



SMALL CELL WIRELESS FACILITIES IN THE PUBLIC RIGHT-OF-WAY APPLICATION CHECKLIST

These documents are required for Completeness Review. Additional information can be found in Chapter 15.10 of the City of El Paso's Municipal Code.

The application for Small Cell Wireless Facilities in the Public Right-of-Way must be completed online through the [Citizen Access Portal \(https://epermits.elpasotexas.gov/CitizenAccess/\)](https://epermits.elpasotexas.gov/CitizenAccess/).

Any questions can be sent to ROWPermits@elpasotexas.gov or (915) 212-0104.

Note – Applicants will be notified at the time of review if additional permits are required.

15.10.340. Permit Application Requirements.

For each location, Provider shall complete and submit to the City an application to locate a Wireless Facility or Transport Facility, using the Application Form provided by the City. The following items shall accompany the completed Application Form:

- A one-time, nonrefundable Application Fee for review of the Application in the amount provided in Section 15.10.050.
- Documents necessary for the review or as requested by the City, including but not limited to:
 - A map showing:
 - The location of the proposed installation, including GIS or street address information;
 - The proximity of the proposed installation to special districts of the City, including but not limited to Arts District, Historic District, Scenic Areas and Corridors, and Airport Zoning District;
 - The proximity to Schools, the El Paso Airport, and Municipal Parks;
 - The proximity to Historic Landmarks;
 - The proximity to Utility Poles, Node Support Poles, and other Network Nodes on a Service Pole, if any, and depicting the sidewalks, and ramps onto sidewalks required by Applicable Codes, TAS, or other law, including the Americans with Disabilities Act, and paved street surface and utility easements; and
 - Disclosure if the proposed installation is:
 - In a Residential Area as described in Section 15.10.160;
 - In an Underground Utility District or other area with undergrounding requirements; and
 - On any facilities serving Sun Metro.
 - A Pre-Permit Survey completed by a qualified and experienced professional engineer in accordance with City's requirements, certifying that Provider's Wireless Facilities or Transport Facilities can be installed on the identified structure in compliance with the Applicable Codes. The professional engineer's qualifications must include experience performing work for similar attachments on similar facilities.
 - A photo simulation of the proposed facility(ies) along the right of way.
 - Detailed plans for each Wireless Facility, Transport Facility, and Ground Equipment, including representative drawings or pictures of the intended Network Node and other equipment, and proposed dimensions of same. Such plans shall show strict

compliance with the City's Design Manual, with the size limitations set forth in Chapter 284, with maximum Pole height limitations set forth in Chapter 284, and with all Applicable Codes.

- Certification that the proposed Wireless Facility complies with applicable regulations of the Federal Communications Commission and that the proposed Wireless Facility shall not cause any interference with City's public safety radio system, traffic light system, or other City safety communications components.
- Certification that the proposed Network Node will be placed into active commercial service by or for a Provider not later than the 60th day after the date the construction and final testing of the Network Node is completed.
- If the proposed location is on a Service Pole, Provider shall have in place an executed license agreement with the City for the use of the Service Pole.
 - The Permit Application will be denied if this license agreement is not in place at the time the Application is submitted.
 - Representative drawings or pictures of the intended Network Node as intended to be Collocated on the Service Pole shall be provided.
 - Engineering and construction plans and drawings related to the Collocation of the Network Node on the Service Pole, including where the proposed Transport Facilities will be connected to the Network Node as electrical power connections, shall also be provided.
 - If the applicant is not the same as the licensee identified in the license agreement, the licensee shall sign the Permit Application or provide a letter of agency satisfactory to the City. The licensee in such license agreement shall be presumed to be the owner of the Network Node and Ground Equipment, and shall be fully responsible for them and the Rental Fees payable to the City thereunder.
 - If the requested Location has already been approved for Collocation by other entities, the Application for the Service Pole shall be denied.
- If the proposed location lies within a Highway Right-of-Way, the Provider must provide evidence of a permit from the state or federal government.
- City's acceptance of the submitted design documents does not relieve Provider and its engineer of full responsibility and liability for any errors and/or omissions in the engineering analysis.