



Small Wireless Communication Facility Permit Application

City of Centralia Public Works Department

1100 N. Tower Avenue, Centralia, WA 98531 (360) 330-7512

INSTRUCTIONS:

All submittals must comply with requirements listed in the City of Centralia Municipal Code Chapter 14.32. Any submittal not in compliance with Chapter 14.32, will not be accepted. All reports must contain a list of facilities included in the submittal.

Submit completed application and all required documentation to PublicWorksPermits@cityofcentralia.com.

By signing you agree to permit the City of Centralia to conduct the application completeness review within 30-days. **“Only a Washington state licensed contractor can do work in the right-of-way (ROW) and all utility work requires a City of Centralia Business License.”**

Acknowledgement:

It is acknowledged by signing, that: I have read and understood the applicable City Code provisions and have submitted an application that complies with the City of Centralia Code; I have verified that all of the information included in the submittal and application is accurate; I further acknowledge that any incorrect information provided that results in the issuance of a permit will result in the nullification of the permit issued pursuant to this application.

Print Name: _____

Signature: _____ **Date:** _____

APPLICANT INFORMATION:

Contact Person: _____ Company: _____
E-mail Address: _____ Phone: _____
Physical Address: _____
Mailing Address: _____
Legal Status to perform work in the ROW: _____
WA Contractor License Number: _____
City of Centralia Business License Number: _____
Wireless Provider Type: 4G 5G

PERMIT INFORMATION:

NUMBER OF WIRELESS FACILITIES:

Total number facilities included in this submittal: _____

Submitted Facilities fee \$250 per facility

Re-Submittal due to non-conformance fee \$150 per facility

ACCEPTED FORM OF PAYMENT INCLUDED (FEES DUE PRIOR TO REVIEW):

Total Due: \$ _____

Credit card (VISA/MC/DISCOVER/AMEX)

Cash

Check (made out to: City of Centralia)

PERMIT PROCESS OVERVIEW

REVIEW PROCESS

1. Staff reviews for completeness of the application submittal (as stamped).
 - A. **Application Complete:** Staff notifies applicant that application is complete and that the Code Conformation Review will begin once fee is paid. (10 Working Days for Review)
 - B. **Application Incomplete:** Staff comments are provided; the applicant is required to supply necessary revisions to staff.
2. **Initial Decision Review:** Staff reviews the complete application for conformance to City Code (specifically Section 14.32 and City of Centralia Development Guidelines).
 - A. **Conformity to Code - No Comments:** Staff will issue the permit. (60 days for decision)
 - B. **Nonconformity to code - Comments Provided:** Staff notifies applicant of any nonconformities then the applicant is required to supply necessary revisions along with resubmittal fee.
3. **Decision Re-Review:** Staff will review the response for conformance to City Code (Specifically Section 14.32 and City of Centralia Development Guidelines):
 - A. **Conformity to Code - No Comments:** Staff will issue the permit.
 - B. **Nonconformity to code - Comments Provided:** Staff notifies applicant of any nonconformities. The applicant is then required to supply necessary revisions to staff along with resubmittal fee.
4. **Final Decision Re-Review:** Staff will complete a final re-review of the application for conformance to City Code (specifically Section 14.32 and City of Centralia Development Guidelines).
 - A. **Conformity to Code - No Comments:** Staff will issue the permit.
 - B. **Nonconformity to code:** Staff will deny the permit and close the application.

INSPECTION PROCESS

1. **Permit issued:** The permittee must submit all material submittals to the Engineering Department for approval prior to use.
2. The permittee shall request an inspection by contacting the Public Works Department at (360) 330-7512. The permittee will state the nature of the work being performed and the time and duration of the activities occurring.
3. Staff will inspect the work and may provide direction as necessary to ensure the work is performed per City Code.
4. When the work is complete and the site is restored, staff will evaluate the condition of the site and may require corrections (a punch list).
5. The permittee makes the requested corrections and requests another inspection.
6. When all requested corrections are performed in conformance with City Code, staff will request digital as-built drawings and mapping data.
 - A. Steps 5 and 6 may require repeating.

INSPECTION IS REQUIRED PRIOR TO BACKFILLING ANY UNDERGROUND UTILITY, POURING CONCRETE, OR ANY SIMILAR SITUATIONS. Note: This permit is revocable by the City Engineer at any time after issuance.

I hereby certify that I am aware of the ordinances regulating the work for which this permit is issued, and that all work done will be in conformance with these ordinances, the City's Development Standards, and as noted on this permit.

CLOSEOUT PROCESS

1. After 90-calendar days from the last work performed under the permit, staff will inspect the site to ensure the restoration work was adequate.
2. If the site restoration measures fail within the 90-day period, a new permit will be required to remediate the discrepancies.
3. When the digital as-built drawings and mapping data are received, and upon a successful 90-day inspection, the permit will be closed and archived.

SUBMITTAL REQUIREMENTS CHECKLIST FOR SMALL WIRELESS FACILITIES:

All submittals for City of Centralia Small Wireless Communication Facilities must be made digitally per the following requirements:

- Submit digital copies of all submittal documents to PublicWorksPermits@cityofcentralia.com.
- **Do not** send paper documents.

Completed permit application (fill in all blanks - the permit is PDF fillable)

Written project narrative (project details and description for each location)

Design drawings (provide all):

GIS Site Map showing location of work - 8" x 11" sheet size (minimum) to scale

ROW work Plan Sheet - 8" x 11" sheet size (minimum) showing:

- All work to be completed in ROW
- Limits of disturbance
- Proposed power supply location
- Dimensions to power supply and existing utilities
- Restoration Requirements

Design details to include

- Pole Detail
- Foundation Detail
- Conduit Detail
- Pole calculations for existing street light pole if using existing pole

Agreements

Signed Franchise Agreement

Street Light Attachment Lease

Attestations (Initial All):

_____ This facility will be maintained throughout the service life.

_____ This facility shall be activated, and shall provide wireless services, within one year of issuance of the permit requested by this application.

Traffic Control Plan (select all that apply)

Sidewalk

Lane

Parking Space

Not Applicable

Electrical permit

Attached

Supplemental Documents (provide all):

Certificate of Insurance (COI)

- Required Limits of Insurance: Occurrence: \$1 million, General Aggregate: \$2 million.
- The City of Centralia must be named as an Additional Insured on the Certificate.
- The Additional Insured Endorsement for the policy must be submitted with the COI.

DESCRIPTION OF PROPOSED FACILITIES:

In the space below, list the proposed location for each site.

Indicate whether this is to be installed on an existing street light pole, a replacement street light pole, or a new freestanding pole (**New Freestanding Poles are ONLY allowed if No existing Street Light Poles within 400 feet of location**) including assigned address, unique company pole code, and length of any associated fiber optic or power conduit to each pole that is to be included with this application. Please add additional pages if necessary.

INCLUDE A COPY OF THIS PAGE FOR EACH FACILITY INCLUDED IN THIS APPLICATION.

INDIVIDUAL WIRELESS FACILITY INFORMATION:

(Unique identifiers required for each facility):

WIRELESS FACILITY IDENTIFIER:

Select Work Location:	In the ROW	On Private Property
Located in Historic Downtown District:	Yes	No
Zoning Overlays:	_____	
Facility located on:	Existing Street Light Pole Replacement Street Light Pole Stand Alone Pole (Only if no existing street light pole within 400 feet of location) Site Distance Clear Zone Verified with Engineering – (No new pole is allowed within site distance clear zone of an intersection)	
Collocation:	Yes	No
Adjacent Poles:	Yes, less than 400' <small>(New pole not allowed)</small>	Yes, greater than 400' No
Encroachments:	Private Property	None
Proposed Accessory Cables / Equipment Located:	Underground Concealed/ Pole Integrated	
Electrical Work Required:	Yes, Electrical Permit required (include application)	No
Excavation Required:	Yes, Right of Way Permit (include application)	No
Traffic Control Proposed:	Signs and Cones (Traffic Control Plan) Lane Closure/Detour (Traffic Control Plan)	
Detour or Closure Required:	Yes (Notify Street Closure List 48 Hours Prior to Closure)	No

FACILITY ADDRESS / LOCATION / IDENTIFIER(S):

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WIRELESS FACILITY COMMENTS:

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INCLUDE A COPY OF THIS PAGE FOR EACH FACILITY INCLUDED IN THIS APPLICATION.

EXPLANATION OF FACILITY TYPE/LOCATION & ACKNOWLEDGEMENTS:

For each pole, please explain the following (please add additional pages if necessary):

- 1) Explanation of why the public ROW is needed for this private improvement.
- 2) Type of pole facility located on: if a stand alone pole is requested document that alternative options were considered such as location on private property, "co-location" onto existing street light poles, or removal/replacement of existing street light pole with a new "hybrid" pole that can service more than one use (streetlight plus small cell antenna, for example). If one of those options is possible within 400 feet of the proposed location, a new stand alone pole will **NOT** be approved.
- 3) Documentation of written notice of the proposed pole, with an opportunity to comment, provided for each adjacent property owner(s) will be required prior to final permit approval.
- 4) Statement of how each pole will be adequately identified and maintained in perpetuity, including graffiti/sticker removal, paint repair, vandalism repair, replacement if downed/damaged, etc.
- 5) Acknowledgement that additional device(s) are not allowed to be mounted to any new poles (sensors, third party antennas/equipment/cameras, etc.) without submitting for an amendment to this Permit.

INCLUDE A COPY OF THIS PAGE FOR EACH FACILITY INCLUDED IN THIS APPLICATION