CITY OF SHIVELY, KENTUCKY

SMALL CELL WIRELESS FACILITY PLANS AND PERMIT APPLICATION

APPLICATION INSTRUCTIONS:

For information regarding the Small Cell Wireless review process and questions about the submittal process applicanst may email Shively Department of Public Works Manager at jeff.early@shivelyky.gov. All report covers must contain a list of facilities included in the submittal. Separate materials should be separated into submittal packages for each review group as shown on the Checklist. Requirements for the submittal of plans and permits for small wireless facilities are found in City of Shively Ordinance No. 2, Series 2021.

PERMIT INFORMATION:

TOTAL NUMBER FACILITIES INCLUDED IN THIS SUBMITTAL: _____
SUBMITTED FACILITIES FEE = ($100 PER FACILITY) TOTAL DUE: $_____
FORM OF PAYMENT (circle one):
CREDIT CARD (VISA/MC/AMEX), CHECK PAYABLE TO CITY OF SHIVELY

WIRELESS PROVIDER INFORMATION (AGENT/OFFICER/EMPLOYEE):

Contact Person: _____
Company: _____
Physical Address: _____
Phone: _____ Email Address: _____
Legal Status to perform work in the ROW: _____
KY General Contractor License Number: _____
KY Utility Contractor License Number: _____

WIRELESS CONTRACTORS/AFFILIATES INFORMATION:

Contact Person:Company: _____
Physical Address: _____ Phone: _____
Legal Status to perform work in the ROW:
KY General Contractor License Number: _____
KY Utility Contractor License Number: _____

NOTE: ONLY A KENTUCKY LICENSED GENERAL CONTRACTOR (GC) CAN DO WORK IN THE ROW and all utility work requires a KY Utility Contractor License .

Acknowledgement: It is acknowledged by initialing, that: I have verified that all the information included in the submittal and application is complete and accurate, and I understand that any omissions will result in disapproval of this application. I further acknowledge that any incorrect information provided resulting in the issuance of a permit will result in the removal of facilities authorized by this permit.

_____ _____
Signature Date

Permit process overview:

1. Application submitted.
2. Shively Department of Public Works, "SDPW" (and the Shively City Council, within its discretion or if necessary) reviews for completeness within 30 calendar days and notifies applicant of any missing or incorrect information and requests revisions.
   a. If revisions are required, applicant supplies necessary revisions to SDPW, and upon receipt, reviews for completeness within 30 calendar days.
   b. Step 2a may require repeating in the event that the supplied revisions do not create a complete application.
3. SDPW notifies the applicant that the application is deemed complete. If 30 calendar days have elapsed from the most recent application or revision submittal date, the applicant shall confirm with SDPW that the application completeness review was not completed, and in such case, the application shall be deemed complete.
4. SDPW reviews the complete application for conformity with City Ordinance within 45 calendar days. SDPW notifies applicant of any nonconformities.
   a. If revisions are required, applicant supplies necessary revisions to SDPW who upon receipt will review the materials for conformity within 45 calendar days.
   b. Step 4a may require repeating in the event that the supplied revisions do not eliminate all nonconformities.
5. SDPW notifies the applicant that the permit is issued. If 45 calendar days have elapsed from the most recent application or revision submittal date, the applicant shall confirm with SDPW that the application review was not completed, and in such case, the permit shall be deemed issued.
6. Revision: The permittee (previously, the applicant) must request an inspection. The permittee will state the nature of the work being performed and the time and duration of the activities occurring.
7. SDPW will inspect the work and may provide direction as necessary to ensure the work is performed per City Code.
8. When the work is complete and the site is restored, SDPW will evaluate the condition of the site and may require corrections (a punch list).
9. The permittee makes the requested corrections and requests another inspection.
   a. Steps 8 and 9 may require repeating.
10. When all requested corrections are performed in conformity with City Code, SDPW may request digital as-builts and mapping data.
11. After 90 calendar days from the last work performed under the permit, SDPW will inspect the site to ensure the restoration work was adequate.
   a. If the site restoration measures fail within the 90 day period, a new permit will be required to remediate the discrepancies.
12. When the digital as-builts and mapping data are received, and upon a successful 90 day inspection, the permit will be closed and archived.

CITY OF SHIVELY, KENTUCKY

SUBMITTAL REQUIREMENTS CHECKLIST FOR SMALL WIRELESS FACILITIES:

- WRITTEN PROJECT NARRATIVE (PROJECT DETAILS AND DESCRIPTION) ☐
- DESCRIPTION OF WIRELESS PROVIDER'S OF EXISTING SMALL WIRELESS FACILITIES IN CITY ☐

DESIGN DRAWINGS (PROVIDE ALL):

- GIS MAP SHOWING LOCATION OF WORK TO SCALE ☐
- ROW WORK SKETCH SHOWING WORK TO BE COMPLETED, LIMITS OF DISTURBANCE, LOCATION, AND DIMENSIONS ☐
- DESIGN DETAILS ☐

AGREEMENTS (CHECK ONE):

- LICENSE AGREEMENT ☐
- WIRELESS PROVIDER NOTICE OF MAINTENANCE AGREEMENT ☐
- ABANDONMENT BASED -180 DAYS FROM TRANSMISSION END DATE ☐

ATTESTATIONS (INITIAL ALL):

- THIS MEETS THE DEFINITION OF COLLOCATED FACILITY ☐
- THIS FACILITY SHALL BE ACTIVATED, AND SHALL PROVIDE WIRELESS SERVICES, WITHIN ONE YEAR OF THE ISSUANCE OF THE PERMIT REQUESTED BY THIS APPLICATION ☐

COMMUNICATION DOCUMENTATION

- COPY OF ALL PROJECT COMMUNICATIONS (INCLUDING BUT NOT LIMITED TO: UTILITY COMPANY COMMUNICATIONS ALLOWING CONNECTS, ENGINEERING, INSPECTIONS, ETC.) PERMITS, EMAILS, ETC. ☐

SUPPLEMENTAL DOCUMENTS (PROVIDE ALL):

- CERTIFICATE OF INSURANCE (CITY AS ADDITIONAL INSURED) ☐
- INSURANCE COMPANY LETTER OF AUTHORIZED BUSINESS IN KENTUCKY ☐

PERFORMANCE BOND(S) (CHECK ONE)
PROVIDED – NEW (SELECT IF THIS IS APPLICANT'S FIRST APPLICATION) ☐
PROVIDED – UPDATED (SELECT IF NEWER BOND REPLACES BOND CURRENTLY ON FILE) ☐
ON FILE (SELECT IF BOND FOR A PREVIOUS APPLICATION IS STILL VALID) ☐

PROVIDE DIGITAL COPIES OF ALL DOCUMENTS AND PLANS FOR THIS SUBMITTAL ☐

CITY OF SHIVELY, KENTUCKY

INDIVIDUAL WIRELESS FACILITY INFORMATION (UNIQUE IDENTIFIERS REQUIRED FOR EACH FACILITY):

WIRELESS FACILITY IDENTIFIER _____

SELECT WORK LOCATION: IN THE ROW ☐ ON PRIVATE PROPERTY ☐

FACILITY LOCATED ON:
UTILITY POLE ☐ CITY SIGNAL/UTILITY POLE ☐ OTHER SUPPORT STRUCTURE ☐

COLLOCATION: YES, EXISTING POLE ☐ NO, NEW POLE ☐

ZONING: SINGLE-FAMILY RESIDENTIAL ☐ OTHER ☐

PROPOSED ACCESSORY CABLES/EQUIPMENT LOCATED:
UNDERGROUND ☐
CONCEALED/INTEGRATED INTO POLE ☐

TRAFFIC CONTROL PROPOSED:
SIGNS AND CONES ☐
LANE CLOSURE/DETOUR (REQUIRES TRAFFIC CONTROL PLAN) ☐

EXCAVATION REQUIRED:
NO ☐
YES – THIS PERMIT REQUEST IS ALSO FOR AN EXCAVATION PERMIT ☐

WIRELESS FACILITY COMMENTS:

_____
_____
_____
_____

(INCLUDE A COPY OF THIS PAGE FOR EACH FACILITY INCLUDED IN THIS APPLICATION)

CITY OF SHIVELY REVIEW:

SUBMITTAL DATE: _____
COMPLETENESS REVIEW DUE DATE (30 DAYS FROM SUBMITTAL DATE):

- ALL SUBMITTAL REQUIREMENTS: COMPLETE NOT COMPLETE
- DESIGN STANDARDS: COMPLETE NOT COMPLETE
- PEDESTRIAN AND VEHICULAR MOVEMENT REQUIREMENTS: COMPLETE NOT COMPLETE

- CITY COMPLETENESS SIGNOFF: _____
  DATE OF SIGNOFF: _____

- ENGINEERING REVIEW SIGNOFF: _____
- DATE OF SIGNOFF: _____

CITY OF SHIVELY, KENTUCKY

REQUIRED DESIGN REVIEWS:

YES NO City Engineer
YES NO Public Works Director
YES NO Legal review by City Attorney

DESIGN REVIEW:
REVIEW START DATE: _____
COMPLETION DUE DATE (45 DAYS FROM COMPLETENESS APPROVAL DATE): _____
ENGINEERING REVIEW SIGNOFF: _____
DATE OF SIGNOFF: _____
_____
_____
_____
_____

INSPECTIONS CHECKLIST
(LIST ALL NON-CONFORMING ITEMS)

DATE OF INSPECTION: _____

PUNCH LIST:
_____
_____
_____
_____

CLOSEOUT:
AS-BUILT DATE: _____
90-DAY RESTORATION WORK CHECK:
CONFORMS _____ DOES NOT CONFORM _____ NEW APPLICATION REQUIRED _____

ADDITIONAL COMMENTS/ INFORMATION:
_____
_____
_____
_____