

## Proposal Submittal Checklist - Small Cell Attachment

Proposal will be considered complete and accepted for an Engineering Review when all of the applicable information is received. Accepting for completeness is NOT an approval to attach.

Completed Permit Application Form

Plan Set - Must include all of the following

Site Map - Must include the following

- \* North arrow
- \* Labeled cross streets
- \* Pole numbers (if present, otherwise NT# and SPANS ID number)
- \* Critical crossings labeled (i.e. Railroads, Waterways, Highways)
- \* Rights-of-Way clearly shown and identified

Proposed Work Drawing

- \* Show pole in two views to include existing and proposed pole with all existing and proposed attachments identified. Views should be labeled direction viewing pole (i.e. Looking North)
- \* Top view of pole showing all equipment and risers
- \* Show heights and critical clearances (i.e. clearance from drip loops to communication facility or distance from primary to top of riser/antenna mount for pole top antennas. These should be the actual calculated clearance and not the 40 inch minimum)
- \* We may require a measured midspan for power and communication and sag analysis to show power and ground clearance

Material List

- \* Details for the equipment that will be installed on the pole

Schedule 1 Form

- \* Filled out with details for the site

Three Photos from 3 different angles

- \* High resolution digital photos (do not convert to pdf)

Pole Loading Calculations

- \* Pole loading results

Make Ready Form if applicable

- \* Must identify all companies
- \* Must include all Make Ready that is required
- \* Must show the party responsible for payment

Applicable Proof of Entry (See Note 1)

- \* Railroad crossing permit
- \* Water crossing permit
- \* Right-of-Way permit
- \* Private property access rights

Pre-payment confirmation - please note in SPANS and submit either of the following

- \* Copy of confirmation page if paid online
- \* A note indicating that a check was mailed

Note 1 Review for Applicable Proof of Entry documents will be based on the sketch provided. The proposal will be rejected if it is found during the engineering review that additional proof of entry is required.