



216 4th Street
North Stillwater MN 55082
651-430-8800
www.ci.stillwater.mn.us

SMALL WIRELESS FACILITY APPLICATION: APPLICANT INSTRUCTIONS

Purpose. The City of Stillwater has elected to manage its rights of ways, including the installation of new small wireless facilities and their support structures in accordance with City of Stillwater City Code Chapter 24. The purpose of the City's small wireless facility regulations is to provide for fair, reasonable, and non-discriminatory access to City-owned infrastructure in the public ROW while designating a streamlined small wireless facility permitting process.

Process:

Filing the Application: The City of Stillwater will accept Small Wireless Facility applications only by registered mail or in-person delivery, Monday through Friday, 8:00 am to 4:30 pm, not including City-designated holidays. They shall be submitted to:

Stillwater Engineering Department
Attn: Small Wireless Facility Permitting
216 4th Street North
Stillwater, MN 55082

Application Completeness Review: The City of Stillwater retains the right to determine application completeness within 10 days of the application submission. An incomplete application will result in a denial of the application. The City will notify the applicant, in writing, of the denial and return submitted application materials, including fees and escrows, to the applicant.

Plan Review: A complete application will be distributed for review by City of Stillwater departments and authorized consulting agents. Modifications requested to application submissions will be released in writing to the applicant.

Permit Issuance: Upon review and, if required, revision of a complete application, the City will issue the permit, with or without conditions, within the time indicated by applicable local, state, and federal laws. A copy of the permit must be kept onsite during construction. Application denials will be made in writing, stating the reason for the denial.

Permit Alterations: If changes to the approved permit plans must occur after permit issuance, the applicant is required to advise the City of Stillwater in advance of work commencing.



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SMALL WIRELESS FACILITY APPLICATION

Permit No. _____
Date Filed: _____
60/90 Day Exp.: _____
Base Fee: _____
Receipt No.: _____

APPLICANT: _____

Address: _____

Contact Person for Applicant: _____ Telephone: _____

Mobile: _____ Email: _____

Local 24-Hour Emergency Contact Number: _____

Wireless Carrier: _____

Applicant's Affiliation to Wireless Carrier: _____

Gopher State One Call Registration Number: _____

Site Locations must be described on Page 2

Description of Work: (attach additional pages if necessary)

Anticipated Construction Start Date: _____ Days of Construction: _____

Desired Date of Operation: _____

ACKNOWLEDGMENT

By signing the application, I hereby acknowledge that I have read and must adhere to all provisions of City of Stillwater City Code Chapter 24 and state laws regarding small cell site locations and any other applicable state and federal laws, in addition to the terms and conditions contained in and attached to this document. I also hereby acknowledge and affirm that to the best of my knowledge, all information contained herein is true.

Signature of Applicant

Printed Name/Title

Date

SITE LOCATIONS

Up to 15 small cell facilities are allowed in one permit application if they are within a two-mile radius.

SITE ADDRESS/STREET INTERSECTION	SITE ADDRESS/STREET INTERSECTION

Construction Project Contact Information: (attach additional pages if necessary)

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Local 24-Hour Emergency Contact Number: _____

Email: _____

DO NOT WRITE BELOW THIS AREA

SMALL WIRELESS PERMIT AUTHORIZATION Performance Requirement

In accordance with this application, a Small Wireless Permit is granted to the applicant to place, construct, and maintain said small wireless facility and/or support pole in the right of way of said City Street in the location described above and shown on the attached plans and/or as modified by condition noted, herein. A copy of this permit must be available at the work site at all times.

APPROVAL CONDITIONS _____

Approved _____
City of Stillwater Engineering Department Date

REQUIRED DOCUMENTS

The following documents are required to be submitted for the application to be determined complete. Failure to submit all required documents will be grounds for denial of the application. Please label all required documents.

- ☐ Payment of ROW Registration Fee, ROW Permit Fee(s), Small Wireless Permit Application Fees, and Small Wireless Permit Escrow fees, each as their own separate checks
 - ☐ Small Wireless Permit Application form
 - ☐ A completed ROW Permit Application for any associated excavation
 - ☐ Proof of ROW Registration with the City for both the applicant, device owner, and carrier
 - ☐ Structural Engineering Study
 - ☐ Two (2) sets of Construction Plans signed by a P.E. and 1 electronic copy for each site location. The Construction Plans must contain the following:
 - The proposed location of the facility within the right-of-way and scaled dimensions of the facility from an existing physical topographic feature (such as “back of curb,” “edge of bituminous road”)
 - All existing physical topographic features (trees, shrubs, culverts, driveways, fences, street signs) and all utilities that lie within ten feet of the proposed facility location;
 - The location of any public streets, alleys, sidewalks or trails that will be disrupted by the work;
 - The location of any public streets, alleys, sidewalks or trails that will be temporarily closed to traffic or obstructed by the work;
 - Design plan/route for backhaul, signed by P.E. registered in the State of Minnesota
 - Construction specifications and product specifications for all installations
 - Diagrams and shop drawings of proposed small wireless facility
 - Other drawings or plans deemed necessary by the engineer.
 - Misc. information required:
 - Traffic Control Plan
 - Description of methods to be used for restoration of streets, sidewalks, trails or boulevards
 - A complete and detailed inventory of all equipment and personal property of applicant placed on the wireless support structure
 - Ground equipment – Attach applicable specifications (all ground equipment must be underground)
 - A. Square feet required _____
 - B. Number of cabinets _____ Cabinet dimensions _____
 - C. Generator on site? Y / N (Check One) If yes, provide type, size and where to be located.
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- ☐ Product Data Sheets
 - ☐ Radio Frequency Study
 - ☐ Installation Schedule
 - ☐ If ROW is not managed by the City, proof of permit from MNDOT or Washington County
 - ☐ Copy of permit or lease agreement from owner if pole is owned by private company
 - ☐ Executed Collocation Agreement if pole is owned by the City

ESCROW FEES

In addition to the ROW Permit Fee, the applicant is responsible for all costs associated with the applicant's proposed system, whether or not the application results in approval. The City requires an upfront payment of an escrow fee for these management costs, which may include, but are not limited to the actual costs if incurred, for the following:

1. Engineering, surveying, issuing, processing, and verifying right-of-way or small wireless facility permit applications
2. Preparatory construction work, inspecting job sites and restoration projects
3. Maintaining, supporting, protecting, or moving user facilities during right-of-way work
4. Determining the adequacy of right-of-way restoration
5. Restoring work inadequately performed after providing notice and the opportunity to correct the work
6. Revoking right-of-way or small wireless facility permits
7. Interference study
8. Review or revision of Collocation Agreement
9. Surveying
10. Utility service by local utilities to bring or upgrade electrical or telephone service to the site for the use by the applicant.

Management costs do not include payment by a telecommunications right-of-way user for the use of the right-of-way, unreasonable fees of a third-party contractor used by the city, or the fees and cost of litigation relating to the interpretation of Minnesota Session Laws 1997, Chapter 123; Minn. Stats. §§ 237.162 or 237.163; or any ordinance enacted under those sections, or the city fees and costs related to appeals taken pursuant to Stillwater City Code Section 24-52.

A certified check in the amount of \$5,000 will be required at the time of submittal of the installation plans. These escrow funds will be utilized by the City to pay expenses related to management costs necessary for the review of the installation plans and construction.

After the completion of the installation and restoration, unused escrow funds will be returned to applicant upon applicant's submission of a writing escrow refund request.