



Development and Engineering

Small Cell Supplemental Information

The purpose of this document is to provide guidance on the permitting, placement, spacing, construction, installation, maintenance and design of Small Wireless Facilities, Utility Poles, Monopoles, and Wireless Support Structure in the City's Rights-of-Way as defined by A.R.S. §9-591, et seq., and recognized in the Notice of Antenna Site Standard Terms and Conditions document. This document is supplemental to the Notice.

The process for a Small Wireless Facility (SWF) in the Right-of-way (ROW) to be approved involves four stages culminating in final working construction documents (the "Final Plans"). The four stages are: 1) Submittal of Executed Notice of Antenna Site Standard Terms and Conditions, 2) Submittal of Small Cell Site Written Request for Specific Site Location Application ("Application"), 3) Submittal of Plans and Specifications, and 4) Submittal of LOC/Bond and Insurance and Issuance of Revocable ROW Permit.

Submittal of Executed Notice of Antenna Site Standard Terms and Conditions

All Wireless Providers or Company's installing Wireless Telecommunications Equipment in the ROW must have a Notice of Antenna Site Standard Terms and Conditions executed by the City. The City will review the Terms and Conditions, and if properly prepared by the Wireless Provider or Company, the City will process the Terms and Conditions for signature. A fully executed copy of the Terms and Conditions will be returned to the Wireless Provider or Company within ten (10) days. Once the executed Terms and Conditions are returned to the Wireless Provider or Company, they must submit a letter of credit and/or bond and Certificate of Insurance to the City.

Small Cell Site Written Request for Specific Site Location Application

The first stage in the Small Wireless Facility approval process involves the approval of a Small Cell Site Written Request for Specific Site Location Application. This will be the basis for the construction drawings submitted for review and approval by the City's civil and building plan review staff.

This application should be submitted with preliminary plans showing the general layout, location, elevations, configurations, and capacities of all significant improvements, topographical features, pedestrian and vehicular ways, buildings, utilities, and other features significantly affecting the appearance, design, function or operation of each element of Wireless Provider or Company's improvements.

Submittal of this application involves meeting at the City, with City staff and the Wireless Provider or Company personnel to review the location, design and appearance of potential Small Wireless

Facilities in the ROW. This meeting will take place within ten (10) days of submittal. City staff may include members from Development and Engineering, Engineering Inspections, Public Works-Utilities, Community Services, Planning and Community Development, Materials Management, Finance, Peoria Fire and the Peoria Police Department. In the meeting, City staff will review each location with the Wireless Provider or Company and use the City's GIS map layers to identify the opportunities and obstacles for a SWF to be installed at each proposed location.

If the City determines that a visit to the proposed site(s) is necessary to identify and verify issues that need to be addressed in the design and engineering of the site, a site-walk will follow the meeting. The area around the proposed site(s) shall be Blue Staked and have the ROW line marked prior to the site walk. Within twenty (20) business days of submittal, the Wireless Provider or Company will be notified by the City that the proposed site has been approved, approved with conditions or denied.

Upon submittal of the Written Site Request for Specific Site location application, the reservation period of thirty (30) days will begin. During this period, the Wireless Company or Provider has the opportunity to evaluate their options at the site and to determine if they would like to move forward and begin the permitting process. During this thirty (30) day period, the proposed site location will be reserved for that Wireless Provider or Company. After thirty (30) days, the site will be released as available unless Wireless Provider or Company submits plans for approval and permitting.

Submittal of Plans and Specifications

The Wireless Provider or Company will be required to submit an Engineering Permit Application as well as a Miscellaneous Building Permit Application along with the required number of plan sets for construction of the site. The Engineering Permit Application must be submitted with three (3) complete sets of plans (1 – 24"x36" set and 2 – 11"x17" copies). The Miscellaneous Building Permit Application must be submitted with two (2) complete sets of plans (both 24"x36"). The City will conduct a technical review of the plans and all redlines must be addressed and cleared before the plans are approved and ready for the next steps. Please note that a Building Permit will not be issued before an Engineering Permit has been issued. Once approved, the Wireless Provider or Company will use the approved plan set as the basis for construction.

Submittal of LOC/Bond and Insurance and Issuance of Revocable ROW Permit

Following the approval of the plans and specifications for construction of the site, the Wireless Provider, Company or their Contractor must obtain a revocable permit to work in the ROW. Upon issuance of the permit, Wireless Provider, Company or Contractor will be responsible to pay the pro-rated rent fees. The Wireless Provider, Company, or Contractor will be required to submit to the Engineering Counter, along with all necessary items, including but not limited to, the letter of credit or bond and certificate of insurance. Please refer to the Bond and Permitting Requirements checklist included in this document to determine the items necessary for submittal.

The bond amount will be determined by either using a sealed Engineer's estimate or an executed contract between the Wireless Provider or Company and Contractor. If using a sealed Engineer's estimate, the bond will need to be for 110% of the contract price. Please note that the City Attorney's office is allotted 10 days for the review of the bond. Once the bond has been approved, the revocable permit will be issued.

Initial Payment and Invoice of Annual Use Fees

A payment of the annual use fee is required at the time of issuing the Engineering permit. Since Small Wireless Facility applications will be submitted every month of the year, the following pro-rated schedule shall apply:

Submittal of an Engineering Permit Application from January 1 – June 30:

Payment of Annual Use Fee

- Fifty (\$50) dollars for Use of City ROW
- Fifty (\$50) dollars for Use of a City Pole in the ROW

Submittal of an Engineering Permit Application from July 1 – December 31:

Payment of Annual Use Fee at 50% of Total Annual Use Fee

- Twenty-five (\$25) dollars for Use of City ROW
- Twenty-five (\$25) dollars for Use of City Pole in ROW

An invoice for each Small Wireless Facility in the ROW will be sent to the Wireless Provider or Company or its payment designee by December 1st of each year, with payment due by January 1st of the following year (payment due in 30 days).

The Annual Use Fee is deemed paid only when City actually received a good cash payment. Should any Annual Use Fee not be paid on or before the date due, a late fee shall be added to the amount due in the amount of the greater of ten percent (10%) of the amount due, or One Hundred Dollars (\$100.00). Furthermore, and Annual Use Fee that is not timely paid shall accrue simple interest at the rate of one and one-half percent (1 ½ %) per month from the date the amount first came due until paid.

Annual Blanket Permits

Annual Permits, referred to as Annual Emergency Permits or Annual Maintenance Permits, are issued for emergency work and reoccurring minor facility maintenance work in the public rights-of-way and public utility easements only. These permits authorize the Wireless Provider, or Company to perform routine minor work where no excavation is involved. Emergency work restoration shall be permitted under a separate Annual Emergency Permit. Permittees must demonstrate proof of insurance with agreed to limits of liability and naming the City as additionally insured before issuance of any permits. For specific information pertaining to Annual Blanket Permits, please see the attached Annual Blanket Permits Standard Operating Procedures.

Routine Maintenance and Emergency Response

All Wireless Providers and Companies will be required to follow the Standard Operating Procedures set in place by the City for both Routine Maintenance work and Emergency Response.

- The City of Peoria is responsible for streetlight maintenance and repair such as preventative maintenance and response to outages. If the City is required to undertake maintenance or repair on a streetlight upon which a Wireless Provider or Company has Wireless Communications Equipment, the Standard Operating Procedure for routine maintenance will be implemented and followed.
- Emergency Response procedures should be followed in the event poles, ground equipment or surrounding walls/fences are knocked down, damaged, and/or debris is scattered in the Right-of-Way, easements, sidewalks/trails, or streets due to accidents, storms or other natural disasters.

Guidelines for Working in the Right-of-Way

An Engineering and Building permit will be required for the construction of a Small Wireless Facility located in the City Right-of-Way. Before commencing construction in the ROW, Wireless Provider, Company and their Contractor shall arrange a pre-construction meeting with the City Engineering Inspector and the utility company representative to discuss the City requirements. At this time the Wireless Provider, Company or their Contractor will be required to notify all adjacent property owners of the Small Cell Wireless Facility. Such notice shall include: the project location, address, general description, equipment dimensions, Wireless Provider or Company contact information, City representative contact information and a construction schedule.

A Traffic Control Plan (TCP) will be required for all work in or adjacent to an arterial or collector street. An accepted TCP must be returned to the contractor before the start of work.

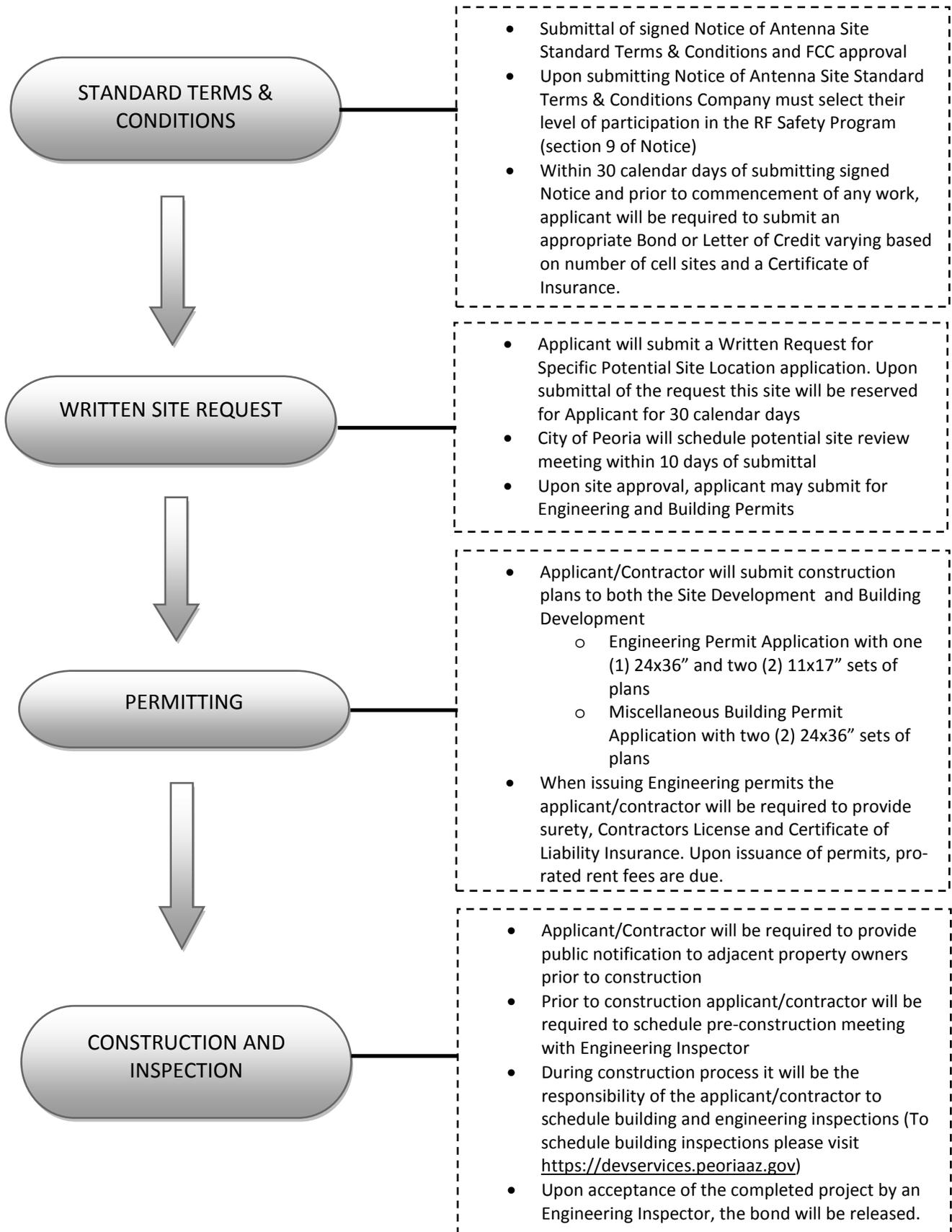
For more information regarding the Guidelines for Working in the City of Peoria Right-of-Way please visit the following link:

[Utility Permits - Guidelines for Working in the City of Peoria](#)



Development and Engineering

Small Cell Development Process





Development and Engineering

Small Cell Design Criteria - Existing

The following design standards shall apply, in addition to the Notice of Antenna Site Standard Terms and Conditions, to a Small Wireless Facility proposed for a specific site location or an existing city-owned streetlight in the City of Peoria Right-of-Way. Each site shall meet the minimum requirements listed below when proposing a new location. Staff will work with applicants to locate their Small Wireless Facility in the proposed location while minimizing negative impacts to the right-of-way. These design standards are not exhaustive and the City retains the right to modify or adjust the requirements on a case-by-case basis.

Purpose of a Streetlight Pole:

The primary purpose of the pole shall remain as a pole structure supporting a streetlight luminaire and related streetlight fixtures used to provide lighting to the City right-of-way. The attachment of Wireless Communication Equipment to an existing streetlight pole or to a replacement pole that impedes this primary purpose will not be approved.

1. General Requirements:

- a. Small Wireless Facilities shall be designed to blend in to the surrounding streetscape with minimal, if any, visual impact.
- b. All work shall be performed in a professional manner that is consistent with the highest standards of workmanship.
- c. All contractors must comply with the National Pollutant Discharge Elimination System (NPDES) guidelines.
 - i. If the site is over 1 acre, a Storm Water Pollution Prevention Plan (SWPPP) is required during the construction process. Measures for waste management must be in place at all times at the site. This includes proper waste management, stabilized construction entrance, materials pollution control, and other non-storm water measures.
 - ii. If the site is under 1 acre, Best Management Practices (BMPs) must be in place during the construction process. BMPs must be installed to protect adjacent property, road rights-of-way, storm drains, and watercourses from sediment transport. Failure to comply will result in a "Cease Work Order" being issued by the City. BMPs must be inspected routinely, before and after storm events, and must be repaired.
- d. Replacement streetlight poles and mast arms shall match the surrounding streetlight poles in color and style unless otherwise specifically approved in a stipulation by the City of Peoria staff. Any such approval is site specific on a case-by-case basis and such approvals shall not extend to any other potential site location.
- e. The placement of any streetlight poles shall adhere to the City of Peoria Streetlight

Policy and be placed one (1) foot back of walk or four (4) feet back of curb.

- f. The streetlight number will need to be placed on the replacement pole using the standard APS numbering placard (yellow on black) with the top screw being placed at ten (10) feet high. The streetlight number will be need to be followed by APS or SRP depending on the district in which the site is located.
- g. Any City of Peoria street signs shall be installed on the replacement pole per City of Peoria Standard Detail PE-032-2.
- h. All wiring shall be located inside a conduit, inside the pole, separate from the City of Peoria conduit. Any exposed wiring must be shrouded, with a 45 degree angle shroud, and painted to match the pole.
- i. In case of knockdown, for each individual pole type or style used to support the wireless equipment, the wireless provider shall have a replacement pole stored at their company location. Replacement poles shall be made available within the timeframes established in the Notice of Antenna Site Standard Terms and Conditions.
- j. The Wireless Provider or Company shall provide a description of the anticipated maintenance and monitoring program for the antenna and equipment, including frequency of maintenance services, backup service plans for disruption of service due to repair, maintenance or monitoring activities.
- k. Upon project completion Wireless Provider or Company and/or its contractors shall remove any and all blue stake markings and restore the site to its original condition.
- l. All other details in the City of Peoria Streetlight Policy and City Code shall apply.
- m. All plans shall be signed and sealed by a Professional Civil and Electrical Engineer.

2. Site Identification:

- a. The Wireless Provider or Company must place an Information sticker on the ground equipment and/or electric meter pedestal at each site. The sticker must include the name of the site and a contact number for the company.
- b. The electric meter pedestal must be marked on the front facing side with a 3"x5" aluminum yellow and black reflective placard that reads "MAIN DISCONNECT BREAKER LOCATED INSIDE". The placard must be riveted to the cabinet and/or pedestal. The placard should not be in the form of a sticker.
- c. A four (4) inch by six (6) inch Radio Frequency Safety Sticker must be mounted no less than twenty-four (24) inches from the bottom of the antenna, facing away from traffic.
- d. No advertising sign or identifying logo shall be displayed on any Small Wireless Facility except to the extent required by local, state or federal law or regulations.

3. Overall Height:

- a. The overall height of the pole will be measured from the original grade at the base of the existing pole to the highest vertical section on the existing pole. The height of the luminaire mast arm, if higher than the vertical pole section, shall not be used to determine the new overall height of the replacement pole.

- b. If the antennas or canister antenna are the highest vertical element of the site, then the new overall height of the replacement pole is measured from the existing grade to the top of the canister or the top of the panel antenna.
 - c. A replacement pole may be installed with up to a ten (10) foot increase, not to exceed fifty (50) feet total, whichever is less, per A.R.S. § 9-592(I); or up to forty (40) feet above ground level, per A.R.S. § 9-592(J).
- 4. Installation and Placement:
 - a. All pole foundations shall conform to the City's adopted standards and specifications on streetlight design and details and shall be modified for Wireless Communications Equipment and cables.
 - b. The City, in its sole discretion, may allow the pole foundation design to be "worst case" for all soil conditions
 - c. The caisson must adhere to the City of Peoria Standard Detail PE-037-1.
 - d. Shrouds for the streetlight pole mounting bolts may be required for the replacement pole.
 - e. A separate two (2) inch PVC conduit shall be installed in the pole foundation for the City's luminaire wire and any additional City wires or cables.
- 5. Outside Diameter:
 - a. The non-tapered replacement pole outside diameter of the base section shall be equal to the top section, and the outside diameter shall not exceed twelve (12) inches in diameter.
- 6. Hand-holes:
 - a. All hand-hole locations shall be called out on the plans.
 - b. All hand-holes near antennas shall have the top of the hand-hole no lower than the bottom height of the antennas.
 - c. The bottom of the hand-hole shall not exceed six (6) inches below the bottom of the antenna.
 - d. Outside of hand-holes for cable ports, there shall only be two (2) hand-holes located on the pole.
- 7. Mast Arms:
 - a. The mast arm shall be replaced with a ten (10) foot mast arm unless the location of the replacement pole requires the mast arm to be longer or shorter. Sites requiring a mast arm other than the ten (10) foot mast arm must be approved by the City. For standard details refer to ADOT Traffic Signals and Lighting Standard Drawings, Drawing numbers T.S. 4-4 and T.S. 4-26.
 - b. The replacement mast arm shall be at the same height above the ground as the existing mast arm unless approved by City staff.

8. Luminaire

- a. All replacement streetlight poles must have an LED fixture.
 - i. For arterial roadway lighting use with a photo cell LED rated fail off – ERL2 0 16 B3 40 A GRAY or DKBZ AILR
 - ii. For collector roadway lighting use with a photo cell LED rated fail off – ERLH 0 10 B3 40 A GRAY or DKBZ AILR
 - iii. For subdivision lighting use with a photo cell LED rated fail off – ERL1 0 06 B3 40 A GRAY or DKBZ AILR
 - iv. For subdivision lighting at cul-de-sac LED fail off – ERL1 0 06 C3 40 A GRAY or DKBZ AILR
- b. All replacement light fixtures shall have a new City standard photo-cell or sensor.

9. Antenna's and Canister Antenna's:

- a. All antennas shall be installed in a manner that minimizes the visual impact to the general public.
- b. Antenna will be limited to concealed snug-mounted or canister-mounted with no more than two (2) antennas per pole.
- c. All equipment shall be direct mounted as close as possible to the “face” of the pole not to exceed eight (8) inches so as to reduce the overall visual profile to the maximum feasible extent.
- d. All mounting posts shall be trimmed so that the poles do not extend higher than the top of the antenna or protrude lower than the antenna unless necessary to install the shroud.
- e. All pole attached wireless equipment must be a minimum of ten (10) feet from the sidewalk elevation.
- f. No down tilt shall be allowed.
- g. All equipment including but not limited to cabling, wiring, antennas, canisters, shrouds and mounting equipment shall be painted Rustoleum Aluminum 7715402, or equivalent, unless specified otherwise by City.
- h. Panel Antennas:
 - 1. All panel antennas for a small cell site shall fit within an imaginary enclosure of not more than six (6) cubic feet in volume in accordance with A.R.S. §9-591 (19) (a). Note: This volume does not include antenna cable shrouds when required.
 - 2. All cables, wiring, and conduit must be located within the pole or concealed using a 45-degree angle shroud.
 - 3. The shroud shall extend from the bottom of the antenna to two (2) inches below the bottom of the nearest hand-hole.
- i. Canister Antennas:
 - 1. All canister antennas shall fit within an imaginary enclosure of not more than six (6) cubic feet in volume. Note: This volume does not include the canister as it is a stealth device and not the antenna.
 - 2. The canister antenna shall be no larger than eighteen (18) inches in diameter.

3. Wireless Providers or Company using a canister antenna shall not use a tapered canister.
4. All canister antennas shall be located in a canister that is mounted to a base plate at the top of the vertical section of the replacement pole.
5. All cables protruding from the canister shall be concealed within the canister or by a shroud at the point where the canister is mounted to the base plate.
6. Under State Law §9-591 (19) (a), the Remote Radio Heads (RRH) or Remote Radio Units (RRU) is not considered part of the antenna. If allowed, the RRH/RRU shall be calculated as part of "All other wireless equipment associated with this facility. . ." in A.R.S. §9-591 (19) (b) that is subject to the twenty-eight (28) cubic feet maximum size for small cell sites.
7. On a case-by-case basis, the City in its sole discretion and – upon reviewing the landscape in the immediate surrounding area, the location of the pole, and stealth options, may allow a site to have an RRH/RRU installed on the pole.

10. Ground Equipment:

- a. All ground-mounted equipment shall be installed in a manner that minimizes the visual and ingress/egress impact to the general public.
- b. The screening or concealment shall take into account the location of the site, the use of the immediate area, and the existing aesthetic elements surrounding the site.
- c. All electrical work must follow the 2014 National Electrical Code.
- d. When ground-mounted equipment and appurtenances are to be in the right-of-way, it's location shall not obstruct vehicular sight lines or interfere with the Sight Visibility Triangle and shall comply with City of Peoria standard detail PE-090
- e. All ground-mounted equipment, including but not limited to equipment cabinets or power pedestals, shall be placed as far as practical to the back of the right-of-way.
- f. All ground-mounted equipment shall maintain a clearance of twenty-four (24) inches from the face of the curb.
- g. All ground-mounted equipment cabinets shall be low profile.
- h. All disturbed landscape and irrigation systems shall be replaced or repaired in-kind.
- i. When locating ground-mounted equipment near a meandering sidewalk, equipment shall be placed behind the sidewalk when possible.
- j. Concrete base slabs in which ground-mounted equipment will be installed upon shall be placed at the top of the curb elevation.
- k. Ground-equipment placed within a FEMA designed Special Flood Hazard Area (SFHA) shall comply with the City of Peoria and FEMA floodplain requirements and an elevation certificate will be required.

- l. The City, in its sole discretion, may require the ground-mounted equipment to be screened; the type of screening shall be a CMU block wall or perforated, diamond shaped, mesh screening with opaque qualities, powder coated to match or painted a neutral color to blend with the surroundings. Paint color shall be provided on the final plans.
- m. Ground-mounted equipment shall be powder coated to match the required screening. Should screening not be required, the ground-mounted equipment shall be powder coated to match the immediate surroundings.
- n. If a CMU block wall is required the top of the wall must not exceed more than six (6) inches higher than the top of the cabinet.
- o. Gates on screening must be constructed of similar or complimentary materials as the enclosure and must maintain opaque qualities.
- p. An anti-graffiti finish shall be applied to all screening material.
- q. Equipment shall not feature any flashing lights that may be visible to the public.
- r. No advertising sign or identifying logo shall be displayed on any ground equipment. All equipment manufacturers' decals, logos or other identification information shall be removed unless required for warranty purposes.
- s. The ground-mounted equipment shall not have any flashing lights, sirens or regular noise other than a cooling fan that may run intermittently.
- t. All electric company meters shall be installed in the right-of-way or public utility easement. The location of the meter shall have minimum ingress and egress clearance from private property lines and driveways.
- u. All electric company meters shall be installed in a location that does not impair or interfere with the Sight Visibility Triangle safety requirements of the City.
- v. The electric company meters shall be screened or contained within a "Myers-type" or "Milkbank-type" pedestal cabinet that is painted to match the ground equipment or as specified by the City.



Development and Engineering

Small Cell Design Criteria – New Verticality

The following design standards shall apply, in addition to the Notice of Antenna Site Standard Terms and Conditions, to a Small Wireless Facility that a wireless provider may propose for a specific site location in the City of Peoria Right-of-Way that is ***not*** either: 1) a replacement pole for an existing streetlight, or 2) a replacement pole for an existing traffic signal. Each site shall meet the minimum requirements listed below when proposing a new site location. Staff will work with applicants to locate their Small Wireless Facility in the proposed location while minimizing negative impacts to the right-of-way. These design standards are not exhaustive and the City retains the right to modify or adjust the requirements on a case-by-case basis.

Purpose of Wireless Support Structure:

The sole purpose of a new vertical element or wireless support structure is to attach antennas for the provision of wireless services by a Wireless Provider or Company in the City's right-of-way. A new wireless support structure shall incorporate the highest level of stealth and concealment of the antennas and wireless equipment in order to minimize the visual impact of the site to the public.

1. General Requirements:

- a. A new wireless support structure shall be designed to minimize the visual and aesthetic impact of the new vertical element and associated equipment upon the look, feel, theme, and use of the surrounding area.
- b. A Small Wireless Facility shall be designed to blend in with the surrounding streetscape with minimal to any visual impact.
- c. The new wireless support structure shall be architecturally integrated and compatible with the use of the surrounding area.
- d. All work shall be performed in a professional manner that is consistent with the highest standards of workmanship.
- e. All contractors must comply with the National Pollutant Discharge Elimination System (NPDES) guidelines.
 - i. If the site is over 1 acre, a Storm Water Pollution Prevention Plan (SWPPP) is required during the construction process. Measures for waste management must be in place at all times at the site. This includes proper waste management, stabilized construction entrance, materials pollution control, and other non-storm water measures.
 - ii. If the site is under 1 acre, Best Management Practices (BMPs) must be in place during the construction process. BMPs must be installed to protect adjacent property, road rights-of-way, storm drains, and watercourses from sediment transport. Failure to comply will result in a "Cease Work Order" being issued by the City. BMPs must be inspected routinely, before

and after storm events, and must be repaired.

- f. Any new support structures or Small Wireless Facilities shall remain one (1) foot back of walk or four (4) feet back of curb.
 - g. All wiring shall be located inside conduit, inside the pole or support structure. Any exposed wiring must be shrouded, with a 45 degree angle shroud, and painted to match the pole.
 - h. In case of a knock down or accident, Wireless Provider or Company will be required respond immediately and remove any damaged equipment and ensure that the damaged equipment is not blocking streets, sidewalks, driveways, etc. Failure of Wireless Provider or Company to respond will result in City removing damaged equipment and charging the Wireless Provider or Company.
 - i. Wireless Provider or Company shall provide a description of the anticipated maintenance and monitoring program for the antenna and equipment, including frequency of maintenance services, backup service plans for disruption of service due to repair, maintenance or monitoring activities.
 - j. Upon project completion Wireless Provider or Company and/or its contractors shall remove any and all blue stake markings and restore the site to its original condition.
 - k. All other details in the City Code shall apply.
 - l. All plans shall be signed and sealed by a Professional Civil and Electrical Engineer.
2. Architectural Integration with Surrounding Area:
- a. The new wireless support structure shall be designed in consultation with various internal City Departments and may include external stakeholders.
 - b. No new support structure shall be constructed without the consent and simple majority approval of the City staff and stakeholders.
 - c. The City may require the new wireless support structure to be constructed of a specific material that will enhance the stealth and concealment of the site.
 - d. The City shall identify the paint colors, location of paint and any decorative work that may be painted onto the new wireless support structure.
 - e. The City shall identify the paint colors for the antennas, antenna mounting brackets and posts, antenna shrouds, and cables.
 - f. The City may require the new wireless support structure to be painted using a powder-coat process.
3. Stealth and Concealment Elements:
- a. As part of the stealth and concealment elements of the wireless support structure, the City may require the wireless provider to install street nameplates, directional signs, and other decorative signs or artistic elements on the structure. Any City of Peoria street signs shall be installed on the pole per City of Peoria Standard Detail PE-032-2.
 - a. The wireless provider is solely responsible for the cost of all stealth and concealment elements and the installation of other elements required by the City.

- c. The bottom of the hand-hole shall not exceed six (6) inches below the bottom of the antenna.
- d. Outside of hand-holes for cable ports, there shall only be two (2) hand-holes located on the pole.

9. Pole Foundation:

- a. The pole foundation for the wireless support structure, if required, shall conform to civil and structural engineering standards acceptable to the City, with design modifications for wireless communications equipment and cables.
- b. The height of the pole foundation shall be flush with existing finished grade or grade of adjacent sidewalk.
- c. Shrouds for the pole mounting bolts may be required.

10. Antenna's and Canister Antenna's:

- a. All antennas shall be installed in a manner that minimizes the visual impact to the general public.
- b. Antenna will be limited to concealed snug-mounted or canister-mounted with no more than two (2) antennas per pole.
- c. All equipment shall be direct mounted as close as possible to the "face" of the pole not to exceed eight (8) inches so as to reduce the overall visual profile to the maximum feasible extent.
- d. All mounting posts shall be trimmed so that the poles do not extend higher than the top of the antenna or protrude lower than the antenna unless necessary to install the shroud.
- e. All pole attached wireless equipment must maintain a vertical minimum of ten (10) feet from the sidewalk elevation.
- f. No down tilt shall be allowed.
- g. Panel Antennas:
 - 1. All panel antennas for a small cell site shall fit within an imaginary enclosure of not more than six (6) cubic feet in volume in accordance with A.R.S. §9-591(19)(a). Note: This volume does not include antenna cable shrouds when required.
 - 2. All cables, wiring and conduit must be located within the pole or concealed using a 45-degree angle shroud.
 - 3. The shroud shall extend from the bottom of the antenna to two (2) inches below the bottom of the nearest hand-hole.
- h. Canister Antennas:
 - 1. All canister antennas shall fit with an imaginary enclosure of not more than six (6) cubic feet in volume. Note: This volume does not include the canister as it is a stealth device and not the antenna.
 - 2. The canister antenna shall be no larger than eighteen (18) inches in diameter.
 - 3. Wireless Providers or Company's using a canister antenna shall not use a tapered canister.

4. All canister antennas shall be located in a canister that is mounted to a base plate at the top of the vertical section of the replacement pole.
5. All cables protruding from the canister shall be concealed within the canister or by a shroud at the point where the canister is mounted to the base plate.
6. Under State Law §9-591(19)(a), the Remote Radio Heads (RRH) or Remote Radio Units (RRU) is not considered part of the antenna. If allowed, the Remote Radio Heads or Remote Radio Units shall be calculated as part of “All other wireless equipment associated with this facility. . .” in A.R.S. §9-591 (19) (b) that is subject to the twenty-eight (28) cubic feet maximum size for small cell sites.
7. On a case-by-case basis, the City in its sole discretion and – upon reviewing the landscape in the immediate surrounding area, the location of the pole, and stealth options, may allow a site to have an Remote Radio Heads or Remote Radio Units installed on the pole.

11. Ground Equipment:

- a. All ground-mounted equipment shall be installed in a manner that minimizes the visual and ingress/egress impact to the general public.
- b. The screening or concealment shall take into account the location of the site, the use of the immediate area, and the existing aesthetic elements surrounding the site.
- c. All electrical work must follow the 2014 National Electrical Code.
- d. When ground-mounted equipment and appurtenances are to be in the right-of-way, its location shall not obstruct vehicular sight lines or interfere with the Sight Visibility Triangle and shall comply with the City of Peoria standard detail PE-090 and PE-091.
- e. All ground-mounted equipment, including but not limited to equipment cabinets, or power pedestals, shall be placed as far as practical to the back of the right-of-way.
- f. All ground-mounted equipment shall maintain a clearance of twenty-four (24) inches from the face of the curb.
- g. All ground-mounted equipment shall be low profile.
- h. All disturbed landscape and irrigation systems shall be replaced or repaired in-kind.
- i. When locating ground-mounted equipment near a meandering sidewalk, equipment shall be placed behind the sidewalk when possible.
- j. Concrete base slabs in which ground-mounted equipment shall be installed upon shall be placed at the top of the curb elevation.
- k. Ground-equipment placed within a FEMA designed Special Flood Hazard Area (SFHA) shall comply with the City of Peoria and FEMA floodplain requirements and an elevation certificate will be required.

- l. The City, in its sole discretion, may require the ground-mounted equipment to be screened; the type of screening shall be a CMU block wall or perforated, diamond shaped, mesh screening with opaque qualities, powder coated to match or painted a neutral color to blend with the surroundings. Paint color shall be provided on the final plans.
- m. Ground-mounted equipment shall be powder coated or painted to match the required screening. Should screening not be required, the ground-mounted equipment shall be powder coated to match the immediate surroundings.
- n. If a CMU block wall is required the top of the wall must not exceed more than six (6) inches higher than the top of the cabinet.
- o. Gates on screening must be constructed of similar or complimentary materials as the enclosure and must maintain opaque qualities. Gates must also open away from traffic and shall not obstruct any sidewalks.
- p. An anti-graffiti finish shall be applied to all screening material.
- q. Equipment shall not feature any flashing lights that may be visible to the public.
- r. No advertising sign or identifying logo shall be displayed on any ground equipment. All equipment manufacturers' decals, logos or other identification information shall be removed unless required for warranty purposes.
- s. The ground-mounted equipment shall not have any flashing lights, sirens or regular noise other than a cooling fan that may run intermittently.
- t. All electric company meters shall be installed in the right-of-way or public utility easement. The location of the meter shall have minimum ingress and egress clearance from private property lines and driveways.
- u. All electric company meters shall be installed in a location that does not impair or interfere with the Sight Visibility Triangle safety requirements of the City.
- v. The electric company meters shall be screened or contained within a "Myers-type" or "Milkbank-type" pedestal cabinet that is painted to match the ground equipment or as specified by the City.



Development and Engineering

Small Cell Design Criteria – Traffic Signals

The following design standards shall apply, in addition to the Notice of Antenna Site Standard Terms and Conditions, to a Small Wireless Facility proposed for a specific site location on a City-owned Traffic Signal in the City of Peoria Right-of-Way. Each site shall meet the minimum requirements listed below when proposing a new location. Staff will work with applicants to locate their Small Wireless Facility in the proposed location while minimizing negative impacts to the right-of-way. These design standards are not exhaustive and the City retains the right to modify or adjust the requirements on a case-by-case basis.

Pole Criteria:

The primary purpose of a traffic signal pole shall remain as a pole structure supporting a traffic signal and related streetlight fixtures used to provide traffic control and lighting to the City right-of-way. The attachment of wireless equipment to a new or replacement traffic signal pole that impedes this primary purpose will not be approved.

1. General Requirements:

- a. If Wireless Provider or Company are planning to mount their equipment on the existing traffic signal pole, the designer shall submit their engineering calculations to the City for proof engineering. The above shall demonstrate that the pole is capable of carrying the extra, proposed load.
- b. Small Wireless Facilities shall be designed to blend in to the surrounding streetscape with minimal, if any, visual impact.
- c. All work shall be performed in a professional manner that is consistent with the highest standards of workmanship.
- d. Replacement traffic signal poles and mast arms shall match the surrounding traffic signal poles and mast arms in color and style unless otherwise specifically approved in a stipulation by the City of Peoria staff. Any such approval is site specific on a case-by-case basis and such approvals shall not extend to any other potential site location.
- e. All wiring shall be located inside a conduit, inside the pole, separate from the City of Peoria conduit. Any exposed wiring must be shrouded, with a 45-degree angle shroud, and painted to match.
- f. In case of knockdown, for each individual pole type or style used to support the wireless equipment, the wireless provider shall have a replacement pole and mast arm stored at their company location within the Phoenix area. Every six (6) months the City will complete an inspection to verify a replacement pole is in fact being stored.
- g. In the event of a knock down it is the wireless provider's responsibility to

respond to the site within one (1) hour and have a replacement pole operational within two (2) hours.

- h. The Wireless Provider or Company shall provide a description of the anticipated maintenance and monitoring program for the antenna and equipment, including frequency of maintenance services, backup service plans for disruption of service due to repair, maintenance or monitoring activities.
- i. Upon project completion, Company and/or its contractors shall remove any and all blue stake markings and restore the site to its original condition. No damage to existing pavement or concrete will be tolerated.
- j. All plans shall be signed and sealed by a Professional Civil and Electrical Engineer.
- k. All other details in the Peoria City Code, Peoria Standard Details and Specifications, City of Peoria Infrastructure Design Guidelines, Arizona Department of Transportation (ADOT) Standards, Manual on Uniform Traffic Control Devices (MUTCD), American Association of State Highway and Transportation Officials (AASHTO) and Maricopa Association of Governments (MAG) Standards.
- l. Any work associated with replacing an existing traffic signal pole, or any other traffic signal related equipment, shall be undertaken by a contractor approved by the City of Peoria.
- m. All contractors must comply with the National Pollutant Discharge Elimination System (NPDES) guidelines.
 - i. If the site is over 1 acre, a Storm Water Pollution Prevention Plan (SWPPP) is required during the construction process. Measures for waste management must be in place at all times at the site. This includes proper waste management, stabilized construction entrance, materials pollution control, and other non-storm water measures.
 - ii. If the site is under 1 acre, Best Management Practices (BMPs) must be in place during the construction process. BMPs must be installed to protect adjacent property, road rights-of-way, storm drains, and watercourses from sediment transport. Failure to comply will result in a "Cease Work Order" being issued by the City. BMPs must be inspected routinely, before and after storm events, and must be repaired.
- n. Both the City, and the Wireless Provider or Company, shall have clear understanding of asset ownership, maintenance and accident responsibility.
- o. The new pole shall not interfere with the City's ITS equipment, ITS communication, and traffic network.
- p. The new pole cannot be located on the same corner where the traffic signal cabinet is located.

2. Site Identification:

- a. The Wireless Provider or Company must place an Information sticker on the ground equipment and/or electric meter pedestal at each site. The sticker must include the name of the site and a contact number for the company.
- b. The electric meter pedestal must be marked on the front facing side with a 3"x5"

aluminum yellow and black reflective placard that reads "MAIN DISCONNECT BREAKER LOCATED INSIDE". The placard must be riveted to the cabinet and/or pedestal. The placard should not be in the form of a sticker.

- c. A four (4) inch by six (6) inch Radio Frequency Safety sticker must be mounted no less than twenty-four (24) inches from the bottom of the antenna, facing away from traffic.
- d. No advertising or identifying logo shall be displayed on a Small Wireless Facility except to the extent required by local, state or federal law or regulations.

3. Overall Height:

- a. The overall height of the pole will be measured from the original grade at the base of the existing pole to the highest vertical section on the existing pole. The height of the signal mast arm, if higher than the vertical pole section, shall not be used to determine the new overall height of the replacement pole. A traffic signal pole with a luminaire mast arm that is mounted above the signal head mast arm to the pole shall use the top of the vertical portion of the pole as the base height.
- b. If the antennas or canister antenna are the highest vertical element of the site, then the new overall height of the replacement pole shall be measured from the existing grade to the top of the canister or the top of the panel antenna.
- c. A replacement pole may be installed with up to a ten (10) foot increase, not to exceed fifty (50) feet total, whichever is less, per A.R.S. §9-592(I); or up to forty (40) feet above ground level, per A.R.S. §9-592(J).
- d. The antennas or canister antenna mounted on the top of the pole shall be a safe working clearance from the top of any traffic signal hardware.

4. Installation and Placement:

- a. All pole foundations shall conform to the City's adopted standards and specifications on traffic signal design and details (PE-037-1, PE-037-2, PE-037-3, PE-038-1, PE-038-2) and shall be modified for Wireless Communications Equipment, hand-holes and cables.
- b. The City, in its sole discretion, may allow the pole foundation design to be "worst case" for all soil conditions.
- c. Shrouds for the traffic signal pole mounting bolts may be required for the replacement pole.
- d. The Wireless Provider or Company shall install a three (3) inch diameter conduit in the pole foundation for the City's cables and wires for the signal heads, luminaire and devices on the signal mast arm and luminaire mast arm. The City's conduit shall be trimmed to three (3) inches above the top of the pole foundation.
- e. In addition to the conduits for the City's use inside the pole, the wireless provider shall install one of the two options for its cables and wires:
 - 1. One, six (6) inch diameter conduit in the pole foundation; or
 - 2. Run raceway conduit to the bottom of the antenna hand-hole or

six (6) inches above luminaire mast arm. If conduit is run to the six (6) inches above luminaire mast arm, City will require a hand-hole cover at luminaire mast arm similar to the traffic signal mast arm.

3. Two, four (4) inch diameter conduits in the pole foundation. The length of the conduit shall extend from the pole foundation to six (6) inches above the signal head mast arm.
 - f. If the pole foundation is in a landscaped or unimproved area, the height of the caisson shall be two (2) inches above finished grade. However, if the pole foundation is adjacent to or within a sidewalk or ramp, the height of the pole foundation shall be flush with the surface of the immediate area.
 - g. Shrouds for the traffic signal pole mounting bolts may be required for the replacement pole.
 - h. Evidence that a safe working distance from existing overhead facilities to the traffic signal hardware must be maintained.
 - i. The power supply for the wireless equipment shall not be derived from any City of Peoria source of supply (power pedestal or traffic control cabinet). The Wireless Provider or Company shall have a separate power supply.
 - j. Power to Telecommunications facilities shall be promptly turned off by the Wireless Provider or Company prior to and during signal maintenance works by the City staff or its contractors.
 - k. The proposed wireless equipment shall not restrict the required line of sight for drivers at intersections.
 - l. The wireless equipment shall be placed so as not to impede the City or its contractor(s) from access to the signal equipment for maintenance work.
5. Outside Diameter:
6. Hand-holes:
 - a. All hand-hole locations shall be called out on the plans.
 - b. All hand—holes near antennas shall have the top of the hand-hole no lower than the bottom height of the antennas.
 - c. The bottom of the hand-hole shall not exceed six (6) inches below the bottom of the antenna.
 - d. Outside of hand-holes for cable ports, there shall only be two (2) hand-holes located on the pole.
7. Signal Head Mast Arms:
 - a. The signal pole mast arm shall conform to Peoria Standard Details PE-038-1 and PE-038-2 unless the location of the replacement pole requires the mast arm to be longer or shorter. Sites requiring the mast arm to be longer or shorter must be approved by the City.
 - b. The replacement mast arm shall be at the same height above the ground as the existing mast arm unless approved by City staff.

8. Luminaire Mast Arms:

- a. All luminaire mast arms shall be the same length as the original luminaire arm unless the City requires the mast arm to be longer or shorter based upon the location of the replacement pole.
- b. All replacement luminaire mast arms shall match the arc and style of the original luminaire arm.

9. Signal Heads:

- a. All existing signal heads shall be replaced, at no cost to the City, with new light-emitting diode (LED) signal heads.
- b. All signal heads shall be procured from a City approved signal heads supplier or manufacturer.

10. Light Fixtures:

- a. All replacement poles shall have the City standard LED light fixture installed.
- b. All replacement light fixtures shall have a new photo-cell or sensor installed to City standard.

11. Other City Elements on Signal Mast Arms or Poles:

- a. All existing emergency signal detection units, video detection cameras, video cameras, cross walk service buttons, crosswalk signals, and any other pedestrian or traffic devices shall be replaced with new units by wireless provider and installed at no cost to the City. All equipment shall be procured from a list of City approved suppliers.

12. Antenna's and Canister Antenna's:

- a. All antennas shall be installed in a manner that minimizes the visual impact to the general public.
- b. Antenna will be limited to concealed snug-mounted or canister mounted with no more than two (2) antennas per pole.
- c. All equipment shall be direct mounted as close as possible to the "face" of the pole not to exceed eight (8) inches so as to reduce the overall visual profile to the maximum feasible extent.
- d. All mounting posts shall be trimmed so that the poles do not extend higher than the top of the antenna or protrude lower than the antenna unless necessary to install the shroud.
- e. All pole attached wireless equipment must be a minimum of ten (10) feet from the sidewalk elevation.
- f. No down tilt shall be allowed.
- g. All equipment including but not limited to cabling, wiring, antennas, canisters, shrouds and mounting equipment shall be painted Rustoleum Aluminum 7715402, or equivalent, unless specified otherwise by City.
- h. Panel Antennas:
 1. All panel antennas for small cell sites shall fit within an imaginary

enclosure of not more than six (6) cubic feet in volume in accordance with A.R.S. §9-591(19)(a). Note: This volume does not include antenna cable shrouds when required.

2. All cables, wiring, and conduit must be located within the pole or concealed using a 45-degree angle shroud.
 3. The shroud shall extend from the bottom of the antenna to two (2) inches below the bottom of the nearest hand-hole.
- i. Canister Antennas:
1. All canister antennas shall fit within an imaginary enclosure of not more than six (6) cubic feet in volume. Note: This volume does not include the canister as it is a stealth device and not the antenna.
 2. The canister antenna shall be no larger than eighteen (18) inches in diameter.
 3. Wireless Providers or Company's using a canister antenna shall not use a tapered canister.
 4. All canister antennas shall be located in a canister that is mounted to a base plate at the top of the vertical section of the replacement pole.
 5. All cables protruding from the canister shall be concealed within the canister or by a shroud at the point where the canister is mounted to the base plate.
 6. Under State Law §9-591(19)(a), the Remote Radio Heads (RRH) or Remote Radio Units (RRU) is not considered part of the antenna. If allowed, the Remote Radio Head or Remote Radio Unit shall be calculated as part of "All other wireless equipment associated with this facility..." in A.R.S. §9-591(19)(b) that is subject to the twenty-eight (28) cubic feet maximum size for small cell sites.
 7. On a case-by-case basis, the City in its sole discretion and – upon reviewing the landscape in the immediate surrounding area, the location of the pole, and stealth options, may allow a site to have a Remote Radio Head or Remote Radio Unit installed on the pole.

13. Signs and Other Miscellaneous:

- a. All street nameplates or signs, directional signs and any other City approved signs shall be replaced with new signs at no cost to the City. All signs and attachments shall be procured from a list of City approved suppliers.
- b. Any City of Peoria street signs shall be installed on the replacement pole per City of Peoria Standard Detail PE-032-2 unless approved otherwise.
- c. Specifications on paint color and painting process shall be conveyed to Wireless Provider or Company by City's Traffic Engineering and Streets Maintenance Department on a case-by-case basis.

14. Ground Equipment:

- a. All ground-equipment shall be installed in a manner that minimizes the visual ingress/egress impact to the general public.

- b. The screening shall take into account the location of the site, the use of the immediate area, and the existing aesthetic elements surrounding the site.
- c. All electrical work must follow the 2014 National Electric Code.
- d. When ground-mounted equipment and appurtenances are to be in the right-of-way, its location shall not obstruct vehicular sight lines or interfere with the Sight Visibility Triangle and shall comply with City of Peoria standard detail PE-090.
- e. All ground-mounted equipment, including but not limited to equipment cabinets or power pedestals, shall be placed as far as practical to the back of the right-of-way.
- f. All ground-mounted equipment shall maintain a clearance of twenty-four (24) inches from the face of the curb.
- g. All ground-mounted equipment cabinets shall be low profile.
- h. All disturbed landscape and irrigation systems shall be replaced or repaired in-kind.
- i. When locating ground-mounted equipment near a meandering sidewalk, equipment shall be placed behind the sidewalk when possible.
- j. Concrete base slabs in which ground-mounted equipment will be installed upon shall be placed at the top of the curb elevation.
- k. Ground-equipment placed within a FEMA designed Special Flood Hazard Area (SFHA) shall comply with the City of Peoria and FEMA floodplain requirements and an elevation certificate will be required.
- l. The City, in its sole discretion, may require the ground-mounted equipment to be screened; the type of screening shall be a CMU block wall or perforated, diamond shaped, mesh screening with opaque qualities, powder coated to match a neutral color to blend with the surroundings. Paint color shall be provided on the final plans.
- m. Ground-mounted equipment shall be powder coated to match the required screening. Should screening not be required, ground-mounted equipment shall be powder coated to match the immediate surroundings.
- n. If a CMU block wall is required, the top of the wall must not exceed more than six (6) inches higher than the top of the cabinet.
- o. Gates on screening must be constructed of similar or complimentary materials as the enclosure and must maintain opaque qualities.
- p. An anti-graffiti finish shall be applied to all screening materials.
- q. Equipment shall not feature any flashing lights that may be visible to the public.
- r. No advertising sign or identifying logo shall be displayed on any ground equipment. All equipment manufacturers' decals, logos or other identification information shall be removed unless required for warranty purposes.
- s. The ground-mounted equipment shall not have any flashing lights, sirens or regular noise other than a cooling fan that may run intermittently.
- t. All electric company meters shall be installed in the right-of-way or public utility easements. The location of the meter shall have minimum ingress and egress clearance from private property lines and driveways.
- u. All electric company meters shall be installed in a location that does not impair

or interfere with the Sight Visibility Triangle safety requirements of the City.

- v. The electrical company meters shall be screened or contained within a “Myers-type” or “Milkbank-type” pedestal cabinet that is painted to match the ground equipment or as specified by the City.

15. Construction of Traffic Signal:

- a. The installation work of the replacement traffic signal pole, including mast arms, signal heads and devices, must be performed by an Arizona licensed Traffic Signal Contractor with a minimum of five (5) years of experience installing traffic signals.

16. Interference with City Wireless Network:

- a. The city has certain wireless devices in a network that connects traffic signals, community centers, water sites, and other locations for the City’s proprietary use. The selection of a location for a wireless site shall consider the potential interference of the City’s wireless network with RF from a wireless provider’s proposed site. The City, in its sole discretion, may require Wireless Provider or Company to research radio frequencies, line of sight to other wireless locations in the City’s network, and other technical factors before allowing a wireless provider to install a site in the right-of-way.



Site Development

9875 N. 85th Avenue
Peoria, AZ 85345
Phone: 623-773-7600
Fax: 623-773-5270

engineering.counter@peoriaaz.gov
www.peoriaaz.gov/engineering

Project#: _____

Permit #: _____

Balance Due: _____

For Office Use Only

Engineering Permit Application

Project Information

Project Name: _____ CIP: No _____ Yes _____

Project Location/Address: _____

Owner Information

Company/Business Name: _____ Phone Number: _____

Contact Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Information

Company/Business Name: _____ Phone Number: _____

Contact Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Information

Company/Business Name: _____ Phone Number: _____

Contact Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Peoria Business License #: _____ AZ State License #: _____ AZROC #: _____

Emergency Contact: _____ Phone number: _____ Email: _____

PERMIT(S) APPLYING FOR:

- | | | |
|--|--|--|
| <input type="checkbox"/> Paving | <input type="checkbox"/> Water | <input type="checkbox"/> Dry Utility Trenching |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Sewer | <input type="checkbox"/> Drywell |
| <input type="checkbox"/> Storm Drain | <input type="checkbox"/> Grading | <input type="checkbox"/> Signing / Striping |
| <input type="checkbox"/> Stockpile | <input type="checkbox"/> Traffic Signal | <input type="checkbox"/> Street Light |
| <input type="checkbox"/> Interconnect Conduit | <input type="checkbox"/> Small Cell Site | <input type="checkbox"/> Strand Mounted Antenna Site |
| <input type="checkbox"/> Retaining Wall – Total Square Footage of Wall Area: _____ | | |
| <input type="checkbox"/> Other _____ | | |

Applicant certifies that above contractor is licensed by the State of Arizona Registrar of Contractors, as required by A.R.S. 32-1151 for work described above. Applicant understands that providing false information can result in criminal prosecution per A.R.S. 13-2704.

Applicant Name: _____ Applicant Signature: _____ Date: _____



Building Development

9875 N. 85th Avenue
Peoria, AZ 85345
Phone: 623-773-7225
Fax: 623-773-7245

building.applications@peoriaaz.gov
www.peoriaaz.gov/building

Permit #: _____
Plan Review Fee: _____
Balance Due: _____

For Office Use Only

Miscellaneous Building Permit Application

Plan review fees (if applicable) must be paid at time of submittal

Project Information

Submittal Date: _____ Revision: No _____ Yes _____ Existing Permit #: _____

Project Name: _____ Project Valuation/Square Footage: _____

Project Address: _____ Suite/Lot #: _____ Parcel #: _____

Brief description of work to be performed: _____

Trust Account Holders: Payment to be taken out of trust account: No _____ Yes _____ Trust account #: _____

Application Contact: _____ Phone number: _____ Email: _____

Owner or Tenant Information

Name: _____ Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Information

Name: _____ Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Information

Name: _____ Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Peoria Business License #: _____ AZ State License #: _____ AZROC #: _____

Inspection Contact: _____ Phone number: _____ Email: _____

The undersigned, under penalty of perjury, does hereby certify that all improvements made to the above project, at the address as stated above, by means of the building or improvement of structures or appurtenances of such property, have been performed by a duly licensed contractor unless the entire structure is intended for the undersigned's sole occupancy as owner and no part is provided for occupancy by the public, employees, or business visitors and no part of the premises are intended for sale or rent.

I understand the owners who sell or rent property not completed with a licensed general contractor, may be subject to a Class 1 Misdemeanor under Arizona Revised Statutes § 32-1151 and § 32-1154. A Class 1 Misdemeanor is punishable by a fine not to exceed \$2500.00 and/or one year in the County jail. I understand and acknowledge the above certification.

Print Name: _____ Signature: _____ Date: _____



Development and Engineering

Small Cell Bonding & Permitting Requirements

Below are the items that will need to be submitted for the bonding and permitting of a Small Wireless Facility. All forms must be on the attached forms and must be originals.

The bond amount can be established by either using a sealed engineer's estimate or an executed contract between both parties. If a sealed engineer's estimate is used to determine the amount of the bond, the bond will need to be for 110% of the estimated cost. If an executed contract is to be used to determine the amount of the bond, the bond will need to be 100% of the contract price. Please note the City Attorney's Office is allotted 10 days for the review of the bond.

If the Contractor is posting the bond, the following items will be needed;

- Contractors Performance Bond, an Agreement to Install A and an Agreement to Install A – Contractors Addendum. If the Contractor is posting a cashier's check in lieu of a performance bond, the cashier's check must be posted by the same contractor filling out the Agreement to Install A – Contractors Addendum.
 1. [Contractors Performance Bond](#)
 2. [Agreement to Install A](#)
 3. [Agreement to Install A - Contractors Addendum](#)

If the Developer/Owner is posting the bond, the following items will be needed;

- Developer/Owner Performance Bond and an Agreement to Install A.
 1. [Developer/Owner Performance Bond](#)
 2. [Agreement to Install A](#)

Each Contractor must have a current City of Peoria Business License and will be required to provide a current insurance certificate listing the City of Peoria as the certificate holder and as additionally insured. The certificate must include General (2,000,000.00 minimum aggregate), auto and workers compensation insurance.



City of Peoria

Standard Operating Procedure – Small Cell Site Emergency Response

This Standard Operating Procedure will be implemented by the City of Peoria and all Wireless Providers or Companies in the event poles, ground equipment or surrounding walls/fences are knocked down, damaged, and/or debris is scattered the Right-of-Way, easements, sidewalks/trails, or streets due to accidents, storms or other natural disasters. Wireless Provider or Company shall provide emergency response services for all of its sites 24 hours a day, 7 days a week. Wireless Provider or Company shall comply with the following procedures:

1. The Peoria Police Department is notified of the downed pole.
2. The Peoria Police Department Dispatch calls Wireless Provider or Company's emergency number, located in GIS and contacts the City's Public Works-Utility Department Employee. Once notified of knockdown, Wireless Providers Network Operations Department is to remotely power down the site.
3. Wireless Provider Operations Personnel and City's Public Works-Utility Department Employee shall respond to emergency calls and be on site within 1 hour of being notified of downed pole.
4. First Responder, Wireless Provider Operations Personnel, Company or Public Works-Utility Department Employee shall set-up temporary traffic control around the downed pole and surrounding area as needed. First Responder and Public Works-Utility Department Employee shall maintain a safe working distance of a minimum of 30-feet from all downed Small Cell equipment until the site has been powered down.
5. Whomever is first to arrive, Public Works-Utility Department Employee, Wireless Provider Operations Personnel or Company, will open the power pedestal using the combo lock and turn off the breaker. The pedestal will be marked with an aluminum yellow and black reflective placard that reads "MAIN DISCONNECT BREAKER LOCATED INSIDE". They will take photographs of the site and any damage, and notify the City of Peoria Risk Management Claims Coordinator, 623-773-7324.
6. Once power is disconnected from the site, Wireless Provider, Company or City will clean up all debris from the site and relocate the downed pole and/or damaged ground equipment to a safe location until it can be removed from the site.
7. If the pole is in the front yard of blocking sidewalks, Wireless Provider or Company shall remove the downed pole and all appurtenances and damaged equipment from the site by the next business day.

8. Wireless Provider or Company shall notify APS or SRP of potential damage to the electrical system.
9. If Wireless Provider or Company is not able to restore the site within three (3) business days (Monday through Friday), Wireless Provider or Company shall install and energize a standard City streetlight.
10. Wireless Provider, Company or their Contractor shall comply with all City requirements for bonding, insurance, and permits.
11. The City, Wireless Provider and Company shall comply with the NOTICE OF ANTENNA SITE STANDARD TERMS & CONDITIONS.



City of Peoria

Standard Operating Procedure – Small Cell Site Routine Maintenance

The City of Peoria has no maintenance or repair obligations for the Wireless Communications Equipment or other Wireless Providers or Company's improvements. However, the City of Peoria is responsible for streetlight maintenance and repair such as preventative maintenance and response to outages. If the City of Peoria is required to undertake maintenance or repair on a streetlight upon which a Wireless Provider or Company has Wireless Communications Equipment, this Standard Operating Procedure will be implemented and the following procedures shall apply:

1. The Public Works-Utility Department Employee will contact the Wireless Provider or Company a minimum of 24-hours prior to needing to access the streetlight.
2. Within 24 hours, Wireless Provider or Company shall coordinate with the Public Works-Utility Department Employee to have a technician at the Site.
3. The Public Works-Utility Department Employee will contact the Wireless Provider or Company two (2) hours before the planned access to the streetlight.
4. Within two (2) hours the Wireless Provider or Company will dispatch a technician to the Site. If the Wireless Provider or Company declines to have a technician at the Site, the Public Works-Utility Department Employee shall call the Network Operations Center for the Wireless Provider or Company and request the Site be powered down.
5. If the Wireless Provider or Company sends their own personnel to the Site, Wireless Provider or Company's technician will cut off power to the Site.
6. City personnel and/or Public Works-Utility Department Employee will wear the RF monitor at all times when working around the Wireless Communications Equipment.
7. If the Wireless Provider or Company does not dispatch a technician to the Site, Public Works-Utility Department Employee has permission to open the electric meter pedestal, by removing the combo lock, and switch the main breaker, powering down the Site for the time it takes to conduct inspection and maintenance service and/or to make necessary repairs.
8. The electric meter pedestal will be clearly marked with an identifying sticker and an aluminum yellow and black reflective placard that reads "MAIN DISCONNECT BREAKER LOCATED INSIDE". Each electric meter pedestal will be fit with a combo lock. The combination number to unlock these sites can be found in GIS under the Cellular Antenna

layer.

9. Once the necessary repairs are completed, either the Wireless Provider or Company technician will restore power to the Site or the Public Works-Utility Department Employee will switch the main breaker on, restoring power to the Site. If Wireless Provider or Company does not have a technician at the Site, Public Works-Utility Department Employee shall call the Network Operations Center and inform Wireless Provider or Company that the repairs have been made and power has been restored to the Site.
10. If the Public Works-Utility Department Employee is required to power down the Site by accessing the electric meter pedestal, it is the responsibility of the Public Works-Utility Department Employee to replace the combo lock and ensure the pedestal is secured before leaving the Site.
11. The City, Wireless Provider and Company shall comply with the NOTICE OF ANTENNA SITE STANDARD TERMS & CONDITIONS.