



APPLICATION FOR SMALL CELL ENCROACHMENT ON PUBLIC PROPERTY IN A PUBLIC HIGHWAY/CITY RIGHT-OF-WAY

PRE-APPLICATION REQUIREMENTS: Any applicable pre-application requirement listed below must be submitted with this application.

- The applicant must obtain the necessary permits and approvals from the entity which owns or has jurisdiction over, public or private easements, railroad right-of-way, irrigation ditch, unincorporated land, and/or State of Colorado right-of-way. Submission of the executed permits and approvals are a pre-application requirement.
- If the small cell communications facility project will require work within the roadway a City Traffic Control Permit shall be required and must be applied for through the Traffic Department prior to construction. More information can be found by visiting, www.fcgov.com/traffic/watc.php
- If a small cell communications facility project anticipates the use of a public street in connection with the maintenance, erection, construction, or for any reason not listed, a City Parking Obstruction Permit will be required and must be applied for through the Parking Services Department. More information can be found by visiting, www.fcgov.com/parking/obstructionpermits.php
- Applicant seeking collocation¹ must contact City Electric Utility (L&P) Department and/or City Traffic Department **PRIOR** to application submission to coordinate structural assessment and determine if structural strengths of subject City structures are sufficient for the proposed attachment(s).

GENERAL APPLICATION NOTES:

- Applications are to be submitted on Mondays at 12:00PM, MST to smallcell@fcgov.com for initial routing & review, applications submitted to other emails will not be considered. Notice of complete or incomplete applications will be sent through email by end of business on Wednesday of the following week.
- 60 working days for approval of communications facility (CF) attachment(s) on existing pole(s), 90 working days for approval of new CF pole location(s).
- Unless applications for collocation (i.e. attaching a CF to any existing support structure such as a utility pole or a building) are filed separately from applications for New CF Pole location(s), the 90-working day approval process applies.
- Application must include all submittal requirements as outlined in Chapter 23, Article VII of the Fort Collins Municipal Code, which are incorporated by this reference, and have each element clearly identified, pursuant to checklist on page 5.
- All work in a Public Highway/City ROW must be performed by licensed, bonded, and insured contractors through the Engineering Department. Any work performed by unlicensed contractors or without a valid Permit will be removed at the expense of the Permittee/Applicant/Owner, and may incur penalties under the Fort Collins Municipal Code.

APPLICATION SUBMITTAL & YEARLY FEES:

- New pole construction or existing pole replacement: \$1,000.00 per pole.
- Existing pole construction: \$500.00 up to five (5) CF attachments, \$100.00 for each additional attachment after five (5).
- Encroachment Permit Amendment Fee: \$100 per attachment change.
- Encroachment Permit Yearly Renewal Fee: \$270 per attachment or new pole installation, unless MLA specifies otherwise.

¹ Collocation means mounting or installing an antenna facility on a pre-existing structure, and/or modifying a structure for the purpose of mounting or installing an antenna facility on that structure.



Engineering Department
281 North College Avenue - PO Box 580
Fort Collins, CO 80522-0580
(970) 221-6605

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APPLICANT:

Name: _____

Company: _____

Phone: _____ Email: _____

Address: _____

City/State/Zip: _____

OWNER OF ENCROACHMENT(S) (ATTACHMENT OR INSTALLATION):

Company/Name: _____

Owner Contact: _____

Phone: _____ Email: _____

Address: _____

City/State/Zip: _____

*If contact for the encroachment ownership changes, please contact the Engineering Department immediately.

** If ownership of the encroachment changes, the permit will be void and a new application will need to be applied for through the Engineering Department, unless stated otherwise in MLA.

ANNUAL FEE BILLING INFORMATION:

Company/Name: _____

Billing Contact: _____

Phone: _____ Email: _____

Billing Address: _____

City/State/Zip: _____

*If contact for the payment changes, please contact the Engineering Department immediately.



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DESCRIPTION OF PROPOSED ENCROACHMENT(S): (SUBMIT SEPARATE SHEET FOR EACH ENCROACHMENT)

Project Name/ID # (e.g., CRAN_RUTH_FTCOL_001): _____

Fort Collins Pole ID (Can be found [Here: Small Cell Map](#), e.g., ES1000): _____

Structure Address (Can be found [Here: Small Cell Map](#), or if site is not addressed, please use the nearest physical address):

CF Placement Option(s): (Sorted from Most preferable to Least preferable)

- Attach to or Replace Existing: City Light & Power Pole or 3rd Party Utility Pole (60 Day Review);
- New Pole Installation (90 Day Review);
- Attach to Existing City Traffic Pole (60 Day Review)

Structural Engineer Documents Attached: Yes No*

*If no, package is incomplete and will need to be resubmitted

Will the Wireless Installation Require Excavation and/or Boring in Public Highway/City Right-Of-Way?

Yes (Complete section below) No (See next page)

Public Highway/ROW Excavation Details:

Open Cut: Width (FT): _____ Length (FT): _____ Total SF: _____ Depth (FT): _____

Boring: Conduits (Number & Size): _____ Length (FT): _____ Depth (FT): _____

Existing Surface Type(s) Removed:

Asphalt (Total SF): _____

Concrete (Total SF): _____

Gravel (Total SF): _____

Soil (Total SF): _____

Grass (Total SF): _____

Pieces of Equipment (Vaults, Pedestals, Equipment, etc.): _____



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ENCROACHMENT ACKNOWLEDGEMENT(S) & EXPLANATION(S):

Provide separate response sheet for each location requested, provide the following (add additional pages if necessary):

1. Project Name/ID # (e.g., SC_281NCollege / ES1986)
2. Why the public highway is needed for this private improvement?
3. How did you select the location for the proposed CF? Please describe how you address the following issues as part of this application: preference for facilities on higher street classifications, proximity to residential structures and districts, equipment selection, impact mitigation (aesthetics, lighting, noise, overhead hazards, sidewalk encroachment, driving surface encroachment, tree and landscaping protection, etc.), and potential alternative locations including locating on private property, co-locating on existing poles, or building a co-located pole. If you are seeking to install a proprietary pole, you need this justification as well as why existing City structures in the subject area are not adequate.
4. How adjacent property owner(s) will be provided notice of the proposed pole and an opportunity to comment.
5. A plan describing how each pole will be adequately identified and maintained, including graffiti/sticker removal, paint repair, vandalism repair, replacement if downed/damaged, contact information etc.
6. Written acknowledgement that additional device(s) are not allowed to be mounted to any poles (sensors, third party antennas/equipment/cameras, etc.) without submitting for an amendment or new Encroachment Permit.



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CF ENCROACHMENT SUBMITTAL CHECKLIST (CHECK NEXT TO EACH REQUIRED ITEM):

Application must include all submittal requirements as outlined in Chapter 23, Article VII of the Fort Collins Municipal Code, § 23-177, and demonstrate compliance with Divisions 3.8.13 and 3.9.9 of the Fort Collins Municipal Code, the requirements of all are incorporated by this reference. Missing information will deem the application incomplete and resubmission will be required:

Included:	Requirements:
1. <input type="checkbox"/>	Completed Application form.
2. <input type="checkbox"/>	Executed master license agreement (MLA) or letter of authorization.
3. <input type="checkbox"/>	Statement made under penalty of perjury by the applicant and/or the CF owner, representing that all CFs that are the subject of the application shall comply with federal standards for radio frequency emissions.
4. <input type="checkbox"/>	Signal interference certification signed under penalty of perjury by the applicant or CF owner, representing that all CFs covered by the application shall be designed, sited and operated in accordance with applicable federal signal interference requirements, and as otherwise described in § 23-175(c) of the Fort Collins Municipal Code.
5. <input type="checkbox"/>	Submittal fees, reference page 1 of application.
6. <input type="checkbox"/>	Scaled site plan, photo simulation, scaled elevation view and supporting drawings, calculations, showing the location and dimension of all improvements, including information concerning topography, tower height, setbacks, drives, parking, street trees, adjacent uses, drainage.
7. <input type="checkbox"/>	Narrative for each new installation proposed in a residential zone district or within one hundred fifty (150) feet of an existing residential lot.
8. <input type="checkbox"/>	Proof of bonding and insurance satisfying the requirements of § 23-19 of the Fort Collins Municipal Code for any CF installation that entails excavation of a public highway.
9. <input type="checkbox"/>	Other information reasonably deemed by the Engineer to be necessary to assess compliance with this Article. Documents requiring signatures and seals by appropriate qualified professionals shall be provided by applicant prior to issuance of a permit.
10. <input type="checkbox"/>	Structural Assessment. Prior to issuance of a CF permit for any CF proposing a new pole or attachment to a non-city-owned structure, the applicant shall submit a stamped and signed structural assessment for each new proposed CF host support structure conducted by a professional engineer, licensed in the State of Colorado. a. When the structural assessment indicates a need for a stronger structure to address issues such as wind load factor, applicant shall provide a substantially similar replacement structure at applicant's cost satisfactory to the Engineer in consultation with Fort Collins Utilities, as applicable. b. All costs for conducting a site assessment, and associated engineering and installation of any new structure in the ROW to support a CF shall be performed by the utility at the applicant's sole cost; a deposit toward such costs shall be paid by the applicant prior to issuance of a permit, and all such costs shall be paid in full prior to applicant begin to operate the CF.
11. <input type="checkbox"/>	New structures. All applications for new vertical structures associated with a CF in a public highway shall demonstrate that other alternative siting options, including collocations, are not reasonably feasible. Notwithstanding anything in this application to the contrary, all structures located in a public highway shall satisfy the location and design criteria set forth in §§ 23-174 and § 23-176 of the Fort Collins Municipal Code.
12. <input type="checkbox"/>	Verified that the project site is not adjacent to a historic site/structure nor attached to a residential structure with less than 4 units.
13. <input type="checkbox"/>	In-ground Utility Assessment. Utility locates (Colorado 811) must occur prior to application submittal to reduce conflicts in the field. Pole location must meet utility clearances as defined by the utility owners (City Utility Specifications can be found at https://www.fcgov.com/utilities/business/builders-and-developers/development-forms-guidelines-regulations) Photo verification of locates and engineered utility plans showing proposed location in adjacent to utilities included.
14. <input type="checkbox"/>	Survey Assessment. Licensed Surveyor has certified/verified that proposed location(s) are in public right-of-way and not encumbered by any other restricted/private easements. Certification/verification included.



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ENCROACHMENT INSURANCE SUBMISSION & INDEMNITY AGREEMENT:

The submission of this encroachment permit application is deemed assent by the permittee, applicant, and/or owner to the following:

1. The Permittee/Applicant/Owner hereby covenants that it will indemnify and hold the Lessor harmless from all claims, demands, judgments, costs and expenses, including attorney's fees arising out of any accident or occurrence causing injury to any person or property whosoever or whatsoever due directly or indirectly to the issuance of the permit and the placement and use of the permitted location by the Permittee and its agents and employees, unless such accident or occurrence results from any tortuous misconduct or negligent act or omission on the part of the City, its agents and employees.
2. All insurance policies ensuring such obligation shall be specifically endorsed to include all liability assumed by the Permittee/Applicant/Owner hereunder. A \$1,000,000 certificate of Commercial General Liability insurance is required from an insurance company with a minimum of a "B++" rating. The City of Fort Collins must be listed as both a Certificate Holder and an Additional Interest on such policies. The insurance policy will be submitted to the City of Fort Collins Engineering Department on a yearly basis for verification.

The information presented is Understood and Agreed to:

Name (Printed)	Signature	Date
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The Applicant as authorized to submit this application and commit the owner of the encroachment to all fee, ongoing annual charges, indemnity and insurance requirements, and all other obligations of the encroachment requirements, resolution and/or permit:

Name (Printed)	Signature	Date
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CITY USE ONLY:

Application Received Date: _____ Received by Department: _____	
Application is: <input type="checkbox"/> Approved <input type="checkbox"/> Revise & Resubmit* <input type="checkbox"/> Denied*, Date: _____	
*Reason(s) (Include Submittal Checklist #(s)): _____	
Permit #: _____	Permit Issuance Date: _____
Permit Fee: _____	Annual Renewal Fee: _____
Permit Approved By: _____	Department: _____