



CITY OF URBANA SMALL CELL WIRELESS FACILITIES PERMIT APPLICATION

Date ____/____/____

Applicant _____

Mailing Address _____
(Street) (City, State, Zip)

Office Phone# _____ Mobile# _____

Email Address (print clearly) _____

Applicant's Contractor(s) _____

Mailing Address _____
(Street) (City, State, Zip)

Office Phone# _____ Mobile# _____

Email Address (print clearly) _____

Small Cell Wireless Facility Type (Please check applicable boxes)

- Single facility co-location on existing pole or structure
- Multiple facility co-locations on existing poles or structures
Specify number of co-locations covered by application []
- Single facility co-location on new pole or structure
- Existing pole or structure is owned by City

Small Cell Wireless Provider Application Fees

- Single facility collocation on existing pole or wireless support structure - \$650
- Multiple facility collocations on existing poles or wireless support structures - \$350 per pole
- Single facility collocation on new pole or wireless support structure - \$1,000

Application Fee Total - \$ _____

<p>For Office Use Only</p> <p>Permit #: _____</p> <p>Check #: _____</p>

Application Requirements Checklist (Please check applicable boxes)

- [] Map for each facility location
- [] Photographs of facility location including existing pole or structure if applicable
- [] Site specific structural analysis for pole or structure prepared by structural engineer licensed in IL
- [] Make ready analysis for City owned pole or structure prepared by structural engineer licensed in IL
- [] Documentation of agreement with pole or structure owner for each facility location not owned by City
- [] Drawings and specifications prepared by structural engineer licensed in Illinois for each facility location
- [] Equipment type and model numbers for antennas and all other wireless equipment for each facility location
- [] Proposed schedule for installation and completion of small wireless facility installation
- [] Certification statement that co-location complies with Urbana City Code Section 20-501(i)5
- [] Liability insurance on file with City
- [] Contractor bond on file with City

Is a Road / Alley / Sidewalk closure required? ** [] Yes or [] No

[] Complete Road Closure [] Lane Closure [] Sidewalk Closure

Date / Time to be closed ____/____/____ _____AM/PM

Date / Time to be opened ____/____/____ _____AM/PM

Will trees on City Right-of-Way be affected? [] Yes or [] No

Will on-street parking be affected? [] Yes or [] No

**COMPLETE ROAD CLOSURES AND LANE CLOSURES REQUIRE 72 HOURS NOTICE AND APPROVAL FROM THE CITY OF URBANA PUBLIC WORKS DEPARTMENT

IT IS UNDERSTOOD THAT THE WORK AUTHORIZED BY THIS PERMIT SHALL BE COMPLETE WITHIN **180** DAYS OF THE DATE OF APPROVAL; OTHERWISE THIS PERMIT SHALL BECOME NULL AND VOID.

NO WORK SHALL BEGIN UNTIL AN APPROVED SMALL CELL WIRELESS FACILITY OCCUPANCY PERMIT IS ISSUED.

CITY USE ONLY	
Date Application Received	
Completeness of Application Deadline (+ 30 days)	
Existing Pole or Structure Review Deadline (+90 days)	
New Pole or Structure Review Deadline (+120 days)	
Date Revisions Sent to Applicant	
Applicant Revisions Deadline (+30 days)	
Revised Application Review Deadline (+30 days)	
Traffic Control Inspection Date	
Pavement Pre-Restoration Inspection Date	
Final Restoration Inspection Date	

THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS AND RESTRICTIONS AND ALL CITY ROW STANDARDS.

PERMIT CONDITIONS

1. All construction and safety practices shall be in compliance with the current edition of the Illinois Department of Transportation "The Standard Specifications for Road & Bridge Construction".
2. All O.S.H.A. and other Federal, State and City safety regulations shall be adhered to.
3. All details and/or notes attached to the submitted plans shall be incorporated into the approved plans.
4. All traffic control shall comply with the current edition of the "Manual on Uniform Traffic Control Devices for Streets & Highways".
5. All trench excavation work shall comply with the current edition of the "Standard Specifications for Sewer and Water Main Construction in the State of Illinois".
6. All work requires an inspection before concrete pours or excavation backfill. Please call the Right-of-Way Technician at 384-2342 to schedule an appointment 24 hours in advance.
7. The contractor shall notify the Right-of-Way Technician's office (384-2342) 24 hours prior to the start or restart of any construction.
8. The contractor shall not trim, cut or in any way disturb any City trees or shrubbery without the approval of the City Arborist (384-2342) or their authorized representative as stated in the Urbana Tree Ordinance No. 7677-24. Should the work site be located near any City-owned tree(s) the contractor shall contact the City Arborist 24 hours prior to the start of the construction.
9. No changes shall be made from the approved plans without the written or verbal approval of the Right-of-Way Technician.
10. Upon completion of the construction the contractor shall restore the work site to a condition equal to or better than the existing condition or at the direction of the Right-of-Way Technician, according to Urbana City Code Section 20-507.
11. In order to avoid utility and street light cable conflict, the contractor shall be responsible for contacting J.U.L.I.E. for public utility locations a minimum of 48 hours (two working days) prior to excavation **1-800-892-0123 or 811**.
12. At any time that there is damage to a utility, the contractor shall notify the appropriate parties immediately and shall be liable for the cost of repair should the contractor be found at fault.
13. Any utility information provided by the City is based on judgment and information currently available to the City Engineer or their designee. The City of Urbana shall not be responsible for any discrepancies between information made available and actual field locations. Actual locations of utilities may vary from the information on file. It shall be the sole responsibility of the permit holder or user of the information to determine the exact utility locations in the field. The City of Urbana does not guarantee the condition or the functional capacity of said utilities.
14. Inspections performed by the City do not remove the requirements for the work performed to comply with all local, state, and federal rules, ordinances, and standards.
15. An Erosion Control Permit is required on disturbed areas over 2,000 square-feet.
16. Small cell wireless facilities and installations shall comply with all requirements of Urbana City Code Section 20-501(i)5.

Signature of Applicant _____

Date ____/____/____

Printed Name _____

ADDITIONAL COMMENTS
