

Application Submittal Checklist Right of Way (ROW) Construction Permit – Network Nodes and Related

The purpose of this checklist is to provide guidance to the applicants on the requirements and ensure that the application packet submitted to the city is complete. *** **MUST COMPLY WITH DESIGN MANUAL*****

- Pre submittal meeting with the City prior to application submittal recommended.
- Completed Application Form (See Attachment 1)
- Hard copy and electronic format of all drawings and documents submitted
- Conditional Use Permit (CUP) approval with conditions, if required (amend based on ordinance changes)
- Proof of required insurance or self-insurance (CGL and auto insurance)
- Proof of financial security (surety bond or written guarantee secured by a cash deposit) in the amount of at least 125% of the estimated cost provided
- Analysis that the proposed network node will not cause interference with the City public safety radio system, traffic signal light system, or other communications components, in the form of a certified letter by a licensed professional engineer.
- Traffic study performed by a Licensed Traffic Engineer (for ground-mounted equipment and poles)
- Traffic control plan
- A stormwater pollution prevention plan (SWPPP)
- Trench safety plan
- Provide copies of the letters, addresses, a map showing the addresses, and postmarked envelopes regarding notification to adjacent residential developments/neighborhoods within three hundred (300) feet for all node attachments. (See Attachment 2 - sample letter provided by the City)
- Pole Attachment Agreement (See Attachment 3) for attachment to City poles, or proof of permission to attach equipment to non-city-owned infrastructure or poles of other providers. If the project lies within the State ROW, the evidence of a permit from the State is required.
- Have separate electric permits been applied for each node from the City? Required prior to commencement of work
- Proof of registration with the City's Development Services Division to allow for issuance of permit and annual billing for the ROW use for the contractor
- Plans and drawings prepared by a professional engineer licensed in the State of Texas evaluating the existing and proposed pole or infrastructure for structural stability to carry proposed network nodes and to bear the wind load, with appropriate certification.
- ID address assigned by the city for new poles
- Fees
 - Permit Fees
 - Annual ROW Fees
- Supporting documents:
 - Aerial map that shows the location of the existing pole to which the network node is proposed to be attached
 - Street view image that shows the location of the existing and proposed pole to which the network node is proposed to be attached
 - Before-and-after scaled dimensioned drawings or pictures/images of the pole and all proposed attachments and associated standalone equipment

Attachments:

1. Completed Application Form
2. Sample Letter for Notification
3. Pole Attachment Agreement



Application Completeness Review Checklist
Right of Way (ROW) Construction Permit – Network Nodes and Related

The following review checklist is based on the City of West University Place’s Code of Ordinances Chapter 70 - Street Areas and Public Places, Ordinance No. 2042, Network Facilities Design Manual, and ROW Construction Permit application for Network Nodes and Related.

- Project Description and Address: Click or tap here to enter text.
- Applicant: Click or tap here to enter text.
- Date Received: Click or tap to enter a date.
- Reviewer (s): Click or tap here to enter text.
- Zone: Click or tap here to enter text.

The staff has performed a completeness check of the application and supporting documents provided by the applicant. For applications deemed incomplete, please provide the missing information as indicated below. Other information may be required during the review of the application and attachments.

The application is deemed Complete Incomplete

Please see below for details.

1. Is the proposed project located in any of the following areas?
 Historic Areas/ Design Areas with Decorative Poles Underground Areas
 Parks/Residential Areas
If so, does the submittal packet include a Conditional Use Permit (CUP) that was valid at the time of application submission?
 Yes No
2. Does the submittal packet include one digital copy and one hard copy of the application and supporting documents?
 Yes No
3. Is the application signed by both the owner and the applicant (Network Provider and the Installation Company)?
 Yes No
4. Are all sections of the application complete?
 Yes No
5. Has complete information for the Network Provider been provided?
 Yes No
6. Has complete information for the Installation Company been provided?
 Yes No
7. Have the installation company and provider registered with the City’s Development Services Division?
 Yes No
8. Has additional Page 2 of the application been submitted for each additional node included in the permit, with a separate address for each?
 Yes No
9. Has the City received the following fees?
 Permit Fees First annual ROW Fees (ROW rate for Transport Facilities)
10. Are any deviations from the City design standards proposed?
 Yes No
11. Will the Construction include the installation of a cabinet above ground in the ROW?
 Yes No

12. Will the Construction include the installation of Transport Facilities in the ROW?
Yes No
13. Will the Construction include the installation of Network Nodes in the ROW?
Yes No
14. Does the proposed work require the installation of new poles?
Yes No
15. Are all drawings sealed and signed by a professional engineer licensed in the State of Texas?
Yes No
16. Has the applicant provided an aerial map that shows the location of the existing pole to which the network node is proposed to be attached?
Yes No
17. Has the applicant provided a street view image that shows the location of the existing pole to which the network node is proposed to be attached?
Yes No
18. Do drawings include before-and-after scaled dimensioned drawings or pictures/images of the pole and all proposed attachments and associated standalone equipment indicating the spacing from the existing curb, driveways, sidewalk, and other existing light poles and any other poles or appurtenances?
Yes No
19. Have scaled dimensioned construction plans showing the current ROW line, proposed underground conduit and equipment, and its spacing from existing utilities (water lines, sewer, storm sewer, and other existing utilities) been provided?
20. Has a sectional profile of the ROW and existing utilities been provided?
Yes No
21. Has proof of required insurance or self-insurance (CGL and auto insurance) provided?
Yes No
22. Has proof of financial security through a surety bond or written guarantee secured by a cash deposit in the amount of at least 125% of the estimated cost provided?
Yes No
23. Has the applicant provided an analysis that shows the proposed network node will not cause any interference with the City public safety radio system, traffic signal light system, or other communications components?
Yes No
24. Has a traffic study performed by a Licensed Traffic Engineer been submitted (for installation of ground-mounted equipment)?
Yes No
25. Has a traffic control plan, SWPPP, and trench safety plan been provided?
Yes No
26. Has notification to adjacent residential developments/neighborhoods within three hundred (300) feet been provided for all node attachments, with information on node attachments, their locations, and notification details? Need to provide copies of the letters (sample letters provided by the City), addresses, a map showing the addresses, and postmarked envelopes.
Yes No
27. Has proof of permission to attach equipment to non-city-owned infrastructure or poles of other providers been provided? If the project lies within the State ROW, the evidence of a permit from the State is required.
Yes No
28. Has information regarding required electrical power service and associated permit to the network nodes and node support poles or structures as required by federal, state, and local law been provided?
Yes No
29. Have separate electric permits been applied for each node? This is required prior to commencement of work.
Yes No

30. Has the Network Provider registered with the City's Development Services Division to allow for annual billing for the ROW use?
Yes No
31. Does the drawing indicate the transition from the City of West University Place ROW to other ROWs?
Yes No
32. Is a "blanket" statement showing compliance to V.T.C.A., Local Government Code ch. 283 provided?
Yes No

Additional Information:

If the installation of new poles is required

33. Are latitude and longitude of the new node support pole provided?
Yes No
34. Is pole elevation above existing grade provided?
Yes No
35. Is the location of nearest support pole capable of supporting Network Node provided?
Yes No
36. Is an analysis showing that the proposed new node support pole is spaced at least three hundred (300) linear feet from another existing pole that is capable of supporting network nodes along the proposed location provided?
Yes No

If the installation of new poles not required

37. Has the applicant provided plans and drawings prepared by a professional engineer licensed in the State of Texas that has evaluated the existing pole or infrastructure for structural stability to carry proposed network nodes and to bear the wind load?
Yes No
38. Is pole reinforcement necessary?
Yes No
39. If so, has the applicant provided engineering design and specification drawings for the proposed alteration to the existing pole with the authorized signature of the owner of the pole or their agent?
Yes No
40. Is a City pole been proposed? If yes, has an ID number or address been assigned?
Yes No