Maricopa County
Department of Transportation

Wireless Application Process within Maricopa County Right-of-Way

Small Cell Sites

A Carrier must apply for a MCDOT Permit for Construction in County Right-of-Way (TC-Permit) for any work, installation, and/or equipment that will be within Maricopa County roadway Right-of-way (ROW). **If** new electrical service is required, a Maricopa County Planning & Development Building Permit (B-Permit) will also be required for green tag inspection (MCDOT will process the P&D B Permit).

1. Submit the initial site location(s) to: MCDOTwirelesspermits@mail.maricopa.gov to start the review process.

2. MCDOT will verify if the project (s) is within MCDOT jurisdiction.

3. If the location(s) is within MCDOT ROW a Permit application and P&D Building Permit application, if required for new electrical connection, will be required. All applications must be submitted to MCDOT, via e-mail. The application should include conceptual plans and equipment for location(s) within MCDOT ROW.

Note: *-The Applicant must secure any permits required for projects that are within any other jurisdiction, and/or documentation confirming third party approval for placement on facilities owned by others (eg. HOAs, municipality owned or electrical companies' poles).*
-The Shot Clock will begin once the completed permit package has been received.

4. An on-site meeting may be required.

5. After the location is approved, a completed application packet and final design plans can be submitted to MCDOT for review.

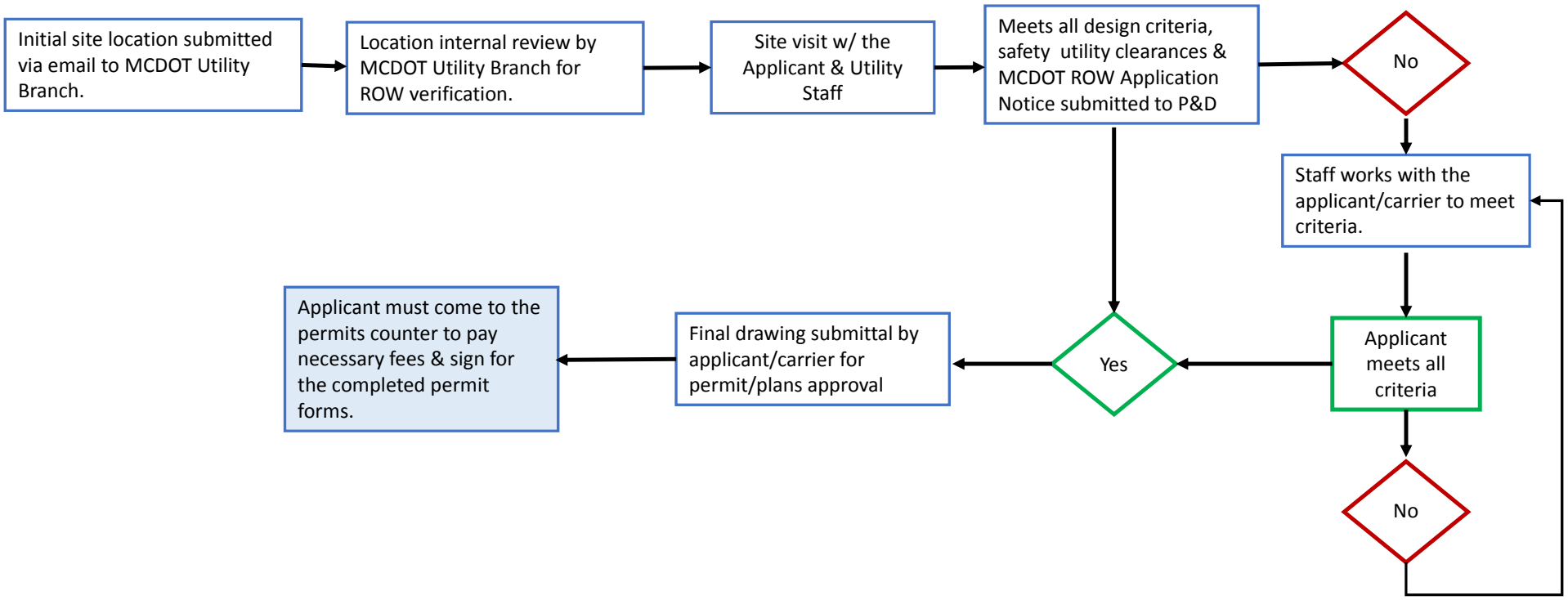
6. MCDOT will notify the Applicant when the approved permit(s) is/are ready and provide an invoice with associated fees.

7. The Applicant must then submit traffic control plans (TCP) referencing the approved permit by TC Number and contact the MCDOT inspector for a pre-construction meeting prior to start of construction.

Please contact the MCDOT Utility Branch at 602-506-8283 or MCDOTwirelesspermits@mail.maricopa.gov with questions.

4/3/2019

Small Cell License Application Process



4/3/2019

MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION PERMIT
APPLICATION FOR WIRELESS RIGHT-OF-WAY

Date _____

Wireless Provider: _____ Submitted By: _____

Maintenance/Response Contact Number: _____

Address of placement: _____

Major Cross Streets: _____

In The _____ Of Section _____ Township _____ Range _____

Applicatnt name: _____ Signature: _____

Address: _____ Phone: _____

Contact Person: _____ City,State,Zip: _____

Contact Email: _____ Phone: _____

Contractor: _____ Contractor Contact: _____

Contractor Phone: _____ Contractor Email: _____

Individual Application:		**QTY**	**TOTAL COST**
Permit Application and Inspection Fee:	$100		

Consolidated Permit Applications:			
Permit and Application and Inspection Fee for the first five (5) locations:*	$100		
Permit and Application and Inspection Fee for each additional location:*	$100		

Permit Rates:			
Collocation on an existing non-County owned structure-no groung equipment:	$0		
Collocation on an existing non-County owned structure WITH ground equipment:	$175		
Collocation on an existing County owned structure- NO ground equipment:	$20		
Collocation on an existing County owned structure WITH ground equipment:	$175		
Installation of a new non-county owned structure with collocation:	$175		
Replacement of County owned structure:	$0		
Plan Review	$100		
	TOTAL	0	$ 0.00

*All included locations shall be within the same 5 square miles

If you have any questions, contact MCDOT Utilities 602-506-8283 or MCDOTwirelesspermits@mail.maricopa.gov

Checklist:

- ☐ Complete permit application
- ☐ Complete P&D application (for new power hookup only)
- ☐ Site construction and equipment plans
- ☐ HOA, Private Owner, Third Party Equipment Approval Letter (if applicable)
- ☐ Have read, understand, and accept the terms of Maricopy County equipment placement and General Notes LbL¢![{Y _____

FOR MCDOT USE ONLY:

RECEIVED _____ APPROVED _____

Small Cell Conditions

I. Height and Size Requirements

A. Complete antenna and pole combined shall be no taller than 50 feet.

B. Small Cell Facilities shall be no taller than 10 percent taller than surrounding structures.

C. Small Cell facilities may not be mounted on existing structures which cause the total height to extend to a height of more than 50 feet or 10 percent taller than surrounding structures, whichever is greater.

D. Each antenna on a single pole shall be shrouded or encased.

E. All other Small Cell equipment shall not be more than 28 cubic feet in volume.

II. Installation, Placement, and Design Standards

A. The County strongly encourages the collocation of Small Cell facilities on existing structures. To minimize visual clutter, distractions to vehicles, and extra hazards, free standing poles must be spaced a minimum of 250 feet apart. An exemption may be granted by the County if demonstrated it has the effect of prohibiting the provision of wireless service.

B. Any Small Cell facility within 500 feet of an intersection, shall be fitted with multiple-carrier capable equipment.

C. Any Small Cell installation that requires new power service shall submit a Planning and Development "Green Tag" permit application (included in the wireless packet) in conjunction with a MCDOT Wireless Permit.

D. If power is supplied sub-surface, all radio and power equipment shall be installed in the base of the pole.

E. If power is supplied via aerial pathway, all radio and power equipment shall be mounted no less than 8 feet above the ground.

F. Replacement poles must be the same height as the pole being replaced, unless otherwise approved by the County.

G. Replacement poles must not encroach on any sidewalk or passageway more than the existing pole.

H. All Small Cell and power equipment shall be housed in an enclosure, either in a cabinet at the base of the pole, or above 8 feet in aerial locations.

I. All wires/cables/fibers must be housed inside the pole structure, unless proved to the County's satisfaction that it is not practical. Where not practical, all wires/cables/fibers shall be placed in a conduit flush to the pole and painted to match.

J. All visible Small Cell equipment placed on a structure, including antennas, must match the surrounding poles/colors.

K. No writing, symbol, logo, or other graphical representation is allowed on the poles except an approved owner sticker. (Template and color requirements attached in wireless application packet)

L. Installation shall not impact line of sight for vehicle or pedestrian movement.

M. Installations shall not create any Americans with Disabilities Act violations.

N. Small Cell facilities shall not interfere with the function of the pole or structure to which it is attached, or interfere with any other public facilities, including but not limited to: traffic signals, street lighting, water/power meters, signs, fire hydrants, or any other public utility.

O. The installation of any equipment must incorporate ambient noise suppression measures, or placed in locations less likely to impact surrounding residences or businesses, and must comply with all applicable noise regulations.

P. Each Small Cell location shall be equipped with a separate power disconnect (Kill Switch) in a J-box next to the pole for the safety of workers on and around the pole.

III. Small Cell Facility Provisions

A. Applicant must be a member of 811, and comply with State law regarding marking utilities.

B. Small Cell facilities located in the public right-of-way shall not cause a safety hazard to the public.

C. A Small Cell facility must be removed from the public right-of-way within 90 days of the final right-of-way access.

D. Carrier must obtain an annual maintenance permit and an emergency work permit from the County.

E. All poles shall include a reflective sticker with the carrier assigned color that has an emergency contact number and pole identification number. If there are multiple carriers on a pole, each carrier will provide their contact sticker in descending order, top to bottom, with the initial carrier on top.

IV. Submittal Requirements

A. Documentation certified by an Arizona Professional Engineer that the pole or other structure to which the Small Cell equipment is being attached, is structurally adequate to support the equipment being placed.

B. Applicant must provide certified analysis showing the proposed equipment satisfies the Federal Communication Commission ("FCC")'S Radio-Frequency ("RF") exposure guidelines applicable on an individual or cumulative basis (considering all frequencies, and all emitting sources as may be required by FCC regulations).

C. Applicant must provide a completed Permit Application Packet and signed checklist.

D. Applicant must provide written authorization from the structure/pole owner that demonstrates the Applicant has the authority to change or install a Small Cell facility upon it.

CONDITIONS

1. That the Licensee assumes the responsibility and all liability for any injury or damage to said highway, or to any person while using said highway, caused by or arising out of the exercise of this permit or license.

2. That all work done shall be at the sole cost and expense of the Licensee and shall be done at such time and in such a manner as to be least inconvenient to the traveling public, and as directed by the agent of the Licensor. Work must be finished in the time specified on permit.

3. That when the proposed work is completed the Licensee shall repair the roadbed and replace the surfacing material thereon, and will leave the said road in as good a condition as it is now, so far as the road is affected by the Licensee.

4. If the subject of the permit or license fails to pass final inspection, the Licensee will remove or replace the same within such time as specified by written notice from the Licensor, or if at any time hereafter, any material used by the Licensee in replacing or reconstructing any part of said highway proves defective, the Licensee will replace the same with the kind and quality of material which the Licensor shall specify.

5. That if the title and possession of any property placed upon the right-of-way by the Licensee remains in said Licensee, the Licensee shall and will promptly perform all necessary repair work upon written notice from the Licensor, and will not permit or allow any condition to exist which would be a hazard or source of danger to the traveling public.

6. That if at any time hereafter, the right-of-way, or any portion thereof occupied and used by the Licensee, may be needed or required by the Licensor, any permit or license granted in pursuance of this permit may be revoked by the Licensor and all right there under terminated and upon sufficient notice, the Licensee shall and will remove all property belonging to said Licensee.

7. That in the event that the work to be done under the authority of the permit or license necessitates the creation of any hazard or source of danger to any person or vehicle using said highway, said Licensee shall and will provide and maintain at all times during the existence of said hazard sufficient barriers, hanger signals, lanterns, detours, and shall and will take such other measures of precaution as the Licensor shall direct.

8. That if the work to be undertaken is of such a nature or character that the Licensor deems it necessary that said work be laid out or inspected by the Licensor, said Licensee will defray any and all expenses incurred by said Licensor and herein agrees to reimburse the Licensor and for that purpose will deposit with the Licensor a sum of money in the amount necessary to cover all cost incurred by the Licensor.

9. That In the event any property belonging to or the area occupied by such property being used by the Licensee within any portion of the right-of-way interferes with or is needed to construct, maintain, reconstruct, improve, or relocate any highway, street, road, drainage, or sewer lines or structures pertaining thereto, by or for the Licensor, said Licensee shall at their own expense relocate, remove, lower, or raise such property, within a reasonable time, when requested to do so by the Licensor in writing.

10. All conditions of this permit shall be in conformity with the latest Maricopa County Resolution for Permits to Work in Dedicated Right-of-Way, including but not limited to the following:

    a. Cash or a performance bond of a sum equal to not less than one-half of the amount of the cost of the work must be deposited with the County Engineers office as a guarantee that the work will be completed in accordance with the permit and the County's details and specifications.

    b. A certificate of insurance shall be filed with the office of the County Engineer covering Public Liability and Property Damage with the following minimum limits:

       $500,000 - Bodily Injury, per person, per occurrence
       $1,000,000- Bodily Injury, more than one person, per occurrence
       $500,000 - Property Damage, per occurrence

       It is the sole responsibility of the Licensee to maintain coverage in force for the term of the permit and to name the County as an additional Insured. Said coverage shall be primary and failure to conform to the above requirements shall not waive any responsibility of the Licensee.

       Fifteen day written notice of change or cancellation of the policy shall be served on the County Engineer.

    c. A copy of the schedule of fees is on file in the Maricopa County Department of Transportation and the Office of the Board of Supervisors.

Exhibit C

Small Wireless Structures and Facilities Schedule of Permit Fees and Rates

Individual Permit Application	Fee
Permit Application and Inspection Fee	$100.00 per application

Consolidated Permit Applications	
Permit Application and Inspection Fee for first five (5) locations	$100.00 per location
Permit Application and Inspection Fee for each additional location	$ 65.00 per location

Permit Rate	
Collocation on an existing non-County owned structure without ground equipment	$0
Collocation on an existing non-County owned structure with ground equipment	$175
Collocation on an existing County owned structure without ground equipment	$20
Collocation on an existing County owned structure with ground equipment	$175
Installation of a new non-County owned structure with collocation (with or without ground equipment)	$175
Replacement of County owned structure	$0

Maricopa County
Department of Transportation

MCDOT Right-of Way Small Cell Wireless Equipment Waiver Request Form

Request for Waiver: Height ☐ Spacing ☐ Undergrounding ☐

Height: Greater 10% of existing or greater 50'
Spacing: Closer than 300' must avoid frequency interference
Roadway safety considerations e.g. clear zone & site-line obstruction
Undergrounding: For road safety maintenance or new installation

Note: Aesthetics alone is not a consideration for design location and height of proposed poles.

Applicant Name/Phone No.: _____

Company Name: _____

Address/Phone No: _____

Project Title: _____

Project Location: _____

Reason for request:

_____

_____

_____

For Maricopa County Use Only:

Field Visit Completed: Yes ☐ No ☐ Plan Review Attached: ☐

Approved: Yes ☐ No ☐

Reviewed By: _____ Date: _____

Comments: _____

MCDOT contact: 602-506-8283 or MCDOTwirelesspermits@mail.maricopa.gov

4/3/2019

EXAMPLES

Pole Identification Sticker Examples

Carrier/Owner

Pole Identification Number

Emergency Dispatch Phone Number

VERIZON WIRELESS

PHX2222222-1

In Case of Damage Call Verizon Dispatch 1-800-555-5555

VERIZON (RED)

AT&T (BLUE)

SPRINT (YELLOW)

T-MOBILE (PINK)

Planning & Development Department
BUILDING ACTIVITY APPLICATION PACKET

ONE STOP SHOP

Licensing Timeframes – A.R.S. 11-1605

As of September 13, 2013, residential, subdivision and commercial design-build permitting projects have been exempted from the above referenced statute. Commercial and industrial permitting projects continue to have two review phases – Administrative (performed at the point of intake) and Substantive involving technical review of the submittal plans and documents.

Depending on the permit type, there may be multiple areas and departments reviewing the plan submittal, i.e., Zoning Plan Review, Building Plan Review, Drainage Plan Review, Environmental Services, the Flood Control District, and/or the Department of Transportation. Once all areas have reviewed, any comments will be sent by email in a Combined Review format listing each area and the results or findings. The combined review cycle must be complete prior to any resubmittal.

Any review comments or requests for supplemental information will reference the applicable ordinance, regulation or code supporting the comment / request.

Fee Information

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - http://www.maricopa.gov/planning/Resources/Other/FeeSchedule.aspx
- An upfront fee will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

Pre-Application Meetings

- Commercial projects will require a Pre-Application meeting at a cost of $350.00
  - (Excluding wireless cell tower facilities, tenant improvements and those projects that participated in the Pre-Application process during the entitlement or Planning phase).
- Residential projects with an open Code Enforcement Violation case may be required to have a Pre-Application meeting prior to accepting the application / submittal packet at a cost of $150.
- Residential projects may choose to participate or schedule a Pre-Application meeting at a cost of $50.

Personal Guarantee of Financial Responsibility

I, _____, (print name) hereby absolutely, unconditionally and irrevocably guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred.

Initials: _____

ONE STOP SHOP

Development Disclaimer Notice

By initialing / signing this application and disclaimer, I state that I am either the owner of record of the parcel and/or authorized by the owner(s) to represent them regarding the subject parcel. I understand that the issuance of a Building Permit for this property (APN _____) by Maricopa County **DOES NOT GUARANTEE THE AVAILABILITY OF POTABLE WATER AT THIS SITE.**

I also am aware and understand that issuance of the Building Permit does not obligate Maricopa County to issue a permit for electrical service for a shared well to serve this site, should this site be included within a private shared well agreement.

Initials: _____

PERSONAL ASSURANCE OF SUBMITTAL ACCURACY

I, _____, hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform_ordinance/mczo1.pdf

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department's Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials: _____

Planning & Development Department
BUILDING ACTIVITY APPLICATION

ONE STOP SHOP

PARCEL #		CROSS STREETS:	

Is the property on Septic? ☐ Yes or ☐ No (circle one)
Are there any Code violations on this property? ☐ Yes or ☐ No
Is there any other construction occuring on the property right now? ☐ Yes or ☐ No
Is your driveway tying into a Maricopa County right-of-way? ☐ Yes or ☐ No

CONSTRUCTION SITE ADDRESS:	City & Zip:	AZ
OTHER INFO:	SUBDIVISION MOBILE HOME PARK (with Space or Lot #)	

DIRECTIONS TO JOB SITE:

DETAILED WORK DESCRIPTION:

EST. VALUATION OF PROJECT $

PROPERTY OWNER – Last Name:	First Name:
Mailing Address:	
Phone #: / Alt #:	Email:

CIRCLE THE TYPE OF PERMIT(S)

RESIDENTIAL:	☐ New	☐ New w/Basemt	SP #	☐ Addition	☐ Accessory	☐ Alteration
POOL / SPA:	☐ Production	SP #	☐ Custom	POOL BARRIER:	☐ New	☐ Existing
MINOR:	☐ Electrical	☐ Plumbing	☐ Mechanical	☐ Non-Tech	☐ Demo	
COMMERCIAL: Name of Co.:	☐ New	☐ Addition	☐ Accessory	☐ Sign	☐ Wall or Monument	☐ Tenant Imprvmt

GRADING:	☐ Paving	☐ Subdiv. Infrastr.	☐ Infrastr	FENCE:	CMU ☐	Iron ☐	Chain ☐	Pipe ☐	HT	LF
FACTORY BUILT:	Mobile ☐	Multi-Sect ☐	Manuf ☐	Yr.	FBB type:			FBB #:		
COMPLIANCE:	☐ Drainage	☐ Building	☐ Group	☐ Fire	☐ Code					

UTILITIES TO PROPERTY	Electric Co:	Gas / Propane:
Water Co:	Sewer / Septic:	Fire District:

I acknowledge that I am the property owner or I have the authority to represent the property owner on this application as an authorized agent for the property. Further, I guarantee access to Maricopa County personnel for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2701 and is a class 2 misdemeanor.

Owner / Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.	☐ YES	☐ NO
Owner / Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.	☐ YES	☐ NO

PRINT NAME:	(Check One) →	☐ OWNER	☐ CONTRACTOR	☐ AGENT
SIGNATURE:		DATE:		

 SAVE PRINT RESET

Planning & Development Department

CONTACT SUPPLEMENTAL

ONE STOP SHOP

EMAIL ADDRESS IS REQUIRED FOR ALL APPLICATIONS

CONTRACTOR INFORMATION / LICENSED CONTRACTOR VERIFICATION

Provide your information below and if licensed, verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2.

LICENSE NUMBER AND CLASS:	NUMBER CLASS	TRUST ACCOUNT NUMBER:		
TYPE OF LICENSE: Check one:	Architect ☐	Contractor ☐	Developer ☐	Engineer ☐
COMPANY NAME:				
STREET ADDRESS:				
CITY/STATE/ZIP:				
MAILING ADDRESS: (If different from above)				
CITY/STATE/ZIP:				

CONTACT 1:	CONTACT 2:
TITLE:	TITLE:
PHONE NUMBER: ( )	PHONE NUMBER: ( )
ALTERNATE NUMBER: ( )	ALTERNATE NUMBER: ( )
BUSINESS FAX: ( )	BUSINESS FAX: ( )
E-MAIL:	E-MAIL:

OWNER / AGENT / CONTACT INFORMATION

OWNER NAME:	BUSINESS NAME
ADDRESS:	ADDRESS
	CONTACT 1:
	PHONE NUMBER: ( )
PHONE NUMBER: ( )	CONTACT 2: ( )
ALTERNATE: ( )	PHONE NUMBER: ( )
FAX NUMBER: ( )	FAX NUMBER: ( )
E-MAIL:	E-MAIL:

RESET