

Application Instructions

Two paper copies of all applications, revisions, additions, and supporting attachments must be submitted. In addition, one electronic file in pdf format must be submitted.

An applicant may submit a consolidated application up to 25 individual sites for a small cell network with small cell facilities of a substantially similar design. However, the City may require a separate application for any small cell facilities that are not of a substantially similar design

An application is considered incomplete until the application fee has been received.

Items that must be included in the application:

1. Applicant Names, Address, and Contact Information which must include:
 - a. Local contact name, number, and address
 - b. Provider Names, Address, and Contact Information
 - c. Local Agent Name, Address, and Contact Information
2. Written statement describing the proposed facility including capacity of facility and the number and type of antennas the structure can accommodate.
3. Drawings showing the location and materials of all planned installations plus an Engineer's list of materials required and construction methods. The drawings should also include the following information:
 - a. The proposed location of the facility along with all easements, property boundaries, and existing structures within two hundred (200) feet of the proposed wireless support structure.
 - b. An aerial view of the location the applicant is proposing to use which includes the closest city street
 - c. If applicable a photo of City owned structure that will be used for attachment
 - d. The identity and qualifications of each person directly responsible for the design and construction
 - e. Signed and sealed documentation to proportional scale from a professional engineer licensed in Kansas describing the proposed wireless communication facilities in detail, including
 1. a structural, loading, and wind-speed analysis for existing, proposed, and reserved loading,
 2. a schematic describing the communications properties of the facility, including EMF and RF propagation and off-site data connections
 - f. Power source and route to each device
 - g. Elevation drawing of the pole that is completed to scale
 - h. Electrical connection breakaway details
 - i. Detailed drawing that includes all utilities in the proposed location and potential utility conflicts
 - j. Location, type, and size of any ground mounted equipment
 - k. Emergency Response Plan
 - l. Sight Distance analysis by Professional Traffic Operation Engineer for all new equipment placed in the Public Right of Way
 - m. Interference Review
 - n. Information and training on how the site can be temporarily shut down so the City

- can complete work without exposing employees to unnecessary radio waves.
4. A Plan that is a written for construction that:
 - a. Demonstrates to the satisfaction of the city engineer that the aesthetic impact and physical structure of the wireless communication facility is comparable to prevailing standards of similar structures in the immediate area
 - b. Replacement / Stealth Structure or Attachment only. If the existing City Owned Structure is to be replaced, stamped shop drawings shall be submitted with the application.
 - c. Location and path of any supporting communication fibers, wires, or backhaul equipment.
 5. Proof of One Call Registration including who be responsible for locating and protecting installation
 6. In residential areas, a fall zone shall be established for public safety.
 7. Overhead wires are not allowed between poles or between feed points and poles.
 8. Affidavit affirming owners of record of all property within 200 feet of the proposed location were notified new facility. Any comments received during the application review shall be forwarded to the City to include with the application.

It is the applicant's responsibility to read and comply with all City Requirements.

After the application has been approved, the applicant shall provide the Name, Address, and Contact Information of the Contractor completing the work.

A preconstruction meeting shall also be scheduled at least 15 days prior to work starting. Information provided at this meeting should include but is not limited to schedule, work hours, primary contact information, staging areas off the public right of way, etc.

Wireless Telecommunications Facility Application

Applicant Information

Applicant _____

Business Address _____

Mailing Address _____

Contact _____

Email _____ Phone _____

Local Contact

Email _____ Phone _____

Provider Business Name _____

Address _____

Phone _____

Contractor Information

Name _____

Address _____

Contact _____

Email _____ Phone _____

Project Information

Project Name _____

Project Synopsis _____

Kansas One Call Registration Number _____

Applicants Signature _____ Date _____

City Use:

Date Received _____ Application Number _____

- | Attachments | Submitted | Accept | Deny | Reason for Denial |
|---------------------------------|-----------|--------|------|-------------------|
| Map w/ locations | | | | |
| Photo of Location | | | | |
| Aerial Photo of Location | | | | |
| PE Identified | | | | |
| Facility Detail | | | | |
| Structural Calculations | | | | |
| Facility Schematic | | | | |
| Power Source Identified | | | | |
| Elevation Drawing | | | | |
| Breakaway Details | | | | |
| Utility Conflicts Identified | | | | |
| Ground Mounted Equipment Detail | | | | |
| Emergency Response Plan | | | | |
| Graffiti Management Plan | | | | |
| Sight Distance Analysis | | | | |
| Interference Review | | | | |
| Shut Down Information | | | | |
| Aesthetic Requirements | | | | |
| Stamped Shop Drawings | | | | |
| One Call Information Supplied | | | | |
| Public Notification Info | | | | |
| Communication Lines | | | | |