



PUBLIC WORKS/ENGINEERING
801 Main Street – 2nd Floor
Beaumont, Texas 77701
(409) 880-3725

SMALL CELL: APPLICATION CHECKLIST

PLAN ITEMS

- ___ **Digital Submittal.** Flash drive/CD of digitals.
- ___ **Hardy Copy Submittal.** Six (6) 11” x 17” hardcopy plans of each location signed and sealed. Verify number of locations. Verify latitude/longitude is shown on each plan set. Verify type of installation: 3rd Party Pole New Pole Node City-Owned Pole

APPLICATION ITEMS

- ___ **Correct Application Form and Signature.** Verify it is correct application and it has been signed.
- ___ **Check Application Number.** Verify there is an Auto # as these need to be unique to each application.
- ___ **Type of Installation.** Verify this is completed and matches the locations.
- ___ **Contractor Information.** Verify contractor section is legible and completely filled out.
- ___ **Agency Information.** Verify agency section is legible and completely filled out.
- ___ **Location Information.** Verify each location is listed with:
 - ___ Address **(MUST BE ASSIGNED PRIOR TO SUBMITTING APPLICATION)**
 - ___ GPS State Plane Coordinates
 - ___ Vicinity Map
 - ___ Street Views (both as it currently is and as proposed) No Google Earth street view accepted
 - ___ Zoning District is listed
- ___ **Method of Installation.** Verify it is completed.
- ___ **Are any additional approvals selected?** If any locations are a collocation and not a new pole:
 - ___ 3rd Party Pole – Verify 3rd party approval provided.
 - ___ City-Owned Pole – Verify Pole Attachment Agreement is signed and provided.
- ___ **Is TxDOT Approval selected?** Verify TxDOT approval provided.
- ___ **Is TCP (Traffic Control Plan) selected?** Verify they’ve been provided and are site specific.

PAYMENT ITEMS

- ___ **Fee Calculation.** Check fee chart is correctly completed and verify total amount due.
- ___ **Payment.** Only by check made out to “City of Beaumont”. Verify check is signed and filled out.
- ___ **Receipt.** Write out receipt from the “small cell” receipt book making sure to include the assigned application number(s).

CONTRACTOR

ENGINEERING STAFF

Signature Date

Signature Date