

## SMALL CELL RIGHT-OF-WAY PERMIT APPLICATION

This is the Small Cell Right-of-Way Permit application form for all Small Cell Facilities and Wireless Support Structures proposed to be located within or removed from the City of Dublin Right-of-Way. In addition to this application, applicants should submit the completed Small Cell Wireless Application checklist, along with the specific requirements for each application type indicated below. Applicants may attach additional sheets if necessary.

### I. APPLICATION TYPE: See Design Guidelines Section 2 for further details on application types.

- Type 1:** Collocation on Existing Wireless Support Structure and Associated Small Cell Facilities
- Type 2:** New Wireless Support Structure and Associated Small Cell Facilities
- Type 3:** Removal of Wireless Support Structure and/or Associated Small Cell Facilities
- Type 4:** Eligible Facilities Request

### II. INSTALLATION OWNER (OPERATOR/UTILITY PROVIDER & AUTHORIZED REPRESENTATIVE):

Operator/Utility Provider Name (Individual and Organization):	Authorized Representative** (if applicable):
Mailing Address (Street, City, State, ZIP):	Mailing Address (Street, City, State, ZIP):
Email and Phone Number:	Email and Phone Number:
Emergency Number:	Emergency Number:
General Right-of-Way Permit Number:	

### III. WORK DESCRIPTION:

Location of Work:	
Description of Work:	
Contractor Performing Work: (if different from Authorized Representative listed in Section IV)	Context Specific District (Design Guidelines Section 5, Figure 5A): <input type="checkbox"/> Historic Dublin <input type="checkbox"/> Bridge Street District <input type="checkbox"/> Residential District <input type="checkbox"/> West Innovation District <input type="checkbox"/> Other Business Neighborhoods/ Commercial Districts
Cell Number:	
Office Number:	
Email:	
List Subcontractor Company(ies):	

### IV. DESIGN ENGINEER (IF APPLICABLE):

Name (Individual and Organization):
Email and Phone Number:
<i>**In accordance with O.R.C. section 4939.031(E), an Agent who is performing the specific work described in Section III on behalf of an Operator must, at the time of filing the Small Cell Right-of-Way Permit Application and attached hereto, provide the City with written authorization from the Operator to perform such work on its behalf.</i>

For questions or more information, please contact Engineering at 614.410.4740 | [www.dublinohioUSA.gov](http://www.dublinohioUSA.gov)



**V. APPLICANT DECLARATIONS:** This section must be completed with an **original signature** of Applicant [For the purpose of this specific declaration, the Applicant who affirms must be an Operator as defined by O.R.C. Sec 4939.01(k)].

I \_\_\_\_\_, in submitting (or having my authorized agent submit) this Small Cell Right-of-Way Permit Application, hereby declare the following:

- I (and/or my authorized agent) will maintain the equipment proposed in this application in good operating and aesthetic conditions;
- I (and/or my authorized agent) will notify the City when the equipment proposed in this application is no longer in use; and
- I (and/or my authorized agent) will complete the necessary steps to remove any equipment that is no longer in use.

Original Signature of Applicant:	Date:
----------------------------------	-------

For the purpose of this specific declaration, the Applicant who affirms must be an Operator as defined by O.R.C. Sec 4939.01(k).

**AN OFFICIAL PERMIT WILL BE GRANTED TO PERFORM THE DESCRIBED WORK UNDER THE FOLLOWING AGREED CONDITIONS**

1. Applicant shall secure all required permits prior to starting any work in any city right-of-way.
2. Payment in full of the permit fee must accompany this form unless arrangements for billing have been approved by the City of Dublin.
3. All Contractors and Subcontractors shall be currently licensed/registered by the City of Dublin Building Standards to perform the work described in section III.
4. *Contractor shall notify the City Inspector at least 8 business hours prior to starting any work, as directed on the Small Cell Right-of-Way Permit form to be issued by the City upon approval of a Small Cell Right-of-Way Permit Application, for inspection purposes.*
5. Contractor shall set up traffic controls prior to start of work in conformity with the Ohio Manual on Uniform Traffic Control Devices. The City Engineer reserves the right to alter, change or modify traffic controls before and during construction as the situation may demand for the safe movement of vehicles, pedestrians and bicyclists. No lane closures are permitted on weekdays during the hours of 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. unless authorized by the City Engineer.
6. Applicant hereby assumes all responsibility for work to be performed and indemnifies the City of Dublin in accordance with section 99.26(G) of the City Code that may arise, directly or indirectly, from their operations within the public Right(s)-of-Way.
7. Applicant agrees to restore all areas involved in this work to a like or better condition and will abide by all applicable laws, rules and regulations of the City of Dublin, the State of Ohio, and the federal government.
8. Applicant must meet all requirements in the Dublin City Code sections 99.20 - 99.99 and the Design Guidelines for Small Cell Facilities and Wireless Support Structures within the Right-of-Way.
9. Any documents and materials submitted to the City including, but not limited to this application, shall become part of the public record and may be subject to public record request(s).
10. Other conditions or regulations may be required as indicated on the official Small Cell Right-of-Way Permit issued by the City.

Send completed applications to [rightofway@dublin.oh.us](mailto:rightofway@dublin.oh.us) or City of Dublin, Engineering, 6555 Shier Rings Road, Dublin, Ohio, 43016

For questions or more information, please contact Engineering at 614.410.4740 | [www.dublinohioUSA.gov](http://www.dublinohioUSA.gov)