



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

All carriers 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.

Pole vetting for approved pole use.

1. Carrier shall first obtain permission for the use of the pole from the pole owner for wireless attachments.
2. Pole that is approved for use by owner shall then be vetted for use by City of Eugene, and other providers attached to the pole.
Follow this link [Surface Technical-Small Cell Public](#) for permit status, pole status, and poles approved for use.
3. All make ready work for the wireless attachments shall be determined and approved through the National Joint Use Notification System (NJUNS).

City Permit Application for non-City owned poles.

Each 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 attach facilities. The construction drawings must fully describe in detail 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

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. 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>
3. 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.
4. 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.

Design requirements.

1. Colocation of telecom facilities should be limited to ROWs involving public streets. Alleys and public utility easements will be strongly discouraged, unless it can be shown that such locations pose minimal visual impact to surrounding properties.
2. Any replacement pole or structure should be placed in a similar location unless relocation reduces visual impact to nearby properties, and can improve ADA access at corner ramps and maintain full sidewalk widths.
3. 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.
4. The facility shall not interfere with the functional needs of the existing utilities on the existing pole in the ROW. EWEB and the City may require specific design stipulations to avoid such impact. Safe, functional use of the ROW shall be maintained.
5. 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 26 cubic feet in volume, inclusive of the Antenna.
6. New wood poles cannot exceed more than 18' in height including antenna from existing height of the pole being replaced. [Wireless Right-of-Way Guidelines](#).
7. Meet the requirements of the National Electric Safety Code (NESC) and National Electric Code (NEC) standards.
8. Preference shall be given to poles or structures that are not in close proximity to residences. For example, poles immediately adjacent to a front yard and within full view of a single family residence shall be discouraged.

9. Construction of Pole locations on street corners may require new or upgraded curb ramp to meet current American disabilities act standards.

Power to pole.

1. Power to the site shall be coordinated with EWEB. EWEB contact is Jaime.Breckenridge@EWEB.ORG
2. Power will be sold in bulk rate and no meter is required.
3. 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.
4. Carrier shall provide a power shut off mechanism on each Pole where Facilities are placed so that staff can power down the Facilities when performing maintenance to the Pole and associated equipment where the Facilities are located. Power shut off shall be installed no lower than 9' on the pole.

Fiber to 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. Fiber provider shall design. Fiber route in accordance to City code 7.302 undergrounding requirements.

Fees.

- Permit fees will be included in the returned approved permit at the same rate all other licensed Utilities are charged. 0 feet to 99 feet 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.
- Permits are valid for 180 days with a onetime extension of 180 days if requested and approved prior to permit expiration in the first 180 day period.

To follow or check permit and pole vetting status click here.

[Surface Technical-Small Cell Public](#)

For more information contact: **Brian Siria** BSiria@eugene-or.gov 541-682-4887

City of Eugene Public Works Maintenance Division

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