

# Small Cell Permit Process

1. Meet with Engineering Department 30 days prior to application submission
2. Application submitted via US Mail or in person at the Engineering counter
3. Applications submitted by wireless providers shall include:
  - A. Applicant contact information.
  - B. Consultant contact information, if any consultants are acting on behalf of the applicant.
  - C. A general description of the proposed work, and the purpose and intent of the proposed facility.
  - D. Detailed construction drawings.
  - E. For collocations: A structural report by a duly licensed engineer evidencing that the pole or support structure will support the collocation.
  - F. Visual depictions if not included in the construction drawings.
  - G. Information indicating the horizontal and approximate vertical location, relative to the right of way.
  - H. If for collocation on a third-party pole, a certification that the applicant has permission from the third-party.
  - I. If the applicant is not a wireless service provider, a certification that a wireless service provider has requested the installation.
  - J. Material changes to information included in an application must be submitted in writing within 30 days after events necessitating the change.
  - K. All applicable fees.
4. Within 20 days of receiving an application, the County must:
  - A. Make a site visit
  - B. Notify the applicant of any anticipated applicable ROW changes.
  - C. Notify the applicant of any likely grounds for denial of the application.
  - D. Inform the applicant in writing if the application is incomplete and identify all missing information.
    - The applicant has 20 days to submit any missing information
    - If the application is still incomplete, or if changes have been made in the resubmission, the County shall notify the applicant within 10 days.
      - Absent agreement to the contrary, such notice constitutes a denial of the application.

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5. The County must make final decisions to approve or deny applications within the following timeframes:
  - A. Collocation Applications: 30 days of determining an application is complete.
  - B. Pole Applications: 70 days of determining the application is complete

### Fees Paid:

- \$100 per collocation of each small wireless facility
- \$250 per replacement pole with an associated small wireless facility
- \$1,000 per new pole with an associated small wireless facility