



DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

SMALL CELL PERMIT APPLICATION

Jeremy Robinson
Commissioner

Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

THIS APPLICATION PACKET CONTAINS:

- 1) List of Required Submittals
- 2) Submittal Instructions
- 3) Application Page

Required Submittals:

-Small Cell Application – page #4.

-Description of Telecommunications Services Proposed to Be Provided – Shall include **DETAILED** description of facilities and equipment. Shall be attached to application on separate pages.

-Application Fee – See Page #3; check or Money Order payable to Commissioner of Finance.

-Insurance Certificates General liability, workers compensation, and employer's liability per section 12 of Small Wireless Facility Master License Agreement. Required for Verizon and subcontractors listing the City of Syracuse as additional insured.

-Temporary Traffic Control Plan

- Must show all traffic control devices being used (signage, cones, barricades, etc.), as well as how the applicant will block off the street or sidewalk where the work is occurring.
- Must show how the applicant plans to route pedestrian/vehicular traffic around the work.
- Must show dimensions of street/sidewalk left open to pedestrian/vehicular traffic
- Shall be in accordance with the Federal MUTCD (Manual of Uniform Traffic Control Devices).

-Map detailing proposed installations, including pole heights, pole numbers if applicable, GPS coordinates for new poles

-Proposed Construction Schedule And Sequence

-Construction Plans: Detailed plans depicting any new poles installations including aesthetics of how new poles will look once installed

Central Permit Office
201 E. Washington St
Room 101
Syracuse, N.Y. 13202

(P) 315 448-4715
www.syr.gov.net

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SUBMITTAL INSTRUCTIONS:

- 1) Application must be completed in its entirety. Incomplete or partial applications will not be processed.
- 2) PRIOR TO CONSTRUCTION, Application, Fees, and additional documents must be submitted to:

ATTN: Bob Moore, City of Syracuse Right of Way Coordinator

Central Permit Office

201 E. Washington St., Room 101

Syracuse, NY 13202

(P) 315-448-4715, CentralPermitOffice@SyrGov.net

RULES AND REGULATIONS:

Including but not limited to:

- Prior to installation, the telecommunications provider must secure a revocable permission or franchise agreement AND this small cell permit
- Applicant must abide by all terms of franchise/revocable permission
- Up to three (3) small cells will be allowed per utility pole if technically feasible and if in the determination of the Commissioner of the Dept of Public Works (DPW) there are no safety or aesthetic concerns
- No small cells shall be allowed on ornamental street lighting poles as determined by the Commissioner of DPW
- In no event shall a new pole exceed 50 ft and a pole may be required to be to be of a smaller height if the initial proposal is deemed out of character with the neighborhood as determined by the Commissioner of DPW
- It shall be the responsibility of each applicant for a franchise or revocable license to comply with all applicable laws, ordinances, resolutions, rules, regulations, and other directives of the City and any federal, state or local governmental authority having jurisdiction

ANNUAL FEE SCHEDULE

Permit Application Fees for Existing Poles	\$500 (covers up to (5) Small Wireless Facilities)
	\$100.00 (covers each additional Small Wireless Facility beyond (5))
Permit Application Fee for New Poles *(Including Replacement of an existing pole)*	\$1000.00 per pole per
Small Wireless Facility Recurring Fee	\$270 per Small Wireless Facility per year

Except as provided in this Fee Schedule, the City shall not require any other or additional recurring fees. Failure to pay recurring fees shall result in the imposition of a 5% penalty fee per annum (following a thirty (30) day opportunity for Verizon to cure the late payment), if necessary, and suspension or revocation of the Pole License.

SMALL CELL APPLICATION

*****See fee schedule on Page 3*****

Installation Contractor Name: _____

Address: _____

Contact Name: _____

Telephone: _____ Cellular: _____

E-Mail Address: _____

Name of Telecommunication Company Owner: _____

Number of Small Cells Requested: _____

Streets Requested: _____

Number of New Poles Requested: _____ Number of Existing Pole Locations Requested: _____

If existing poles, please list Pole Numbers: _____

Type of Small Cell Devices Proposed: _____

PLEASE CHECK TYPE OF CLOSURE REQUIRED FOR INSTALLATION:

_____ Partial Street Closure

_____ Full Street Closure

_____ Partial Sidewalk Closure*

_____ Full Sidewalk Closure

*** The applicant must verify there is 4' of uninterrupted sidewalk space for pedestrians.**

Application Checklist for Submittal:

1. Pole Number if available
2. Map of location, including a photo of existing pole or location
3. Closest address
4. Detailed Description of the project
5. Detailed Description of the facility and equipment
6. Traffic control plan
7. Pole owner approval letter
8. Passing structural analysis for the pole from a NYS licensed professional Engineer
9. Detailed engineering drawings, including full design plans signed and stamped. Drawings must include all utilities in work area up to 10' from the proposed pole.
10. Copy of insurance certificates from the contractor performing the work
11. RF Emissions letter proving the site will be in RF safety compliance
12. Proposed construction schedule
13. Check for the application fee
14. Clear notes if no underground work is to be completed
15. Note if 4G or 5G installation on application page.
16. Work cannot start until all parties relocated to new pole or replacement pole to prevent "Double Wood". In addition, if any double pole remains once Verizon work is completed, the GC will remove the abandoned pole before leaving the job site.
17. Follow all requirements per Small Wireless Facilities Master License Agreement, including City ROW Access Requirements, Small Wireless Facility Safety Standards, and City of Syracuse Small Wireless Facilities Aesthetic Design Standards.