

Commercial Civil Application - Small Cell Wireless Submittal Checklist Guide

This submittal checklist guide is to be completed as part of your application with the City. Download this checklist before completing fillable fields, then upload with your application through the Online Submittal Center. Choose Document type as "Supporting Document" when uploading.

Online Application Information for Customer:

Submit applications at [Accela Citizen Access](#)
Start a New Application > Civil Applications > Civil Applications
Project Type: **Commercial**
Commercial Sub-Type: **Small Cell Wireless**

General Project Information:

Name: Click or tap here to enter text.
Description: Choose an Item.
Associated Project No.: HTE#
Pre-Application Mtg. No.: PRJ
Pre-Application Mtg. Date: [Publish Date]
Planning Case Number(s): Click or tap here to enter text.

ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

Upload and Submit:

Checked files required to be submitted in your applications. Use the following checklist to ensure all necessary information has been provided with your application. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be rejected until all requirements are met. **Files must be in this order and use titles listed.** Use naming convention provided (*Do not include wording in parentheses or superscript numbers*).

Please Complete the Following: (All Fields Required)

Wireless Provider: _____

SWF Site Name and Number: _____

COMMERCIAL MOBILE RADIO SERVICE CARRIER:

Carrier Customer for this Location: _____

Carrier's Radio Frequency (MHz/GHz) at Site: _____

Pole Owner: _____ Pole Number: _____

Pole Location: _____ Feet _____ (N, S, E, or W) of the intersection of
_____ and _____

Cubic Feet of Ground Equipment Proposed: _____ C.F.

Civil Documents:

- 001 Submittal Checklist (*this form*)
- 002 Address Request Form
- 003 Antenna Site in ROW License Agreement (Signed by Wireless Provider)
- 004 Certificate of Insurance (COI) for Contractor Performing Work
- 005 Letter of Site Compliance with FCC OET Bulletin 65 (RF Exposure)
- 006 Addressing Site Plan depicting the location of each proposed site, including distance to adjacent rights of way
- 007 Construction Plans Including the Following:
 - Cover/Title Sheet
 - General Notes
 - Dry Utility Notes
 - Site Survey (Include docket number of the ROW dedication)
 - Site Plan
 - Enlarged Site Plan
- 008 Elevations (Minimum of two views) Including:
 - Height and Diameter of Existing Pole and Proposed Pole

- Location of Ground Equipment and Electrical Pedestal
- Antennas with Shroud Mounted on Pole
- Antenna Mounting Details
- Landscape in Immediate Surrounding Area
- 009 Construction Details for the Following:
 - Antennas
 - Shrouds
 - Mounting Brackets and Posts
 - Foundation
 - Conduit for Cables, Wires, and Electricity
 - Electrical Meter and Pedestal
- 010 Structural and Engineering Documents Including:
 - Pole Design and Load Calculations
 - Foundation Design and Load Calculations
 - Electrical and Grounding Plans, including Power Meter and Pedestal
- 011 Landscape or Screening Plan
- 012 Drainage and Other Site Issues
- Other: _____

Additional Guidance:

Visit the City of Goodyear - [Engineering Design Standards and Policies Manual](https://www.goodyearaz.gov/government/departments/engineering-development-services/engineering/streets/draft-documents), and the updated streetlight requirements under the Draft Documents section (link below):
<https://www.goodyearaz.gov/government/departments/engineering-development-services/engineering/streets/draft-documents>

Application Fee:

Fees Due: \$750.00

Plan Review and Permit Fees:

All fees are due prior to final Permit Issuance.

STAFF USE ONLY	
Department Routing:	<input checked="" type="checkbox"/> Building Safety <input checked="" type="checkbox"/> Civil Engineering (<i>Standard</i>) <input checked="" type="checkbox"/> GIS (<i>CDs and CDs with MLD & Final Plats only</i>) <input checked="" type="checkbox"/> Real Estate (<i>standard</i>)