

Small Cell Site Application



Licensee's Name: _____
Master License Number: _____
Contact Person: _____
Phone Number: _____
Mailing Address: _____

Date: _____

Proposed Site Address: _____

Contractor Name: _____
Contractor Address: _____
Contractor Phone Number: _____
24 hour Emergency Phone Number: _____

Description of Work being done:

Reason Work being done:

Antenna will be mounted on an existing/replacement/new pole: _____
Structure will be wood/metal/fiberglass/other _____
Length and class of existing wood structure _____
Length and class of replacement wood structure _____
Number of Antennas: _____ Antenna(s) size in cubic feet: _____
Total cubic feet of all proposed equipment (excluding antenna(s)): _____
 Cubic feet of pole mounted component(s): _____
 Cubic feet of ground mounted component(s): _____
Square footage footprint of proposed ground mounted component(s): _____
Material and color of antenna and cabinet(s): _____

Finished height of structure above final grade: _____

Total length in feet of linear element for electrical service: _____

Electrical conduit schedule and size: _____

Total length in feet of underground cable, fiber and/or wire: _____

Telecommunications conduit schedule and size: _____

Total length in feet of trenching: _____

Pole Owner Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

Site Tenant Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

Site's Data Service Provider Name: _____

Provider Address: _____

Phone Number: _____

Contact Person: _____

Required documents (see "Small Cell Site Application Requirements" for detail requirements):

- **Vicinity Map showing existing utilities and standard separations from them.**
- **Scaled Site Plan and Profile**
- **Simulated Photo and/or photo of existing facility that is similar**
- **Detailed structure and equipment elevation drawing**
- **Structural Certification from a qualified State of Oregon license/registered professional engineer or pole owner**
- **Equipment specification sheets**
- **Radio Frequency (RF) contour map**
- **Construction Traffic Control Plan**
- **Antenna Signage example**
- **Permission and conditions of the pole owner**
- **Certification showing the wireless facility operates within radio frequency exposure guidelines established by the FCC**
- **Proof of Site Proposal notification to property owners within a 300' radius of site**

If necessary, please provide a reasoned explanation for any variance to the City Design Standards. Applications that do not conform to the Design Standard may not be approved.

Each site application with supporting documents must be combined into a single [PDF] file [if submitting electronically]. Multiple site applications may be submitted at one time, but cannot be combined in a manner that each site application cannot stand alone.

Proposed Construction Date: _____ Completion Date: _____

Licensee's network operations phone number: _____

Please complete each field. If it is not applicable, please enter N/A. Incomplete submittals will be returned, causing a delay in processing. Application resubmissions that are not returned within 60 days will be deemed withdrawn.

I hereby certify on behalf of the licensee, that to the best of my knowledge, this information is true and correct as of the date hereof.

The undersigned affirms that he/she is an authorized representative of the licensee with authority to execute this Site Application.

Application Fee of \$2,000.00 Enclosed.

Signed by: _____ Title: _____

Printed: _____ Date: _____

If you do not understand the components of this form, please call the City Franchise Utility Specialist at 541-766-6438.

Please return this form, requested documentation and application fee to:

City of Corvallis
Franchise Utility Specialist
PO Box 1083
Corvallis, OR 97339

or email to: publicworks@corvallisoregon.gov

ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center. The telephone number for the Oregon Utility Notification Center is 1-800-332-2344.