



# City of Florence Building Department

## Small Cell Site Permit Application

110 W College Street, Room 216, Florence, AL 35630

Phone: 256-760-6330

Email: building@florenceal.org

### FOR STAFF USE ONLY:

Application Received Date/Time:

Application Received By:

Date Accepted As Complete:

Please fill out this application completely, supplying all necessary information and documentation to support your request as shown in the attached checklist. All lines must be completed, and application must be signed before it can be accepted. If your application is not complete with all required documentation, the application will not be processed until all information and documentation is furnished pursuant to Ordinance Number 2021-17

**Up to 30 sites can be submitted on one application if contractor and owner information is to remain the same with each small cell location. If using a separate contractor or if work is for different owners, then a separate application for each must be submitted.**

### GENERAL CONTRACTOR INFORMATION

Contractor:		Business License Number:	
Mailing Address:		City:	State: Zip:
Contact Name:	Phone #:	Email:	
24 Hour Contact:	24 Hour Phone #:	24 Hour Email:	
If Project Value is \$50,000 or more, a State of Alabama General Contractors License is Required			State Contractors License #:

### SMALL CELL WIRELESS FACILITY OWNER INFORMATION

Application Date:	Owner Name:	Business License Number:	
Name of Project/Development:			
Mailing Address:		City:	State: Zip:
Contact Name:	Phone #:	Email:	
24 Hour Contact:	24 Hour Phone #:	24 Hour Email:	

### APPLICANT INFORMATION

Applicant:		Business License Number:	
Mailing Address:		City:	State: Zip:
Contact Name:	Phone #:	Email:	

### PERMIT TYPE & FEES

Proposed cost of all work performed under this application: \$ \_\_\_\_\_

**Small Cell Permit Application** - \$500 for up to five Small Wireless Facility site/location. \$100 additional facility beyond five.  
-Installation of new small cell facilities or removal/replacement of small cell facilities constituting a substantial change on existing poles/support structures.  
Number of Site Locations \_\_\_\_\_ \$500 for first 5 + \$100 for each additional facility over 5 = \$ \_\_\_\_\_ Permit Fee

**Small Cell Support Structure Permit** - \$1,000 for each new pole/support structure site/location  
-Construct or install a new small cell wireless support structure  
Number of Sites/Locations in Application: \_\_\_\_\_ x \$1,000 per site/location = \$ \_\_\_\_\_ Permit Fee

**TOTAL PERMIT FEE** \$ \_\_\_\_\_

Name of Project/Development:

## PROJECT DESCRIPTION

General Description of Work:

All subcontractors need to be licensed with the City of Florence.

## SUBCONTRACTOR LIST

Contractor:		Trade:		Business License Number:	
Mailing Address:			City:	State:	Zip:
Contact Name:		Phone #:		Email:	
Contractor:				Business License Number:	
Mailing Address:			City:	State:	Zip:
Contact Name:		Phone #:		Email:	
Contractor:		Trade:		Business License Number:	
Mailing Address:			City:	State:	Zip:
Contact Name:		Phone #:		Email:	
Contractor:		Trade:		Business License Number:	
Mailing Address:			City:	State:	Zip:
Contact Name:		Phone #:		Email:	

Duplicate page if more space is required.

Name of Project/Development:

**SMALL CELL SITE INFORMATION** Site  / 30 on Application

Address of Proposed Small Cell Location: Longitude: Latitude:

Collocate Existing Pole:  City Owned Pole:  Pole Replacement:  New Pole:

Owner of Existing or Future Pole: Pole #:

Anticipated Start Date: Anticipated Duration of Work:

Existing Infrastructure/Surfaces Impacted:  Asphalt  Concrete  Curb  Curb and Gutter  Sidewalk  Grass  Street Trees  Water  Sewer  Gas  Electric  Cable/Telephone  Drainage/Culvert  Traffic Signals  Street Lights  Fire Hydrants  Signs  Other (specify)\_\_\_\_\_

*\*All City infrastructure disturbed by contractor must be replaced per city specifications, at contractor's/applicant's expense, before completion of project.*

Method of Installation:  Open-Cut  Directional Bore  Aerial/Poles Attachment  Other(specify)\_\_\_\_\_

Description of Work Being Completed:

**SMALL CELL SITE INFORMATION** Site  / 30 on Application

Address of Proposed Small Cell Location: Longitude: Latitude:

Collocate Existing Pole:  City Owned Pole:  Pole Replacement:  New Pole:

Owner of Existing or Future Pole: Pole #:

Anticipated Start Date: Anticipated Duration of Work:

Existing Infrastructure/Surfaces Impacted:  Asphalt  Concrete  Curb  Curb and Gutter  Sidewalk  Grass  Street Trees  Water  Sewer  Gas  Electric  Cable/Telephone  Drainage/Culvert  Traffic Signals  Street Lights  Fire Hydrants  Signs  Other (specify)\_\_\_\_\_

*\*All City infrastructure disturbed by contractor must be replaced per city specifications, at contractor's/applicant's expense, before completion of project.*

Method of Installation:  Open-Cut  Directional Bore  Aerial/Poles Attachment  Other(specify)\_\_\_\_\_

Description of Work Being Completed:

**SMALL CELL SITE INFORMATION** Site  / 30 on Application

Address of Proposed Small Cell Location: Longitude: Latitude:

Collocate Existing Pole:  City Owned Pole:  Pole Replacement:  New Pole:

Owner of Existing or Future Pole: Pole #:

Anticipated Start Date: Anticipated Duration of Work:

Existing Infrastructure/Surfaces Impacted:  Asphalt  Concrete  Curb  Curb and Gutter  Sidewalk  Grass  Street Trees  Water  Sewer  Gas  Electric  Cable/Telephone  Drainage/Culvert  Traffic Signals  Street Lights  Fire Hydrants  Signs  Other (specify)\_\_\_\_\_

*\*All City infrastructure disturbed by contractor must be replaced per city specifications, at contractor's/applicant's expense, before completion of project.*

Method of Installation:  Open-Cut  Directional Bore  Aerial/Poles Attachment  Other(specify)\_\_\_\_\_

Description of Work Being Completed:

Duplicate page for more sites. Up to 30 sites can be submitted on one application if contractor and owner information is to remain the same with each small cell location.

Name of Project/Development:

**CONDITIONS OF APPROVAL**

The owner / applicant herein agrees to comply with all provisions of the City of Florence Small Cell Facilities Regulations (a complete copy can be found at [www.florenceal.org](http://www.florenceal.org)) and all applicable federal, state, county, and city laws, codes, regulations, ordinances, and requirements. It is further agreed that all costs associated with the installation and maintenance of this project including but not limited to inspections, engineering, construction, legal documentation, permitting, applications, and any other cost shall be assumed and paid by the applicant/owner.

The owner / applicant herein understands the following:

- Road closures require additional permit & prior authorization from City
- All small cell applications may take up to 60 (sixty) days for collocations and up to 90 (ninety) days for new Support Structures for review and processing.
- Owner/Applicant is responsible for any annual licensing requirements and costs associated with make-ready work.
- Owner/Applicant is encouraged to consult with City of Florence utilities, prior to the start of construction. In granting this approval, the City of Florence makes no representation as to the location of utility facilities within the work area, or the effect of the construction/facilities on the said utilities. In addition, no authorization is given or inferred by this approval to allow access onto private property. Private Property Owner’s written permission is required to be attached to the permit application, if a work plan includes access onto private property.
- The City makes no warranties or representations regarding the fitness, suitability, or availability of the city's public right of way, city-owned structures, and city-owned real property for the Facilities. Any performance of work, costs incurred or services provided by Owner/Applicant is at their sole risk.
- In consideration for the granting of a small cell site by the City of Florence, the Owner/Applicant hereby promises to perform the small cell installation work in a professional manner, in conformance with the ordinances of the City of Florence.
- The facilities, associated support structures, and any accessory equipment must, at all times, be maintained in good and safe condition.
- Except as to the sole negligence or sole willful misconduct of the city, its officials, officers, agents and employees, each Owner/Applicant that applies for a permit to place facilities (including the accessory equipment) and support structures on the right-of-way and/or any other city property and installs and utilizes those structures shall defend, indemnify, and hold the city and its officials, officers, agents, and employees harmless from all demands, losses, expenses (including attorneys' fees and court costs), claims for personal injury (including death), claims for any property damage, judgments, or liabilities of any type that may be asserted or claimed against the city (or its employees or officials) by any third person, firm, or entity that arise out of or relate in any manner to the following:
  - The installation, construction, maintenance, use, or operation of the permitted facilities, accessory equipment, or any support structure on or about the right-of-way; and
  - The failure of the provider or applicant to perform any of their respective responsibilities, obligations or permit requirements in this article.

**I hereby certify that I have read this application and that all information contained herein and attached hereto is true and correct. By signing and submitting this form manually or electronically, I consent to be legally bound by this form's conditions as listed above. By submitting this form electronically, I agree my electronic signature is the legal equivalent of my manual signature on this form as if actually signed by me in writing.**

\_\_\_\_\_  
Small Cell Wireless Facility Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# City of Florence Building Department

## Small Cell Site Checklist

110 W College Street, Room 216, Florence, AL 35630

Phone: 256-760-6330

Email: [building@florenceal.org](mailto:building@florenceal.org)

Page 1 of 3

The purpose of the Small Cell Application review is to ensure that all small cell facilities and wireless support structures proposed within the City of Florence are consistent with all provisions of the City of Florence Small Cell Facilities Regulations (a complete copy can be found at [www.florenceal.org](http://www.florenceal.org)).

An application shall not be deemed complete until the Applicant has submitted all documents, information, forms and fees contained herein that pertain to the Facilities or Support Structures at the requested location(s). Within thirty (30) calendar days after an application for permit is submitted, the City shall notify the applicant in writing if any additional information is needed to complete that application or supplemental information is required to process the request. If the City does not notify the applicant in writing that the application is incomplete within thirty (30) days following its receipt, the application is deemed complete.

### GENERAL APPLICATION REQUIREMENTS:

- Small Cell Site Permit Application - Up to 30 sites can be submitted on one application if contractor and owner information is to remain the same with each small cell location. If using a separate contractor or if work is for different owners, then a separate application for each must be submitted.
- Required initial nonrefundable permit/administrative fees (fee structure is provided on page 2 of this checklist)
- Required Certificates of Insurance
- List of Contractors/Subcontractors
- Surety Bond, if demo/alteration to public infrastructure/property
- Documentation as provided below

### FOR EACH PROPOSED SMALL CELL SITE, THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED:

All files shall note the proposed small cell site location it addresses. At a minimum every Small Cell Site Application shall include the following:

- (a) the applicant's name, address, telephone number, and e-mail address; (b) the names, addresses, telephone numbers, and e-mail addresses of all consultants, if any, acting on behalf of the applicant with respect to the filing of the application; (c) a general description of the proposed work and the purposes and intent of the small wireless facility. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed;
- Site plan and engineering design and specifications for installation of Facilities, including the location of radios, antenna facilities, transmitters, equipment shelters, cables, conduit, point of demarcation, backhaul solution, electrical distribution panel, electric meter, and electrical conduit and cabling.
- Design documents should include photo(s) of the existing pole, and photo simulation of pole with attached equipment. Where applicable, the design documents should include specifications on stealth design, pole modification, and ADA compliance.
- Map(s) designating with specificity the location(s) of the requested Facilities.
- The geographic coordinates (GIS) of all antenna and other proposed Facilities;
- Copy of the manufacturer's detailed specifications for small cell equipment and antennas, including photographs or illustrations and a complete description of all pertinent physical and electrical characteristics.
- Copy of the manufacturer's detailed specifications for Small Cell Equipment and antennas, including photographs or illustrations and a complete description of all pertinent physical and electrical characteristics.
- Supporting information if stealth modifications are required in order to comply with the design standards (i.e. to blend with the character and style of the surrounding area) and criteria for installations.



# City of Florence Building Department

## Small Cell Site Checklist

110 W College Street, Room 216, Florence, AL 35630

Phone: 256-760-6330

Email: [building@florenceal.org](mailto:building@florenceal.org)

Page 2 of 3

An application shall not be deemed complete until the Applicant has submitted all documents, information, forms and fees contained herein that pertain to the Facilities or Support Structures at the requested location(s). Within thirty (30) calendar days after an application for permit is submitted, the City shall notify the applicant in writing if any additional information is needed to complete that application or supplemental information is required to process the request. If the City does not notify the applicant in writing that the application is incomplete within thirty (30) days following its receipt, the application is deemed complete.

### FOR EACH PROPOSED SMALL CELL SITE, THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED (cont.):

- Supporting information if the proposed installation requires a new pole; provide design and specification drawings for the new pole, including smart poles (poles that have all facilities integrated within the pole itself and is not visible except the visibility of an antenna at the very top) and a statement regarding the reasons for and what other alternatives were identified but not utilized and why.
- Applicable design and specification drawings if the proposed installation will require reinforcement or replacement of an existing pole.
- The number, size, type, and proximity to the facilities of all communications conduit(s) and cables to be installed.
- Description of the utility services required to support the facilities to be installed.
- Description of interference restrictions associated with other wireless providers.
- If the Facilities will be located on a Support Structure on the Right-of-way that is owned by any entity other than the City or the Applicant, a copy of any permit, license, lease, agreement or other documentation evidencing that the owner of that Support Structure authorizes the Facilities to be attached thereto or agrees in principle to authorize that attachment (which documentation may be redacted as to business terms including rent or other fee or payment information); provided that, if a representation is made to the City that the attachment has been authorized by law or regulation or in principle by the owner of the Support Structure but the Applicant subsequently fails to furnish the City documentation that finalizes any such agreement, the City may refuse to issue the requested permit until that documentation is provided, or, if the City issues the requested permit before receiving such final documentation, the City shall have the right to revoke the subject permit and any license to use that part of the Right-of-way shall be rescinded.
- If the Applicant requests permission to place Facilities on a new Support Structure, Applicant's network coverage objective and whether the Applicant should use available or previously unconsidered alternative locations to place the Support Structures or Facilities;
- All permits and letters of authorization.
- Valid FCC license, where applicable or other appropriate certificates or permits as required.
- List of the contractors and subcontractors, and their contact information, authorized to work on the project.
- A statement that all facilities and equipment comply with all federal, state and local laws, regulations and ordinances and all applicable codes.

### FEE STRUCTURE:

- An initial nonrefundable permit/administrative fee of five hundred dollars (\$500.00) is assessed for each permit application submitted to place and operate up to five (5) small wireless facilities on public right-of-way or other public property, or on private property, with an additional one hundred dollars (\$100.00) for each small wireless facility beyond five (5).
- An initial nonrefundable permit/administrative fee of \$1000.00 for each new pole and/or new support structure, submitted with the application, (i.e., not a collocation) intended to support one or more Small Wireless Facilities.



# City of Florence Building Department

## Small Cell Site Checklist

110 W College Street, Room 216, Florence, AL 35630

Phone: 256-760-6330

Email: building@florenceal.org

Page 3 of 3

An application shall not be deemed complete until the Applicant has submitted all documents, information, forms and fees contained herein that pertain to the Facilities or Support Structures at the requested location(s). Within thirty (30) calendar days after an application for permit is submitted, the City shall notify the applicant in writing if any additional information is needed to complete that application or supplemental information is required to process the request. If the City does not notify the applicant in writing that the application is incomplete within thirty (30) days following its receipt, the application is deemed complete.

### REQUIRED INSURANCE:

The applicant shall provide the city acceptable evidence of self-insurance at coverage levels at least equal to those set forth below, or a certificate(s) of insurance evidencing it has obtained and will maintain in effect at all times the following types of insurance in connection with its operations on or its use of the right-of-way. All insurance policies shall be furnished by insurers that are reasonably acceptable to the city and authorized to transact business in the state. On an annual basis following initial installation, the applicant also shall furnish the city a certificate indicating that the above-required coverage remains and will remain in effect:

- Liability coverage insuring the risk of claims for damages to persons or property arising from or related to the installation, construction, maintenance, operation, or any use of facility or support structure placed on or along the right-of-way by the applicant (or any of their contractors) with the following minimum limits:
  - Commercial Automobile Liability Insurance including Hired and Non-Owned Auto Liability: \$1,000,000 Combined Single Limit of Liability;
  - Commercial General Liability Insurance: \$1,000,000 Combined Single Limit Per Occurrence/\$2,000,000 Aggregate Limit of Liability; \$1,000,000 Personal and Advertising Injury; \$2,000,000 Products and Completed Operations Liability;
- Workers Compensation and Employers Liability Insurance: Insurance must meet the insurance requirements in the current Workers' Compensation Act of the State of Alabama. Minimum Employers Liability Limits: \$1,000,000 Each Accident; \$1,000,000 Disease Each Employee; \$1,000,000 Disease Policy Limit.
- The liability coverage shall list the City of Florence as "Additional Insured, Primary and Non-Contributory" and may be provided through a combination of a primary and umbrella policies.

### SURETY BOND REQUIRED IF DEMO/ALTERATION TO PUBLIC INFRASTRUCTURE/PROPERTY

Note that the Building Official requires a surety bond if there will be any demo/alteration to any public infrastructure and/or property, including, but not limited to, sidewalks, streets, curbs, and gutters.

Per the Ordinance, the building official or his designee may require that an acceptable surety bond be obtained by Applicant if it is determined that the construction of the facilities and placement of small cell by the Applicant would interfere with or disturb a sidewalk, street or streetscape, or property belonging to or under the control of the City. The purpose is to maintain the overall design aesthetics of the area the facilities are proposed to be in and will be reviewed on a case by case basis. "Interfere with or disturb" means movement of earth such that the sidewalk or street or streetscape has to be dug up and either replaced or repaired from the work by Applicant to bring their facilities and equipment online. If required, the Applicant shall obtain and maintain at its sole cost a corporate surety bond securing performance of its obligations and guaranteeing the faithful adherence to the requirements under this Article. The surety bond must be:

- In the amount equal to two (2) times the value of the facilities and the work performed;
- Issued by a surety company licensed to do business in the State of Alabama;
- Under terms and conditions acceptable to the Building Official and the City Attorney;
- Obtained no later than the effective date of the permit consistent with the terms of this Article.
- The rights reserved to the City under this bond are in addition to all other rights. No action proceeding or exercise of a right regarding the bond shall affect the City's right to demand full and faithful performance under the franchise or license agreement or limit the Applicant's liability for damages.