



## Small Cell Facilities & Wireless Support Structures Application & Review Process

### Resources

- [Chapter 904: Small Cell Facilities](#)
- [Small Cell Design Guidelines](#)
- [ROW Permit Application](#) (fillable PDF)
- [ROW Contractor Registration](#) (fillable PDF)

### Application

- The applicant schedules a pre-application meeting with the City Engineer or designee. An applicant must be a registered ROW contractor.
- The applicant submits ROW permit application, fee and plans to the Building Department. One application may be used for multiple locations; however, a separate set of plans is required for each location. One hard copy set of plans is required as well as submission through the city's [digital plan submission portal](#).

### City Review

- Submittals are routed to the Engineering Department for review. Plan reviews are conducted by the City Engineer or designee. Engineering coordinates with Streets, as necessary, if a project involves collocation on city traffic poles.
- The applicant receives an approval letter and copy of stamped, approved plans via email. Any additional project-specific fees will be included in the letter and must be paid prior to permit issuance.

### Permits & Inspections

- Once plans are approved and any additional permit fees are paid, the applicant pulls the ROW permit for construction. A collocation fee will be charged if the project involves locating on city-owned signal infrastructure.
- A separate electrical permit issued by the Building Department is required for the installation of electric meters. Associated plan review and permit fees are required.
- The applicant is responsible for calling for required inspections, including a preliminary inspection before work is done, an electrical inspection on the electric meter and a final inspection once installation is complete and the site is restored.

### Annual Fee

- For small cell facilities approved to be installed on city-owned signal infrastructure, the city will mail annual collocation fee invoices each January.