



APPLICATION

Small Cell Node Permit

Permit Number: _____

Initial Fee: \$ _____

Select Permit Type

Network Node Permit (i.e. small cell attachment to existing pole)

Number of nodes _____

Node installation type:

Existing city owned pole Existing/replacing third-party pole Existing transportation facility

Node Support Pole Permit (i.e. standalone pole for small cell)

Number of poles _____

Transport Facility Permit (i.e. fiber/line connection between small cell and cellular network's switching location)

Required Information

1. Provide pole ID number, address or intersection, latitude and longitude (accurate up to 6 decimal points).

Pole ID: _____ **Address/Intersection:** _____

Latitude: _____ **Longitude:** _____

2. Provide your city public service provider business registration number. _____

(NOTE: Business registration requires insurance and bond information, it expires when your insurance expires)

3. Is the proposed small cell infrastructure in State or Federal Right-of-Way? Yes No

Owner/Applicant

Contractor

Name	_____	_____
Address	_____	_____
City, State, Zip	_____	_____
Point of Contact Name	_____	_____
Point of Contact Phone #	_____	_____
Point of Contact Email	_____	_____

ANNUAL FEE BILLING INFORMATION: Check if same as Owner

Company Name: _____ Contact Name: _____

Address: _____

Telephone Number: _____ Email: _____

Place a check mark next to each document provided.

Required Documents (If submitting electronically, name your files as shown below)	Applicant	Staff
Permits and Pre-approvals		
▪ City Small Cell License Agreement	<input type="checkbox"/>	
▪ Oncor pre-approval letter, if applicable	<input type="checkbox"/>	
▪ Other utilities pre-approval letter, if applicable	<input type="checkbox"/>	
▪ State or Federal Right-of-Way permit, if applicable	<input type="checkbox"/>	
Location Details		
▪ Aerial map of project location	<input type="checkbox"/>	
▪ Street view image indicating new proposed pole location	<input type="checkbox"/>	
▪ Land survey of existing surrounding infrastructure	<input type="checkbox"/>	
Construction Details		
▪ Site plan	<input type="checkbox"/>	
▪ Pole elevations – meeting height requirement	<input type="checkbox"/>	
▪ Equipment details – meeting all size limitations	<input type="checkbox"/>	
▪ Electrical conduit plan – prior to construction a separate electrical permit must be obtained	<input type="checkbox"/>	
▪ Traffic control plan – including pedestrian safety plan	<input type="checkbox"/>	
General		
▪ 300-foot distance analysis exhibit – verifying small cell distance separation	<input type="checkbox"/>	
▪ Industry standard pole load analysis – certified by a registered engineer	<input type="checkbox"/>	
▪ Documentation of frequency(ies) for each small cell node	<input type="checkbox"/>	
Property Owner Notification		
▪ Map identifying parcels within a 300-foot buffer	<input type="checkbox"/>	
▪ Copy of letter mailed to identified property owners	<input type="checkbox"/>	
▪ List of mailing addresses of identified property owners	<input type="checkbox"/>	

I hereby certify that I have read and examined the application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction, or the use of land including ROW or structure.

Signature of Applicant: _____

STAFF USE ONLY

APPLICATION RECEIVED BY: _____

DATE RECEIVED: _____

APPLICATION APPROVED: _____

DATE APPROVED: _____



SCN Permit Application Steps

City Ordinance requires a **Small Cell Node** Permit when placement of a network node, node support poles, or transport facilities are necessary within the City owned public ROW. To obtain a **SCN** permit to work in the CORR owned/controlled ROW, please fill out and follow the instructions listed on the “**Small Cell Node Application**”.

Please note that the CORR has the following schedule for final decision of approval/denial of complete application:

- 21 days after receipt of complete application for a transport facility.
- 60 days after receipt of a complete application for a network node.
- 150 days after receipt of a complete application for a new node support pole.