



Senate Bill 66 Small Cell Encroachment Permit Application Information

The following information shall serve as a guide to assist with the small cell encroachment permit application process. The information and supporting material should not be considered all-encompassing and are subject to change with new developments in local, state and federal laws.

Essential Definitions

Collocate means to install, mount, modify or replace a small wireless facility on or adjacent to a pole, decorative pole or support structure.

Consolidated permit application is an application that pertains to the installation of wireless facilities and / or applicable support structures to multiple sites.

Pole means a vertical pole such as a utility, lighting, traffic or similar pole made of wood, concrete, metal or other material that is lawfully located or to be located within a right of way, including without limitation a replacement pole and an authority pole. This **does not** include a support structure, decorative pole, or electric transmission structure.

Replacement pole permit is replacement of a pole or decorative pole with a new pole or new decorative pole in similar design, size and scale to the existing pole or decorative pole.

Single site permit application is an application pertains to the installation of wireless facilities and/or applicable support structures to one designated site.

Support structure means a building, billboard, water tank, or any other structure to which a small wireless facility is or may be attached. This **does not** include a decorative pole, electric transmission structure or pole.

No Exclusive Arrangements

All permits shall be reviewed in a nondiscriminatory and neutral manner. Permit submissions shall que first come first served.

Communication

All correspondence will be delivered via certified mail, statutory overnight, and by email transmission. Permit applicant questions and correspondence to shall be issued via email to encroachmentpermitpw@chambleega.gov. All correspondence shall include the permit processing number in the subject line. The permit processing number can be found in the email subject line of your application submittal confirmation, "City of Chamblee Encroachment Permit Application – 13". Phone calls and emails concerning status updates during the review period are discouraged. Please allow 20 days from application submittal for responses from Chamblee.

Fee Schedule

All permits issued after October 1, 2019 must be submitted with the associated fees referenced below.

	Application fees	Annual Fees
Collocation	\$100 / Small Wireless Facility	\$100 / Small Wireless Facility
Replacement Pole	\$250 / Replacement Pole	\$100 / Replacement Pole
New Pole	\$1,000 / New Pole	\$200 / New Pole
Collocation on Authority Pole		\$40 / Small Wireless Facility

Completing the Application

The encroachment permit application can be found at the following link.

<https://www.cognitofrms.com/Chamblee1/CityOfChambleeEncroachmentPermitApplication>

The encroachment permit application includes six sections that must be completed for the application to be submitted:

- Applicant Information
- Permit Information
- Contractor Information
- Application Fee Schedule
- Applicant Acknowledgements
- Applicant Invoice

The application is not complete and will not be deemed received until the application fees have been paid. The 20 day response requirement shall not commence until the application submittal is complete. Application fee payments can be submitted in groups of five or per individual permit application. Application fees submitted in groups must be submitted with a group invoice. Group invoices are provided by Chamblee Public works when requested via email to encroachmentpermitpw@chambleega.gov. Individual application fees must reference the transaction number and indicate "PW Encroachment Permit" in the memo of the check.

Submittal Requirements

The standard submittal requirements to include with the encroachment application:

- Final Construction Plans
- Pre – Existing condition photos
- Proposed installation image
- Structural surveys (collocations)
- 3rd party utility authorizations (collocations)
- Fee payment

Some encroachment permits may require additional documentation. Encroachment permits that effect traffic flow by means such as road or lane closures, detours, or other traffic disruptions will require Traffic Control Plans. Encroachment permits that include land, walkway or roadway disturbances via excavation, asphalt, curb or sidewalk cuts or vegetation removal will require a description of the methods that will be used to restore the site to its original condition prior to the disturbance.

Site Selection Considerations

When selecting a site for small cell installations consider the following for expedient processing:

Avoid

1. Installation of guy wires that encroach walkways by being too low.
 - a. Consult the minimum vertical clearance per zoning requirements in Chamblee
2. Residential deployments that include the following circumstances:
 - a. Near driveway aprons
 - b. Placed directly in front homes in the parcel
3. Deployments that may obstruct drive or walk paths
4. Deployments that may obstruct ADA compliant devices
5. Deployments that require the installation of new poles where collocations are possible
6. Deployments that stray from the general aesthetic of the surrounding area of the site

Consider

1. Deployment in areas that are commercially zoned
2. Deployment that is more discrete in residential communities
3. Collocations whenever possible

The Application Timeline

No.	Event	Days to Complete	Sum of Days: Collocation	Sum of Days: New or Replacement Poles
1	Permit Request Application Submitted		0	0
2	Initial Assessment Submitted Back	20	20	20
3	Applicant Corrects Permit Application	20	40	40
4	Approve or Deny: Collocations	30	70	
5	Approve or Deny: New or Replacement	70		110

Tolling

As a Class III authority, Chamblee has a limit of 8 new poles that can be under review at any time, subsequent new pole applications can be tolled until the total number of applications in processing is under 8. Collocation site permits have a limit of 24 collocations that can be under review at any time, subsequent new collocations applications can be tolled until the total number of applications in processing is under 24. The tolling limitations apply to consolidated applications, submitted by the same applicant, that include multiple new pole or collocation installations.

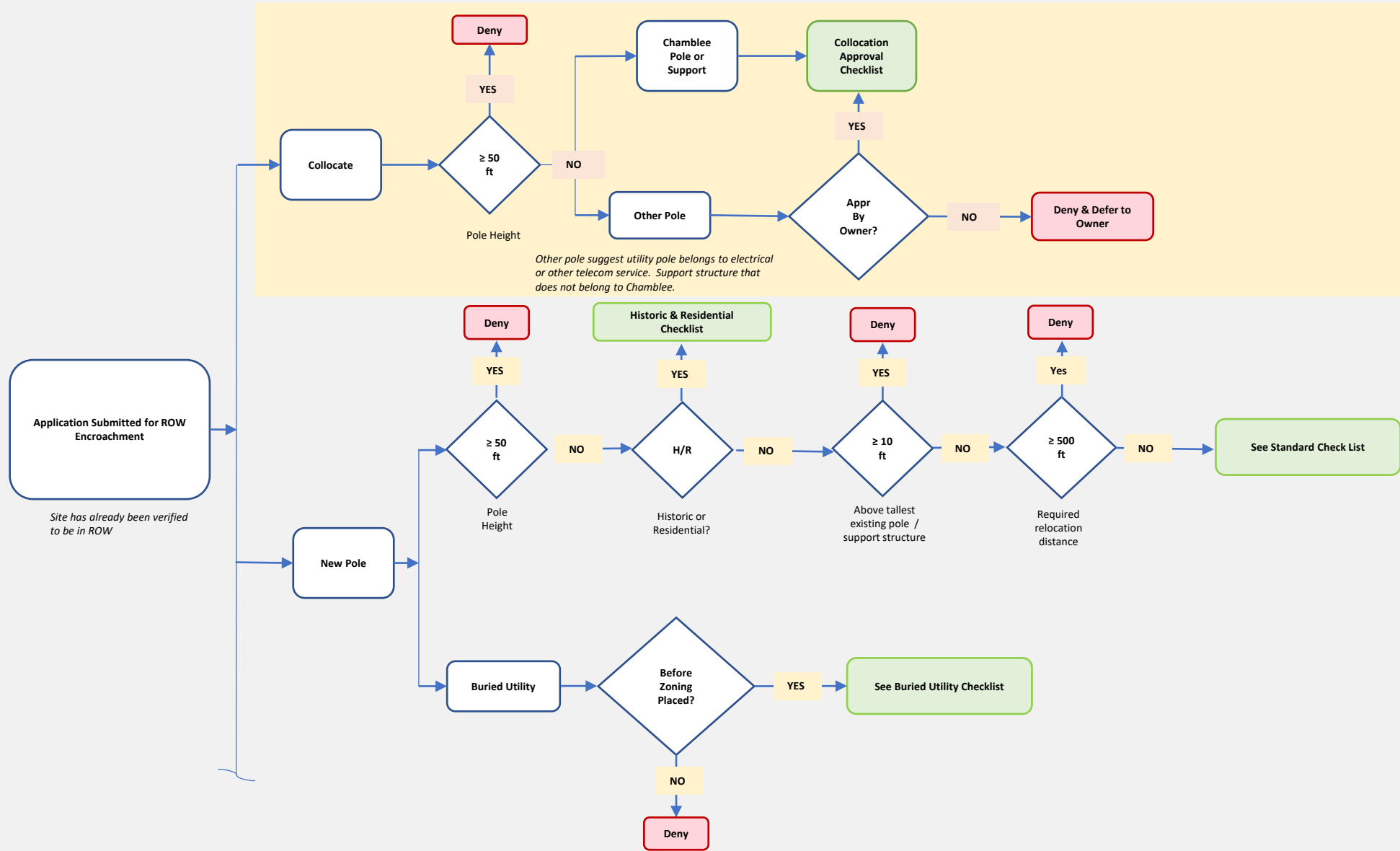
Initial Grounds for Denial

During the initial review the following items will be checked against Public Works most current knowledge of activities and requirements within city limits. All work or required noticed will be investigated in more depth if the application clears this second tier review.

1. Interferes with traffic control equipment
2. Interferes with sightlines for transportation or pedestrians
3. Fails compliance with ADA Act 42 U.S.C Section 12101 for access or movement
4. Requires ground mounted facility that exceeds 7.5ft circumference of pole unless greater distance makes it comply with above
5. Fails to comply with applicable codes, designations and zoning requirements
6. Fails to comply with established height limitations
7. Interferes with Department of Transportation widening, repair, reconstruction, or relocation projects that have been advertised for bid and scheduled for completion within 6 months after the application is filed
8. Interferes with public works construction projects scheduled for completion within 6 months after the application is filed.
9. Fails to comply with laws that address pedestrian and vehicular traffic and safety measures
10. Fails to comply with laws that address the occupancy or management of the ROW
11. Application is or remains incomplete

Permit Logic Charts for the Initial First Tier Review

Small Cell G5 Permitting Logic Chart (Collocate & New Pole) DRAFT



Small Cell G5 Permitting Logic Chart (Replace & Modification) DRAFT

