**Applicant**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Road Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Please check all items that apply, if an item is not applicable simply leave the box blank
* This list may not be all inclusive; \_\_\_\_\_\_\_\_\_\_\_\_\_ County reserves the right to request additional information that may be needed for any particular project
* Pre-application review should be held with \_\_\_\_\_\_\_\_\_\_\_\_\_ County for SWF Permits

**Permit Submittal**

* SWF Permit Application
* SWF Permit Fee
* SWF Permit Checklist
* Technical description of the proposed SWF including diagrams with dimensions, volumes, materials, finishing, color, etc. and photo-simulations accurately depicting the antenna facility and associated pole(s), if applicable
* Site and elevation plans drawn to scale, prepared and stamped by a professional engineer licensed in the State of Alabama
* Structural plans and calculations for the pole(s) and associated foundation, prepared and stamped by a professional engineer licensed in the State of Alabama
* *Collocation – if proposed attachment to a County-owned facility or pole,* submit an executed attachment agreement with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County
* *Collocation – if proposed attachment is to a pole owned by another entity*, submit an executed agreement with that entity
* *Collocation on an existing wooden pole* – show structural evidence that the existing wooden pole and foundation design can meet the current wind load requirements based on NESC extreme wind category with the addition of the SWFs
* *If new pole,* submit documentation demonstrating the following (the applicant must support its claim through written evidence such as affidavits, correspondence, engineering reports or other information demonstrating that the applicant has taken reasonable action to achieve collocation in the requested location but has received no response or has been denied reasonable access to all potential collocation sites in the subject area, and otherwise show that the applicant is unable to collocate on an existing support structure)
	+ No reasonable collocation opportunities exist in the area where the facility is proposed to be placed
	+ Attachment to a new structure will achieve a more visually appealing design and demonstrably more effective service coverage, or some other public benefit not achieved by collocation
* *If new pole*, submit a statement relating to the new pole’s ability to collocate additional SWFs
* *If ground mounted equipment,* submit a concealment element plan
* Surety Bond (Blank Bond form provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County)

**Permit Plan Requirements must be shown**

* Vicinity Map, North Arrow, Scale, Road Names
* Denote centerline (CL), rights-of-way (ROW), edge of pavement(EOP), property lines
* Distances: CL to ROW, EOP to ROW, proposed work (pole) to ROW
* Identify the proposed SWF, including the number, size, type of the antenna facilities and associated poles(s), conduit, cables, electrical power source, meter and disconnect, proximity to other small wireless facilities in the area, surface and underground infrastructure existing and proposed
* Location, diameter, and material of existing pole for collocation
	+ if existing pole is wooden, diameter shall be 16 inches max
* Pole location (new or replacement)
	+ within 5 feet of the right-of-way if new, unless alignment with other street poles, trees, features is more aesthetically desirable as determined by the County
	+ do not obstruct line of sight for transportation or pedestrian traffic
	+ do no obstruct clear zone or have a breakaway design
	+ comply with ADA and similar federal and state standards
	+ location must be physically possible, not interfere with utility or safety fixtures (e.g., fire hydrants, traffic control devices)
	+ replacement poles shall be placed as close to the original pole as possible, and no more than 5 feet from the existing pole location
	+ replacement poles shall match neighboring pole design
	+ placed in a location with the least visible impact
* Pole spacing distance
	+ new poles shall be no less than 300 feet from any other pole on the same side of the roadway containing small wireless facilities
* Pole height above ground, including antenna
	+ 50 feet or less in non-residential areas
	+ 40 feet or less in residential areas with above ground power
	+ 35 feet or less in residential areas with underground power
* Material of new pole
	+ shall be aluminum, hot dipped galvanized steel, or other corrosion resistant metal
	+ if pole material cannot be metal, submit justification to \_\_\_\_\_\_\_\_\_\_\_\_ County
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County reserves the right to require or permit certain pole material types
* Diameter of pole
	+ shall be 12 inches maximum at the existing grade unless otherwise approved by the County not including the base of the pole
* Coloring of new pole
	+ shall be black in color unless another color scheme is determined to be more aesthetically desirable by the County
* Pole foundation design
	+ including specifications on loading, material strengths, height, depth, diameter, & reinforcement
* Vertical clearance of antenna and accessory equipment
	+ shall be a minimum of 10 feet above the existing adjacent grade and shall not be installed in such a manner as to obstruct the line of sight or pedestrian paths
* Antennae and accessory equipment, including enclosure, mounting and projection off pole
	+ shall be as close to the pole as possible and shall be mounted no greater than 4 inches off the pole
	+ the furthest point shall not project more than 28 inches from the face of the pole
* Antenna size and dimensions
	+ shall be no greater than 3 cubic feet
	+ in the case of top mounted canister antennas, be no greater than 6 feet in height and share a reasonably similar diameter as the top of the pole not to exceed 16 inches
	+ in the case of omnidirectional antennas, be no greater than 4 feet in height
	+ in the case of microwave dishes, be no greater than 2 feet in diameter and no more than 3 microwave dishes per pole
* Accessory equipment size and dimensions
	+ no greater than 28 cubic feet total considering accessory equipment for all SWFs attached to the pole collectively, not including the electrical equipment
	+ shall be long and narrow along the pole with a reasonable greater vertical dimension than horizontal
	+ no greater than 24 inches in width
* How antenna equipment, excluding the antenna, is to be housed
	+ to be housed inside the pole, ground vault, and approve ground mounted cabinet, or properly camouflaged
* Concealment within poles
	+ all conduit, cables, wires, and fiber must be routed within the pole
* Concealment outside of poles
	+ accessory equipment shall be covered with an enclosure
	+ canister antennae shall be placed to look as if it is an extension of the pole, all cables shall be concealed either within the canister antenna or within a sleeve between the antenna and the pole
	+ spools and/or coils of excess fiber optic or coaxial cables or any other wires shall not be stored on the pole except completely within the approved enclosures or cabinets
	+ all cables, wires, and fiber associated with the SWF shall be flush-mounted to the support structure where internal installation is not feasible and shall be shrouded or encased in a cover or conduit
* Antenna and accessory equipment coloring
	+ antenna, accessory equipment, and all visible attachments, equipment, and hardware shall be colored to match the pole unless another color scheme is determined to be more aesthetically desirable by the County
* Cable strung SWFs
	+ each strand mounted facility shall not exceed 3 cubic feet in volume
	+ only one strand-mounted facility is permitted between any two existing poles
	+ the strand-mounted devices shall be placed as close as possible to the nearest utility pole, in no event more than 5 feet from the pole unless a greater distance is technically necessary or is required by the pole owner for safety clearance
	+ no strand-mounted device shall be located in or above the portion of the roadway open to vehicular traffic
	+ ground-mounted equipment to accommodate a shared mounted facility is not permitted except when placed in preexisting equipment cabinets
	+ pole-mounted equipment shall comply with all other requirements of this permit
	+ such strand-mounted devices must be installed to cause the least visual impact and without excess exterior or wires (other than the original strand)
	+ strand-mounted facilities are only permitted on poles that have existing overhead wirelines
* Signage
	+ a plate no larger than 4 inches by 6 inches with the location of the pole and pole owner’s name, contact information, and emergency telephone number shall be permanently affixed to the pole or shroud
	+ no signage, message, or identification other than the manufacturer’s identification or such other identification required by applicable law may be displayed on any antenna or equipment enclosure. Any permitted signage shall be located on the equipment enclosure and be of the minimum amount possible to achieve the intended purpose (no larger than 4x6 inches) provided that banners may be permitted as concealment element techniques where appropriate

**Notes to be shown on plans**

1. All permitted work in the ROW will be in conformance with the latest edition of ALDOT Standard Specifications and ALDOT Utility Manual.
2. All traffic control shall be in accordance with Part 6 of the Manual for Uniform Traffic Control Devices (MUTCD), latest edition.
3. Contractor must adhere to Best Management Practices (BMP) by providing erosion and sediment controls as needed. (No Hay Bales) At a minimum, return all exposed areas to original or better condition with a good stand of grass and/or sod.
4. Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) 48 hours prior to beginning project and after project is complete.
5. A final grass stand shall be present before the County will accept any project.

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 Completed By Date