

Proposal submittal checklist —Small cell attachment

Proposal will be considered complete and accepted for an engineering review when all applicable information is received. This is NOT an approval to proceed with attachments.

- Completed Permit Application** (Form B)
- Plan set — Must include all of the following:**
 - Site map — Must include the following:**
 - North arrow.
 - Cross streets labeled.
 - Pole numbers (WPS pole number tag. If no tag, list “NT” and SPANS ID number).
 - Critical crossings labeled (e.g., railroads, waterways, highways, transmission lines).
 - Right-of-way clearly shown and identified.
 - Proposed work drawing**
 - Show pole in two views including existing and proposed pole with all existing and proposed attachments. Views should be labeled direction viewing (e.g., looking north).
 - Top view of pole showing all equipment and risers.
 - Show heights and critical clearances (e.g., 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 midspan for power and communication, and sag analysis to show power and ground clearance.
 - Material list**
 - Details for equipment that will be installed on the pole.
 - 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.
 - Payment confirmation**
 - Note in SPANS and submit a copy of the mailed check.

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.