

## SMALL CELL WIRELESS APPLICATION CHECKLIST

The purpose of the Small Cell Right-of-Way Permit review is to ensure that all small cell facilities and wireless support structures proposed within the right-of-way are consistent with the sections 99.20 through 99.29 of the City of Dublin Codified Ordinances; the City of Dublin Design Guidelines for Small Cell Facilities and Wireless Support Structures; and any applicable state or federal requirements.

### I. GENERAL APPLICATION REQUIREMENTS

For each small cell facility requested, the following items must be submitted with each application:

- APPLICATION PROCESSING FEE**
- ANNUAL COLLOCATION FEE** (Type 1 Applications Only)
- SURETY BOND** (To cover cost of removal of unused or abandoned facilities or damages to city property)
- SMALL CELL RIGHT-OF-WAY PERMIT APPLICATION**
- APPLICATION MATERIALS CHECKLIST**
- GENERAL RIGHT-OF-WAY PERMIT NUMBER**

Electronic filing is the preferred method of accepting application materials. All materials shall be submitted as pdfs to:  
[rightofway@dublin.oh.us](mailto:rightofway@dublin.oh.us).

Remittance of all required fees, and optional submission of hard copy application materials (3 copies of all required materials), are to be submitted by mail or in person to:

City of Dublin  
Engineering  
6555 Shier Rings Road  
Dublin, OH 43016

### II. TYPE 1, TYPE 2, AND TYPE 4 APPLICATION REQUIREMENTS:

The following application materials shall be submitted for all applications involving the installation of small cell facilities and/or wireless support structures, unless any such materials are otherwise waived by the City Engineer:

#### Site Plan (At a scale not smaller than one (1) inch equals twenty (20) feet)

##### A. Proposed Location

- Indicate the proposed location of each small cell facility and/or wireless support structure within the right-of-way, including the nearest cross street intersection(s).
- Provide parcel identification numbers and property ownership as available via the applicable county auditors for all parcels within 150 feet of the proposed small cell facility and/or wireless support structure.

##### B. Existing Conditions

- Depict all existing conditions within 150 feet of the proposed location, including but not limited to, buildings, utilities within the right-of-way and associated above grade structures, location of electric service and fiber optic cable, all other underground and overhead utilities, wireless support structures (both with and without small cell facilities attached), ground-mounted small cell facilities, sidewalks/shared-use paths, back of adjacent curb/edge of pavement, driveways, street trees, and protected trees as defined in §153.141 of the City of Dublin Code of Ordinances.

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



**C. Dimensions**

- Provide dimensions from the proposed wireless support structure and/or small cell facility to existing wireless support structures and equipment, utility structures, back of curb/edges of pavement including driveways, sidewalks and shared-use paths.
- Provide dimensions between proposed wireless support structures and any associated ground-mounted equipment.

**Inventory of Existing Small Cell Facilities and Wireless Support Structures**

Submit an inventory of any existing and approved wireless support structures with collocated small cell facilities that are within the City of Dublin jurisdiction or within one-half mile of the corporate limits of the city. The recommended resource for this inventory is Dubscovery, which may be accessed at <https://mapping.dublin.oh.us/dubscovery>, and the small cell inventory at <https://arcg.is/y4m1Q>. The inventory shall include:

**A. Location of Existing and Approved Wireless Support Structures with Collocated Small Cell Facilities**

- A map showing each facility location with latitudinal and longitudinal coordinates, address and/or parcel identification number, and the straight-line distances between each facility.

**B. Small Cell Facility/Wireless Support Structure Information**

- Facility height and design.
- Facility owner(s)/operator(s).

Note: The city may share this information with other applicants seeking to locate small cell facilities and/or wireless support structures within the City of Dublin. However, the city is not, by sharing this information, in any way representing or warranting that the site is available or suitable.

**Wireless Support Structure Details (At a scale not smaller than one (1) inch equals five (5) feet)**

Provide plans, elevations, profiles and sections depicting existing wireless support structures for collocation requests and proposed new wireless support structures, as applicable and clearly indicating the following:

- Height from established grade at the base of the wireless support structure to:
  - the highest point of the wireless support structure.
  - the highest point of proposed antenna or antenna enclosures, as applicable (overall height).
  - the lowest point of all proposed small cell facilities to be installed on the wireless support structure.
- Outside diameter of upper poles, and for tapered poles the outside diameter as measured at the widest and narrowest points of the pole.

**Small Cell Facilities Details (At a scale not smaller than one (1) inch equals five (5) feet)**

Provide plans, elevations, profiles and sections depicting existing small cell facilities and/or proposed small cell facilities, as applicable and clearly indicating the following:

- Height, width, depth and volume in cubic feet of all proposed antenna and exposed elements and/or proposed antenna shrouds.
- Height, width, depth and volume of all other wireless equipment associated with the facility, with all electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services clearly labeled.
- The distance from the outer edge of small cell facility cabinet parallel to the outer edge of the wireless support structure for small cell facilities to be installed on a wireless support structure.

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<input type="checkbox"/>	Method of installation/connection to pole or ground, as applicable.
<input type="checkbox"/>	Color specifications for all small cell facilities and wireless support structures and associated exposed equipment, cabinets and concealment elements.
<input type="checkbox"/>	Electrical plans and wiring diagrams.
<input type="checkbox"/>	Footing and foundation drawings and structural analysis sealed and signed by a professional engineer in the state of Ohio.

<b>Manufacturer’s Specification Sheets</b>	
<input type="checkbox"/>	Provide the most current manufacturer’s specification sheets for all proposed small cell facility equipment and all proposed wireless support structures, including but not limited to poles, equipment cabinets, shrouds, or concealment devices, antennas, meters, radios, switches, telecommunications demarcation boxes, and grounding equipment.

<b>Landscape Plans</b> (At a scale not smaller than one (1) inch equals ten (10) feet)	
<input type="checkbox"/>	Where ground-mounted small cell equipment cabinets are proposed, provide landscape plans including planting details and a plant schedule indicating proposed plant species, quantities, spacing, and height/size at installation.

**III. TYPE 3 APPLICATION REQUIREMENTS:**  
 The following application materials shall be submitted for all applications to remove small cell facilities and/or wireless support structures from the city right-of-way, unless otherwise waived by the City Engineer.

<b>Site Plan</b> (At a scale not smaller than one (1) inch equals twenty (20) feet)	
<b>A. Location of Proposed Removal</b>	
<input type="checkbox"/>	Indicate the existing small cell facility(ies) and/or wireless support structure locations within the right-of-way, including the nearest cross street intersection(s)
<input type="checkbox"/>	Provide parcel identification numbers and property ownership as available via the applicable county auditor for parcels adjacent to the existing small cell facility(ies) and/or wireless support structure.
<b>B. Existing Conditions</b>	
<input type="checkbox"/>	Depict all existing conditions within 50 feet of the existing small cell facilities locations to be removed, including but not limited to, buildings, utilities within the right-of-way and associated above grade structures, location of electric service and fiber optic cable, all other underground and overhead utilities, small cell structures and facilities, sidewalks/shared-use paths, back of adjacent curb/edge of pavement, driveways, street trees and plant material.

<b>Remediation Plan</b> (At a scale not smaller than one (1) inch equals five (5) feet)	
Provide site and/or structure remediation details in accordance with Section 4.4 of the Design Guidelines for Small Cell Facilities and Wireless Support Structures, and clearly indicating the following:	
<input type="checkbox"/>	Proposed remediation plan for modifications made to city-owned wireless support structures and other areas of the right-of-way associated with collocation of small cell wireless facilities and ground-mounted equipment after the removal of these facilities.
<input type="checkbox"/>	Proposed restoration of electric and fiber optic connections after removal of small cell facilities, as applicable.

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