶ Pole designs and antenna and associated equipment configurations may vary.
- ▶ Ground mounted ancillary equipment requires landscaping plan.

#### **Additional Requirements for Scenario 5 – St. Charles Pole/KDOT or IDOT ROW:**

**See Applicable section of “General Guidelines and Small Wireless Facility Design, Stealth and Concealment Standards” document. Additionally, please note:**

- ▶ Requires Master Service Agreement between the City and the Provider.

**General Design and Inspection Requirements for work in the City ROW:**

- ▶ Please refer to the City of St. Charles Engineering Design and Inspection Policy Manual and Details for construction and design requirements. It can be found at the following web-address:

<http://www.stcharlesil.gov/departments/PublicWorks/CityEngineeringOffice/policy-manual.html>

**Additional Design Requirements:**

- ▶ Asphalt and Concrete Pavement Repairs: All pavement repairs must be made in accordance with the Pavement Patch Detail located in the Engineering Design and Inspection Policy Manual.
- ▶ Temporary Pavement Patch (cold patch is not permitted): Flowable fill placement, if used, should not exceed more than 3-inches below the bottom of the existing pavement. After the flowable fill sets it must be capped with CA-06 stone and existing pavement section must be matched. The remaining void shall be filled with a temporary concrete patch. A layer of visquene shall be placed in-between the flowable fill and concrete patch to permit removal without disturbance to the flowable fill. The concrete shall be removed and replaced with bituminous material prior to the next May 1<sup>st</sup>.
- ▶ Curb cuts may be completed by removing the “barrier” portion of the existing curb. Approval of this method will be subject to inspection by the Development Engineering Office and completed at the owner’s risk. Excessive spauling after saw cutting might require removal of the existing curb per the City’s discretion at the applicant’s expense.
- ▶ Any temporary road closures shall be completed with proper traffic control as mandated by Illinois Department of Transportation (IDOT).
- ▶ The contractor shall coordinate all closures with the City of St. Charles Police Department (630-377-4435) and Tri-Com (630-377-9011).

**General Comments:**

- ⇒ Inspections of the pole, wireless support structure, electric installation, and electric service installation will be through the Electric Division. Schedule inspections 24 hours in advance by calling 630.377.4407.
- ⇒ Underground fiber installations to the site may require a separate ROW permit through the Building and Code Enforcement Division Office. All inspections of pavement or curb repairs are to be scheduled with the Building and Code Enforcement Division Office (630.377.4406) a minimum of 24-hours in advance before bituminous, concrete or non-standard pavement is placed within the right of way. Scheduling these inspections is encouraged at the time your permit is issued.
- ⇒ All construction must be in accordance with the “Manual on Uniform Traffic Control Devices” (current edition).
- ⇒ All documents MUST be submitted to the City of St. Charles Electric Services Division, approved, and a permit issued prior to any work beginning.

- ⇒ All construction must be in accordance with the St. Charles Municipal Code, the City of St. Charles Engineering Design and Inspection Policy Manual (current edition), the Illinois Department of Transportation “Standards Specifications for Road and Bridge Construction” (current editions) and all final “Supplemental Specifications” published as of the date of this permit.
- ⇒ Applicant is responsible for contacting JULIE for utility locations (800.892.0123). You will be given a Dig Number; it is very important to retain this number for any references on these locations. Color code for the JULIE marking are as follows:

▪ Electric Utilities	Red
▪ Comcast (Cable)	Orange
▪ Northern Illinois Gas (NICOR)	Yellow
▪ Sewer Utilities	Green
▪ Telephone Utilities	Orange
▪ Water Utilities	Blue

**PLEASE NOTE:** Underground traffic signal utilities are NOT located when contacting J.U.L.I.E. When working near traffic signals or suspected underground traffic signal utilities, please contact the City for the current contractor’s contact information.



**CITY OF ST CHARLES**  
**Application for Small Wireless Facility Right-Of-Way Permit**

**Department: Public Works – Electric Services Division**

**Phone: (630) 377-4407**

**Application Date:** \_\_\_\_\_

**Permit #** \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

**I, \_\_\_\_\_, do hereby apply for a permit for the following described work**

**located at** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

**Description of proposed work:** \_\_\_\_\_

**I hereby apply for a permit to install Small Wireless Facilities**

**Check List for Submittal of Application:**

- ☐ Application Form – Completely Filled Out.
- ☐ Two-2 copies of the details of the proposed work or electronic submittal of required drawings.
- ☐ An original copy of a Certificate of Liability Insurance with special provisions listing the City of St. Charles as additional insured.
- ☐ Submittal fee payments is to be by cash or check payable to the City of St. Charles

**General Contractor:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Telephone NO.** \_\_\_\_\_

**Telephone NO.** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Application Small Wireless Facility Right-Of-Way Permit**  
**Page 2**

**I, the undersigned, certify that if a permit is issued to me, I will comply with all applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances; the Illinois Department of Transportation “Standard Specifications” for Road and Bridge Construction” (current editions), and all final “Supplemental Specifications” published as of the date of this permit. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.**

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**REPORT OF THE BUILDING OFFICIAL**

**Remarks:** \_\_\_\_\_

**Accepted:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

01.2018

**For Office Use**

**Received** \_\_\_\_\_

**Fee Paid \$** \_\_\_\_\_

**Receipt #** \_\_\_\_\_

**Check #** \_\_\_\_\_

## SMALL WIRELESS FACILITIES PERMIT APPLICATION

### APPLICANT INFORMATION

Applicant Name:	Date of Application:
Applicant is a: <input type="checkbox"/> Wireless Provider <input type="checkbox"/> Representative <input type="checkbox"/> Other (please specify):	

### WIRELESS PROVIDER INFORMATION

Wireless Provider Name:		
Wireless Provider Address:		
City:	State:	ZIP Code:
Phone:	Email:	

### CONTACT PERSON FOR THIS PROJECT

Contact Person Name:		
Contact Person Address:		
City:	State:	ZIP Code:
Phone:	Email:	

### PROPOSED SITE LOCATION

Property Address:	
Closest Intersection (Distance and Direction from):	Right of Way <input type="checkbox"/>
	Private Property <input type="checkbox"/>
Zoning District:	PIN (if not right-of-way):

### EXISTING UTILITY POLE/WIRELESS SUPPORT STRUCTURE INFORMATION

Does the Project Involve a New Pole? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Pole/Structure ID Number:	Height of Pole/Wireless Support Structure (feet):	Pole Color:	Pole Type:

Existing Attachment(s) on Utility Pole/Wireless Support Structure? (e.g., banners, light fixtures) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:		
Owner of Pole/Wireless Support Structure:		
Name of Pole/Wireless Support Structure Representative:		
Address:		
City:	State:	ZIP Code:
Office Phone:	Cell Phone:	E-mail:
<b>NOTE:</b> If the proposed Small Wireless Facility is to be attached to an existing pole owned by an entity other than the City, the Applicant/Wireless Provider must, with the application, provide legally competent evidence of the consent of the Owner of the Pole to the proposed collocation. Permission Received:      Yes <input type="checkbox"/> No <input type="checkbox"/>		

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## Electric Service Application – Small Wireless Facility

(Each individual service will require a complete and separate application)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Original Signature: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Application Date: \_\_\_\_\_ Requested Service Date: \_\_\_\_\_

### Service Voltage Requested

### Small Wireless Facility

\_\_\_\_\_ Single Phase 120/240  
\_\_\_\_\_ Single Phase 120/208

\_\_\_\_\_ Three Phase  
\_\_\_\_\_ 120/208  
\_\_\_\_\_ 277/480  
\_\_\_\_\_ Other

### Service Panel:

Present Rating (amps) \_\_\_\_\_ Proposed Rating (amps) \_\_\_\_\_ Proposed Connected KW: \_\_\_\_\_

Present Peak KW (Demand) \_\_\_\_\_ Estimated Peak KW (Demand) \_\_\_\_\_

### SERVICE ADDRESS

(A complete and accurate service address is required before service may be installed)

Street Address: \_\_\_\_\_

### CUSTOMER BILLING INFORMATION

(This information will be used for utility billing purposes)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized representative or agent: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**ELECTRIC DIVISION OFFICE USE**

Application Accepted By: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

**ELECTRIC DEPARTMENT CHARGES**

Charges Calculated by: \_\_\_\_\_

Date: \_\_\_\_\_

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	200999 45405	_____	_____
SECC (Metering):	200999 48503	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
	_____	_____	_____
	_____	_____	_____
Subtotal		_____	_____
<b>Total Amount of Charges:</b>		_____	_____

**Electric Project No.:** \_\_\_\_\_

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