

Engineering -- Small Cell Review Checklist

Item	Completed	Plans or Project Manual Page No.	Task Completion Verified By Consultant (insert name below):	Date Verified	Task Completion Verified By PW/Engineering (insert name below):	Date Verified
Engineering, Architectural Design, and Ordinance Layout Checklist						
1. APPLICATION COMPLETENESS (NOTIFY CUSTOMER IF APPLICATION IS INCOMPLETE)						
		Type	Page No.			
Fees paid?	<input type="checkbox"/>					
Registration and Certificate of Insurance provided? If yes, enter into AEC Trak.	<input type="checkbox"/>					
Small Cell/Poles/Transport Facilities checked at top of application?	<input type="checkbox"/>					
Contact Information for both Small Cell Agency and Contractor completely filled out?	<input type="checkbox"/>					
Addresses assigned for each proposed Small Cell location?	<input type="checkbox"/>					
Zoning District Identified? Review by Planning: 150 ft of historic, design, landmarks, residential, etc	<input type="checkbox"/>					
Method of installation checked?	<input type="checkbox"/>					
Electric service checked?	<input type="checkbox"/>					
Electronic format provided along with six hard copies (11"x17")	<input type="checkbox"/>					
If applicable: Additional approvals attached? Ex: Entergy, JCDD6, TxDOT, etc...	<input type="checkbox"/>					
Traffic Control Plans (TCP) attached?	<input type="checkbox"/>					
Applicant signed the application?	<input type="checkbox"/>					
Application: On grade equipment listed with sizing information?	<input type="checkbox"/>					
Application: Above-grade equipment listed with sizing information?	<input type="checkbox"/>					
2. ROW ORDINANCE – SMALL CELL ROW PERMITS						
		Type	Page No.			
Collocation on a City Service Pole: Is copy of signed agreement attached?	<input type="checkbox"/>					
Does one application contain more than 30 networks nodes? If yes, applicant must reduce to 30.	<input type="checkbox"/>					
3. ROW ORDINANCE – FACILITY SIZE AND LOCATIONS						
		Type	Page No.			
Ground equipment: within 2 ft from outer edge of ROW – Exhibit 1	<input type="checkbox"/>					
Ground equipment: minimum 3 ft from back of curb – Exhibit 1	<input type="checkbox"/>					
Ground equipment: No ground equipment may be installed in a ROW that is within a park, within 150 ft of boundary line of a park, or within 150 ft of public art.	<input type="checkbox"/>					
Ground equipment: No additional ground equipment allowed within 300 ft of existing ground equipment that is 28 cubic feet.	<input type="checkbox"/>					
Ground equipment aesthetics: neutral color, material compatible with surrounding structures and determined by Planning Director or designee.	<input type="checkbox"/>					
Concealment and enclosures: Facilities shall be concealed or enclosed as much as possible in boxes, cabinets, or other units with ventilated openings.	<input type="checkbox"/>					
External cables and wires: Cables and wires hanging from poles shall be sheathed or enclosed in conduit; guy wires, anchors, pedestals, boxes shall not encroach sidewalks and provide clear vertical clearance of 7 ft 6 in. above sidewalks.	<input type="checkbox"/>					
Sight visibility requirements: No above ground facilities shall be located closer than 3 ft from the back of curb or edge of alley or within sight visibility area.	<input type="checkbox"/>					
New or modified poles may not exceed the lessor of: 10 ft above tallest pole within 500 ft linear to new pole or 55 ft above grade.	<input type="checkbox"/>					
New poles minimum 150 ft from other existing utility or node support poles?	<input type="checkbox"/>					
New poles minimum 10 ft from driveways?	<input type="checkbox"/>					
New poles minimum 15 ft from pedestrian ramps?	<input type="checkbox"/>					
New poles minimum 12 ft from existing trees?	<input type="checkbox"/>					
New poles minimum 20 ft from traffic signal poles?	<input type="checkbox"/>					
New poles minimum 18 inches from paved sidewalks?	<input type="checkbox"/>					
New poles in residential zoning districts located at shared property line between 2 residential parcels that intersects the right-of-way?	<input type="checkbox"/>					
New poles in residential zoning districts – review SB1004, Sec. 284.104: Not allowed within ROW with streets or thoroughfares not more than 50 ft wide AND adjacent to single family residential lots.	<input type="checkbox"/>					
Attached to City owned Service Poles: No electric meters allowed on City poles or screening walls.	<input type="checkbox"/>					
Attached to City owned Service Poles: Industry standards load analysis attached?	<input type="checkbox"/>					
Attached to City owned Service Poles: Minimum 8 ft above grade?	<input type="checkbox"/>					
Attached to City owned Service Poles: Minimum 16 ft above street grade?	<input type="checkbox"/>					
Attached to City owned Service Poles: On traffic signals, no attachment to signal arm.	<input type="checkbox"/>					
Attached to City owned Service Poles: On traffic signals, wires required to be encased in conduit separate from signal electronics.	<input type="checkbox"/>					
Attached to City owned Service Poles: On traffic signals, electric power required to be separate from traffic signal.	<input type="checkbox"/>					

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Attached to City owned Service Poles: On traffic signals, access points required to be separate from signal structure.	<input type="checkbox"/>					
Attached to City owned street sign poles: Wires required to be encased in conduit separate from signage electronics.	<input type="checkbox"/>					
Attached to City owned street sign poles: electric power required to be separate from signage structure.	<input type="checkbox"/>					
Attached to City owned street sign poles: Access points required to be separate from signage structure.	<input type="checkbox"/>					
Protrusion of equipment: Pole-mounted or structure-mounted facilities shall not protrude from the outer circumference of the existing structure or pole by more than 2 ft.	<input type="checkbox"/>					
Size of pole mounted equipment: Pole mounted equipment size limited to no taller than 5 ft. Exempt equipment from total volume calculation include: electric meters, concealment elements, telecomm demarcation boxes, power transfer switches, cut-off switches and vertical cable runs for power & other services.	<input type="checkbox"/>					
Antenna size: Antenna is placed inside enclosures and enclosures may not be more than 6 cubic ft in volume.	<input type="checkbox"/>					
Antenna size: May not exceed a height of 3 ft above existing structures or poles.	<input type="checkbox"/>					
Antenna size: May not protrude from the outer circumference of the existing structure or pole by more than 2 ft.	<input type="checkbox"/>					
Exposed antenna and antenna elements: Must fit within an imaginary enclosure not more than 6 cubic ft in volume.	<input type="checkbox"/>					
Exposed antenna and antenna elements: May not exceed a height of 3 ft above existing structures or poles.	<input type="checkbox"/>					
Exposed antenna and antenna elements: May not protrude from the outer circumferences of the existing structure or pole by more than 2 ft.	<input type="checkbox"/>					
Exposed antenna and antenna elements: Must be mounted flush with the pole near the top.	<input type="checkbox"/>					
Exposed antenna and antenna elements: Cumulative size of other equipment associated with the equipment attached may not be more than 28 cubic ft in volume.	<input type="checkbox"/>					
Maximum number of equipment per pole: There shall be no more than one network node on any one pole.	<input type="checkbox"/>					
Existing telephone or electrical lines between existing utility poles: Micro network nodes only be latched on existing telephone or electrical lines between existing utility poles and not placed on the poles, node support poles or service poles.	<input type="checkbox"/>					
Overhead prohibitions: Facilities may not be installed overhead in a public ROW if the ROW is in a park or is adjacent to a street or thoroughfare that is both Class E+ or smaller and in a residential zone.	<input type="checkbox"/>					
Transport facilities: All transport facilities must be underground in the ROW within parks or is adjacent to a street or thoroughfare that is both Class E+ or smaller and in a residential zone. Underground facilities required along Type D or smaller thoroughfare.	<input type="checkbox"/>					
4. ROW ORDINANCE – REGISTRATION REQUIRED						
Registration shall be a prerequisite to issue a permit. Each agency, network provider, and public infrastructure contractor shall update and keep current its registration with the city at all times.	<input type="checkbox"/>					
5. ROW ORDINANCE – PLANS OF RECORDS						
Plans of Record: Any agency or network provider with facilities in the ROW shall submit plans of records as follows: 1) A city street map marked in such a manner as to evidence which Type F and above thoroughfares along which the agency or network provider has placed facilities (not including boxes and other appurtenances) shall serve as the plans of record for the agency or network provider. The address and GPS coordinates must be included for any pole or equipment collocated on a pole. The city street map will be made available in digital format upon request to the city engineer. 2) On or before January 31 of each calendar year following the initial submittal of its plans of record, an agency or network provider shall provide to the city engineer plans of record that show all installations of new facilities, and all changes, additions, abandonments, and relocations relating to existing facilities completed in the previous calendar year, including the address and GPS coordinates for such facilities.	<input type="checkbox"/>					
6. ROW ORDINANCE – GENERAL ROW USE AND CONSTRUCTION						
Minimal interference: Agency's, network provider's, or public infrastructure contractor's facilities shall be constructed or maintained in such a manner as not to interfere with sewers, water pipes, or any other property of the city, or with any other pipes, wires, conduits, pedestals, structures, or other facilities that may have been laid in the rights-of-way by, or under, the city's authority.	<input type="checkbox"/>					
Erosion control: The agency, network provider, or public infrastructure contractor shall be responsible for storm water management erosion control that complies with city, state and federal guidelines. All installations shall comply with City of Beaumont Erosion and Sediment Control Manual, as amended, and in accordance with Exhibit 5 (see ROW ordinance for Exhibit).	<input type="checkbox"/>					

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7. ROW ORDINANCE – NO DIRECTIONAL BORING ZONES							
No person, agency, network provider, or public infrastructure contractor will be allowed to directionally bore longitudinally with water and sewer mains that are twelve (12) inches or larger. The installation of facilities in the public rights-of-way will be installed by open excavation to assure the protection of the city’s water and sewer system. When boring is acceptable, pothole process is required for twelve (12) inches or larger water and sewer mains or any main that is deemed critical by the city. Bore time is restricted to following schedule 7 a.m. to 4 p.m. Monday through Thursday, 7 a.m. to Noon on Friday and no bore on Saturday and Sunday. Missiles are not considered directional boring and are not allowed unless otherwise approved by the City.	<input type="checkbox"/>	Type	Page No.				
8. ROW ORDINANCE – REGISTRATION REQUIRED							
Registration shall be a prerequisite to issuance of a permit. Each agency, network provider, and public infrastructure contractor shall update and keep current its registration with the city at all times.	<input type="checkbox"/>	Type	Page No.				
9. ROW ORDINANCE – NOISE, DUST, DEBRIS, HOURS OF WORK							
No work shall be done between the hours of 10:00 p.m. and 7:00 a.m., except with the written permission of the city engineer, or in case on an emergency.	<input type="checkbox"/>	Type	Page No.				
Notification: Each agency, network provider, and public infrastructure contractor shall notify the public works department 48 hours before undertaking any work in the ROW.	<input type="checkbox"/>	Type	Page No.				
10. ROW ORDINANCE – TRAFFIC CONTROL							
No person, agency, network provider, or public infrastructure contractor may close a public street without first obtaining a permit from the city engineer.	<input type="checkbox"/>	Type	Page No.				
11. ROW ORDINANCE – STREET CUTS AND REPAIRS							
Permanent repairs of utility cuts in existing streets, alleys or easements will be completed by the agency, network provider, or public infrastructure contractor within fourteen (14) calendars days of beginning the work.	<input type="checkbox"/>	Type	Page No.				
Notification of homeowners and HOAs: When an agency, network provider, or public infrastructure contractor is installing more than five hundred (500) linear feet of underground facilities, the agency, network provider, or public infrastructure contractor shall notify in writing all homeowner associations, from information maintained by the city, and individual homeowners along the route.	<input type="checkbox"/>	Type	Page No.				

I have read this acknowledgement and do hereby demonstrate my understanding and agreement to abide by these guidelines by affixing my signature and the date below.

 Signature Date