



## Public Works Maintenance Right-of-Way Small Cell Permit Application Guide for City-Owned Poles.

All Carrier's applying for permit must first be licensed through the City's Telecommunications program. For more information follow link.

<https://www.eugene-or.gov/376/Telecommunications-Program>

The telecom facility must be located on an existing pole or other utility structure. No additional poles or structures may be added in the ROW for the sole purpose of accommodating the telecom facility. No ground equipment or standalone poles will be allowed unless approved in the license agreement.

### City-owned poles.

- Only Metal cobra head style street light, and wood poles will be considered for application for installations.
- Decorative. Historical, ornamental, or architectural light poles and signal poles will not be permitted for the use of small cells.

Master lease Agreement shall be signed and executed prior to permit submittals for City-owned poles. [Small cell Master Lease Agreement](#)

### Permit Application for City owned poles.

Each particular Site shall be described in the Permit Application, [Utility Public Way Permit Application](#) including pole number, and carrier's site ID number. Carrier must complete and submit to the City for each Pole it proposes to lease. The construction drawings shall be stamped by a civil engineer registered in the state of Oregon and must fully describe the Facilities that Carrier proposes to place on that Pole. Permit Applications and plans shall be submitted to City's Surface Maintenance Right-of-Way Supervisor or to the following email address: [PWMUtilityPermits@ci.eugene.or.us](mailto:PWMUtilityPermits@ci.eugene.or.us)

### For each Permit Application, Applicant must provide the following submittals:

1. Detailed plan set in accordance with the Utility and Right-of-Way Permits Manual. Follow link to manual <https://www.eugene-or.gov/DocumentCenter/View/25373>
2. A structural analysis report stamped by a civil engineer registered in the state of Oregon stating whether the Pole and Pole foundation have the structural capacity to support the facilities proposed to be placed on it. If existing foundations are to be used the structural report shall have the dimensions of the existing foundation on the analysis. New foundations shall be identified in the plans and structural report as a new foundation. If a new pole is required due to the structural report or existing pole is damaged the City shall approve new pole proposed by Carrier. New poles shall be designed with stealth technology with associated equipment designed internal to the pole or pole base (See [Small Cell Installation](#)).

3. Traffic Control Plan required with permit submittal. For detailed information on TCP follow link. <https://www.eugene-or.gov/1091/Permits-and-Right-of-Way-Use>
4. Engineered Radio Frequency report signed by an RF engineer that shows emissions from the proposed Facilities will be within FCC approved safety standards specified in the FCC's Rules and Regulations [47 CFR section 1.1307(b)]. Report shall have site ID and location including pole number for each site.
5. New attachments and antennas placed on pole with existing equipment will require a new Radio frequency report to be submitted with a new application for the proposed equipment.
6. Propagation map showing coverage of wireless installation.
7. A statement accurately setting forth the physical dimensions of the proposed Facilities and the Stealth Technology that will be used. Facilities must meet both of the following qualifications: (i) each Antenna is located inside an enclosure of no more than six cubic feet in volume or, in the case of an antenna that has exposed elements, the Antenna and all of its exposed elements could fit within an imaginary enclosure of no more than six cubic feet; and (ii) all other Accessory Equipment associated with the Facility that is installed on a Pole shall not exceed 10 cubic feet in volume, inclusive of the Antenna.
8. An accurate photo simulation depicting how (A) the Pole currently looks before the proposed Facilities are installed, and (B) the Pole would appear after the proposed Facilities are installed.

### Design requirements.

1. Equipment attachments will match pole color and be non-reflective. Attachments shall be placed on the pole no lower than 9' from established grade at pole base. Attachments shall not protrude more than 2' horizontally from the pole. Attachments shall not obstruct, impede or hinder vehicle, bicycle, or pedestrian traffic.
2. New wood poles cannot exceed in height more than 18' including antenna from existing height of the pole being replaced. Pole top bayonets will not be permitted for pole height extensions. [Wireless Right-of-Way Guidelines](#)
3. Meet the requirements of the National Electric Safety Code (NESC) and National Electric Code (NEC) standards.
4. Construction of Pole locations on street corners may require new or upgraded curb ramp to meet current American Disabilities Act (ADA) standards.

### Power to pole.

- The City's street light power circuit will not be allowed for use for small cell equipment.

- Power to the site shall be coordinated with EWEB. EWEB contact is [BuildingandRenovation.Services@EWEB.org](mailto:BuildingandRenovation.Services@EWEB.org)
- Power will be sold in bulk rate and no meter is required.
- The power route from point of connection shall be installed underground in accordance to City code 7.302 and shown in detail on the site plans submitted.
- Carrier shall provide a power shut off mechanism on each Pole where Facilities are placed so that City staff can power down the Facilities when performing maintenance to the Pole and associated City equipment where the Facilities are located. Power shut off shall be installed no lower than 9' on the pole.

### Fiber to pole.

- Plans shall show proposed meet me point junction box location at base of pole. Fiber to be provided and constructed by others unless Carrier is specifically licensed for use of the Right-of-Way for telecom installations. The fiber installation to be permitted under a separate permit applied for by the fiber owner.

### Fees.

- City staff, including but not limited to permit staff, Utility Coordinator, Traffic Electrician, and Traffic Engineer will review the Permit Application for completeness, viability of pole for the proposed Facilities, structural compatibility, and compliance. City staff shall track their time and costs incurred during such review. Carrier shall pay City for the costs incurred by City including but not limited to city staff time. City shall periodically invoice Lessee for such costs and Carrier shall promptly pay such invoice, remitting payment as instructed on the invoice.
- Permit fees will be included in the returned approved permit at the same rate all other licensed Utilities are charged. 0' to 99' Local streets fee \$350.00, Arterial streets \$410.00.
- Permit fees will be invoiced to Carrier the following month of permit issuance.
- Contact City directly for Fee schedule.

### Permit application limitations for City owned poles.

- Permit applications shall be limited to 15 per Carrier at one time for City owned poles. Limits include permits submitted for review and those permits approved for construction. Once a site is constructed and inspected by the City and closed a new permit can be submitted for review.

To follow or check permit and pole vetting status [click here](#).

[Surface Technical-Small Cell Public App](#)

For more information contact:

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City of Eugene Public Works Maintenance Division

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