



## Public Right-of-Way Encroachment and Construction Permit | Wireless Communication Facilities

*Permit Fee: \$1,000 for a new pole. \$500 for existing pole, up to five (5) Small Wireless Facilities, with an additional \$ 100 for each Small Wireless Facility beyond five (5). Please complete the application and include a site plan, elevations, structural calculations, excavation plan, traffic control plans, Contractor's Certificate of Insurance and Endorsements.*

Address/Location: \_\_\_\_\_

Description of Proposed Wireless Communications Facility: \_\_\_\_\_

\_\_\_\_\_

Carrier: \_\_\_\_\_

Southern California Edison Pole No.: \_\_\_\_\_ City ID No.: \_\_\_\_\_

YES NO

- Is the small cell facility proposed on a structure that isn't an existing street light or new freestanding small cell infrastructure?
- Does the total height of the facility exceed thirty-five (35) feet?
- Will the small cell facility require an above ground cabinet and/or equipment?

Please Answer Each of the Following Questions:

If you answered "YES" to any of the above questions, the application shall require Design Review with the Planning Division.

**Applicant:**

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

City Business License No.: \_\_\_\_\_

**Owner of Encroachment** (Who the permit is issued to):  Check if the same as Applicant

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

City Business License No.: \_\_\_\_\_

**Annual Fee Billing Information:**  Check if the same as Applicant

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

City Business License No.: \_\_\_\_\_

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**Contractor Information:**

The Contractor shall provide current Certificate of Insurance for Commercial General Liability (CGL), Automobile, and Worker's Compensation (Minimum \$ 1,000,000.00 each) and (CGL) endorsements.

**Contractor:**

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

City Business License No.: \_\_\_\_\_

State License No.: \_\_\_\_\_ Workers Comp. Policy No.: \_\_\_\_\_

Worker's Comp. Insurance Co.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Commercial General Liability (CGL) Insurance Certificate Requirements:**

Contractor shall maintain in full force and effect during the term of their contract, a policy of commercial general liability insurance with a limit of at least \$1,000,000.00 per occurrence.

- Certificate Holder shall read: City of Tustin, 300 Centennial Way, Tustin, CA 92780
- CGL shall be primary as respects to the City and any other insurance maintained by the City shall be in excess of this insurance and not contribute to it
- Carrier has a current A.M. Best's rating of no less than A: VII and authorized to do business in the State of California.

Two Required Endorsements: (CGL Policy number shall be listed on each endorsement)

1. Additional Insured Endorsement - Naming "The City of Tustin, Its Elective & Appointive Boards, Officers, Agents and Employees" as an additional insured
2. Primary and Non Contributory Endorsement - CGL shall be primary as respects to the City and any other insurance maintained by the City shall be in excess of this insurance and not contribute to it

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**Certification**

I hereby certify that all of the information contained in this application is, to the best of my knowledge and belief, true and correctly represented.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

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## Wireless Communication Facilities in the Public Right-of-Way | Design Criteria

**Purpose:**

The purpose of this handout is to provide design guidance for small wireless facilities in the public right-of-way. Wireless providers should be aware of the City’s preference for wireless facilities that are least visually obtrusive in regards to appearance, size, and location.

**Location:**

Within the public right-of-way, the City prefers small cell facilities on City-owned street lights (Figure 1). Wireless providers should work with the City to establish an agreement for the use of City-owned street lights.

If a City-owned street light is not a feasible location for a small cell facility, new freestanding small cell infrastructure is a preferred alternative (Figure 2). All other proposals will be considered on a case-by-case basis.

**Placement:**

New freestanding small cell poles shall be privately owned. New poles should:

- Be in alignment with existing trees, utility poles, and streetlights;
- Not be located directly in front of businesses or residences;
- Not be located in visual clearance areas;
- Meet current Federal ADA requirements; and
- Be clear of existing utilities.

**Form:**

The antenna, radio equipment, conduit or wires, brackets, and all other hardware required for a complete installation should be contained in a cantenna (as shown in Figure 1).

**Height:**

The cantenna height from the connection to the top of the cantenna is recommended not to exceed five (5) feet.

New freestanding poles should not exceed thirty (30) feet, which is measured from final grade to the bottom of the cantenna. The overall height of the infrastructure should not exceed thirty-five (35) feet (as shown in Figure 2).

**Material, Color, and Signage:**

The cantenna should be textured and colored to match the existing pole. All required radio frequency signage shall be mounted street-side, as close to the antenna as possible.

New small cell infrastructure should match the aesthetics of existing streetlights.

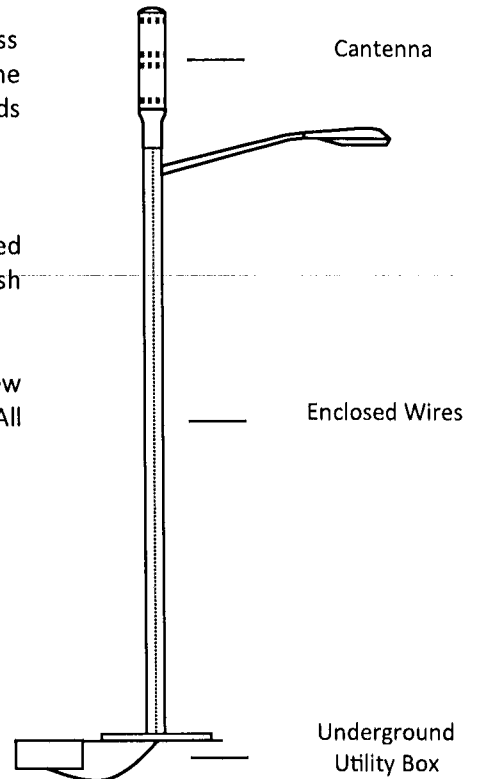


Figure 1—Preferred Design

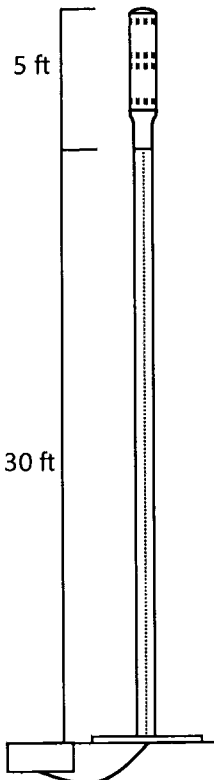


Figure 2—Alternative Design