



# Maricopa County

Department of Transportation

## Wireless Application Process within Maricopa County Right-of-Way **Small Cell Sites**

A Carrier must apply for a MCDOT Permit for Construction in County Right-of-Way (TC-Permit) for any work, installation, and/or equipment that will be within Maricopa County roadway Right-of-way (ROW). **If** new electrical service is required, a Maricopa County Planning & Development Building Permit (B-Permit) will also be required for green tag inspection (MCDOT will process the P&D B Permit).

1. Submit the initial site location(s) to:  
[dotwirelesspermits@maricopa.gov](mailto:dotwirelesspermits@maricopa.gov) to start the review process.
2. MCDOT will verify if the project (s) is within MCDOT jurisdiction.
3. If the location(s) is within MCDOT ROW a Permit application and P&D Building Permit application, if required for new electrical connection, will be required. All applications must be submitted to MCDOT, via e-mail. The application should include conceptual plans and equipment for location(s) within MCDOT ROW.

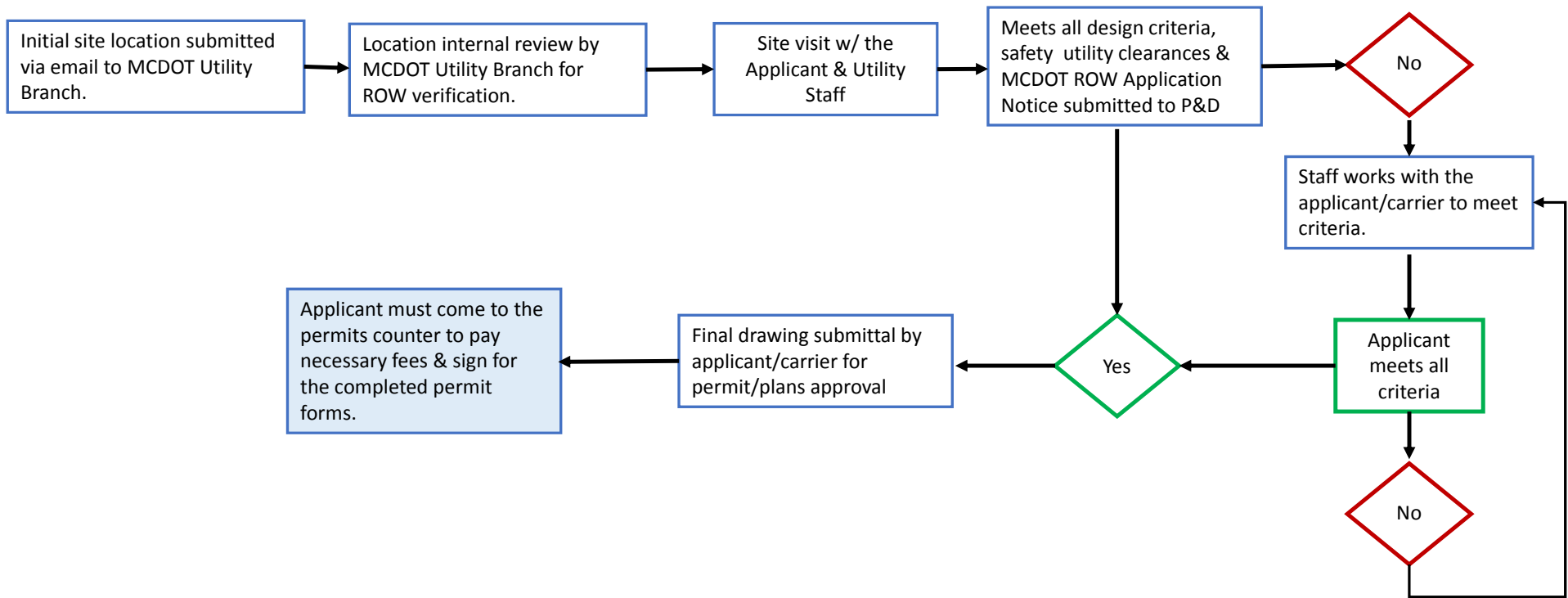
**Note:** -The Applicant must secure any permits required for projects that are within any other jurisdiction, and/or documentation confirming third party approval for placement on facilities owned by others (eg. HOAs, municipality owned or electrical companies' poles).

-The Shot Clock will begin once the completed permit package has been received.

4. An on-site meeting may be required.
5. After the location is approved, a completed application packet and final design plans can be submitted to MCDOT for review.
6. MCDOT will notify the Applicant when the approved permit(s) is/are ready and provide an invoice with associated fees.
7. The Applicant must then submit traffic control plans (TCP) referencing the approved permit by TC Number and contact the MCDOT inspector for a pre-construction meeting prior to start of construction.

Please contact the MCDOT Utility Branch at 602-506-8649 or [dotwirelesspermits@maricopa.gov](mailto:dotwirelesspermits@maricopa.gov) with questions.

## Small Cell License Application Process





**MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION PERMIT  
APPLICATION FOR WIRELESS RIGHT-OF-WAY**

Date \_\_\_\_\_

Wireless Provider: \_\_\_\_\_ Submitted By: \_\_\_\_\_  
 Maintenance/Response Contact Number: \_\_\_\_\_  
 Address of placement: \_\_\_\_\_  
 Major Cross Streets: \_\_\_\_\_  
 In The \_\_\_\_\_ Of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ City,State,Zip: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Contractor Contact: \_\_\_\_\_  
 Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

**Individual Application:**

	<b><u>QTY</u></b>	<b><u>TOTAL COST</u></b>
Permit Application and Inspection Fee:	\$100	_____

**Consolidated Permit Applications:**

Permit and Application and Inspection Fee for the first five (5) locations:*	\$100	_____
Permit and Application and Inspection Fee for each additional location:*	\$100	_____

**Permit Rates:**

Collocation on an existing non-County owned structure-no ground equipment:	\$0	_____
Collocation on an existing non-County owned structure WITH ground equipment:	\$175	_____
Collocation on an existing County owned structure- NO ground equipment:	\$20	_____
Collocation on an existing County owned structure WITH ground equipment:	\$175	_____
Installation of a new non-county owned structure with collocation:	\$175	_____
Replacement of County owned structure:	\$0	_____
Plan Review	\$100	_____
<b>TOTAL</b>		_____

\*All included locations shall be within the same 5 square miles

If you have any questions, contact MCDOT Utilities 602-506-8649 or dotwirelesspermits@maricopa.gov

**Checklist:**

- Complete permit application
- Complete P&D application (for new power hookup only)
- Site construction and equipment plans
- HOA, Private Owner, Third Party Equipment Approval Letter (if applicable)
- Have read, understand, and accept the terms of Maricopa County equipment placement and General Notes

FOR MCDOT USE ONLY:

RECEIVED \_\_\_\_\_

APPROVED \_\_\_\_\_



# Small Cell Conditions

## **I. Height and Size Requirements**

- A. Complete antenna and pole combined shall be no taller than 50 feet.
- B. Small Cell Facilities shall be no taller than 10 percent taller than surrounding structures.
- C. Small Cell facilities may not be mounted on existing structures which cause the total height to extend to a height of more than 50 feet or 10 percent taller than surrounding structures, whichever is greater.
- D. Each antenna on a single pole shall be shrouded or encased.
- E. All other Small Cell equipment shall not be more than 28 cubic feet in volume.

## **II. Installation, Placement, and Design Standards**

- A. The County strongly encourages the collocation of Small Cell facilities on existing structures. To minimize visual clutter, distractions to vehicles, and extra hazards, free standing poles must be spaced a minimum of 250 feet apart. An exemption may be granted by the County if demonstrated it has the effect of prohibiting the provision of wireless service.
- B. Any Small Cell facility within 500 feet of an intersection, shall be fitted with multiple-carrier capable equipment.
- C. Any Small Cell installation that requires new power service shall submit a Planning and Development "Green Tag" permit application (included in the wireless packet) in conjunction with a MCDOT Wireless Permit.
- D. If power is supplied sub-surface, all radio and power equipment shall be installed in the base of the pole.
- E. If power is supplied via aerial pathway, all radio and power equipment shall be mounted no less than 8 feet above the ground.
- F. Replacement poles must be the same height as the pole being replaced, unless otherwise approved by the County.
- G. Replacement poles must not encroach on any sidewalk or passageway more than the existing pole.
- H. All Small Cell and power equipment shall be housed in an enclosure, either in a cabinet at the base of the pole, or above 8 feet in aerial locations.
- I. All wires/cables/fibers must be housed inside the pole structure, unless proved to the County's satisfaction that it is not practical. Where not practical, all wires/cables/fibers shall be placed in a conduit flush to the pole and painted to match.
- J. All visible Small Cell equipment placed on a structure, including antennas, must match the surrounding poles/colors.
- K. No writing, symbol, logo, or other graphical representation is allowed on the poles except an approved owner sticker. (Template and color requirements attached in wireless application packet)
- L. Installation shall not impact line of sight for vehicle or pedestrian movement.
- M. Installations shall not create any Americans with Disabilities Act violations.
- N. Small Cell facilities shall not interfere with the function of the pole or structure to which it is attached, or interfere with any other public facilities, including but not limited to: traffic signals, street lighting, water/power meters, signs, fire hydrants, or any other public utility.
- O. The installation of any equipment must incorporate ambient noise suppression measures, or placed in locations less likely to impact surrounding residences or businesses, and must comply with all applicable noise regulations.

- P. Each Small Cell location shall be equipped with a separate power disconnect (Kill Switch) in a J-box next to the pole for the safety of workers on and around the pole.

### **III. Small Cell Facility Provisions**

- A. Applicant must be a member of 811, and comply with State law regarding marking utilities.
- B. Small Cell facilities located in the public right-of-way shall not cause a safety hazard to the public.
- C. A Small Cell facility must be removed from the public right-of-way within 90 days of the final right-of-way access.
- D. Carrier must obtain an annual maintenance permit and an emergency work permit from the County.
- E. All poles shall include a reflective sticker with the carrier assigned color that has an emergency contact number and pole identification number. If there are multiple carriers on a pole, each carrier will provide their contact sticker in descending order, top to bottom, with the initial carrier on top.

### **IV. Submittal Requirements**

- A. Documentation certified by an Arizona Professional Engineer that the pole or other structure to which the Small Cell equipment is being attached, is structurally adequate to support the equipment being placed.
- B. Applicant must provide certified analysis showing the proposed equipment satisfies the Federal Communication Commission ("FCC")'S Radio-Frequency ("RF") exposure guidelines applicable on an individual or cumulative basis (considering all frequencies, and all emitting sources as may be required by FCC regulations).
- C. Applicant must provide a completed Permit Application Packet and signed checklist.
- D. Applicant must provide written authorization from the structure/pole owner that demonstrates the Applicant has the authority to change or install a Small Cell facility upon it.



### CONDITIONS

1. That the Licensee assumes the responsibility and all liability for any injury or damage to said highway, or to any person while using said highway, caused by or arising out of the exercise of this permit or license.
2. That all work done shall be at the sole cost and expense of the Licensee and shall be done at such time and in such a manner as to be least inconvenient to the traveling public, and as directed by the agent of the Licensor. Work must be finished in the time specified on permit.
3. That when the proposed work is completed the Licensee shall repair the roadbed and replace the surfacing material thereon, and will leave the said road in as good a condition as it is now, so far as the road is affected by the Licensee.
4. If the subject of the permit or license fails to pass final inspection, the Licensee will remove or replace the same within such time as specified by written notice from the Licensor, or if at any time hereafter, any material used by the Licensee in replacing or reconstructing any part of said highway proves defective, the Licensee will replace the same with the kind and quality of material which the Licensor shall specify.
5. That if the title and possession of any property placed upon the right-of-way by the Licensee remains in said Licensee, the Licensee shall and will promptly perform all necessary repair work upon written notice from the Licensor, and will not permit or allow any condition to exist which would be a hazard or source of danger to the traveling public.
6. That if at any time hereafter, the right-of-way, or any portion thereof occupied and used by the Licensee, may be needed or required by the Licensor, any permit or license granted in pursuance of this permit may be revoked by the Licensor and all right there under terminated and upon sufficient notice, the Licensee shall and will remove all property belonging to said Licensee.
7. That in the event that the work to be done under the authority of the permit or license necessitates the creation of any hazard or source of danger to any person or vehicle using said highway, said Licensee shall and will provide and maintain at all times during the existence of said hazard sufficient barriers, hanger signals, lanterns, detours, and shall and will take such other measures of precaution as the Licensor shall direct.
8. That if the work to be undertaken is of such a nature or character that the Licensor deems it necessary that said work be laid out or inspected by the Licensor, said Licensee will defray any and all expenses incurred by said Licensor and herein agrees to reimburse the Licensor and for that purpose will deposit with the Licensor a sum of money in the amount necessary to cover all cost incurred by the Licensor.
9. That In the event any property belonging to or the area occupied by such property being used by the Licensee within any portion of the right-of-way interferes with or is needed to construct, maintain, reconstruct, improve, or relocate any highway, street, road, drainage, or sewer lines or structures pertaining thereto, by or for the Licensor, said Licensee shall at their own expense relocate, remove, lower, or raise such property, within a reasonable time, when requested to do so by the Licensor in writing.
10. All conditions of this permit shall be in conformity with the latest Maricopa County Resolution for Permits to Work in Dedicated Right-of-Way, including but not limited to the following:
  - a. Cash or a performance bond of a sum equal to not less than one-half of the amount of the cost of the work must be deposited with the County Engineers office as a guarantee that the work will be completed in accordance with the permit and the County's details and specifications.
  - b. A certificate of insurance shall be filed with the office of the County Engineer covering Public Liability and Property Damage with the following minimum limits:
    - \$500,000 - Bodily Injury, per person, per occurrence
    - \$1,000,000- Bodily Injury, more than one person, per occurrence
    - \$500,000 - Property Damage, per occurrence

It is the sole responsibility of the Licensee to maintain coverage in force for the term of the permit and to name the County as an additional insured. Said coverage shall be primary and failure to conform to the above requirements shall not waive any responsibility of the Licensee.

Fifteen day written notice of change or cancellation of the policy shall be served on the County Engineer.

- c. A copy of the schedule of fees is on file in the Maricopa County Department of Transportation and the Office of the Board of Supervisors.

## Exhibit C

### Small Wireless Structures and Facilities Schedule of Permit Fees and Rates

<u>Individual Permit Application</u>	<u>Fee</u>
Permit Application and Inspection Fee	\$100.00 per application
 <u>Consolidated Permit Applications</u>	
Permit Application and Inspection Fee for first five (5) locations	\$100.00 per location
Permit Application and Inspection Fee for each additional location	\$ 65.00 per location
 <u>Permit Rate</u>	
Collocation on an existing non-County owned structure without ground equipment	\$0
Collocation on an existing non-County owned structure with ground equipment	\$175
Collocation on an existing County owned structure without ground equipment	\$20
Collocation on an existing County owned structure with ground equipment	\$175
Installation of a new non-County owned structure with collocation (with or without ground equipment)	\$175
Replacement of County owned structure	\$0



**Maricopa County**  
Department of Transportation

**MCDOT Right-of Way Small Cell Wireless Equipment  
Waiver Request Form**

Request for Waiver:            Height                     Spacing                     Undergrounding

Height:                    Greater 10% of existing or greater 50'  
Spacing:                    Closer than 300' must avoid frequency interference  
                                  Roadway safety considerations e.g. clear zone & site-line obstruction  
Undergrounding: For road safety maintenance or new installation

Note: Aesthetics alone is not a consideration for design location and height of proposed poles.

Applicant Name/Phone No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address/Phone No: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Maricopa County Use Only:**

Field Visit Completed: Yes  No  Plan Review Attached:

Approved: Yes  No

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

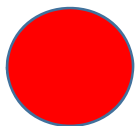
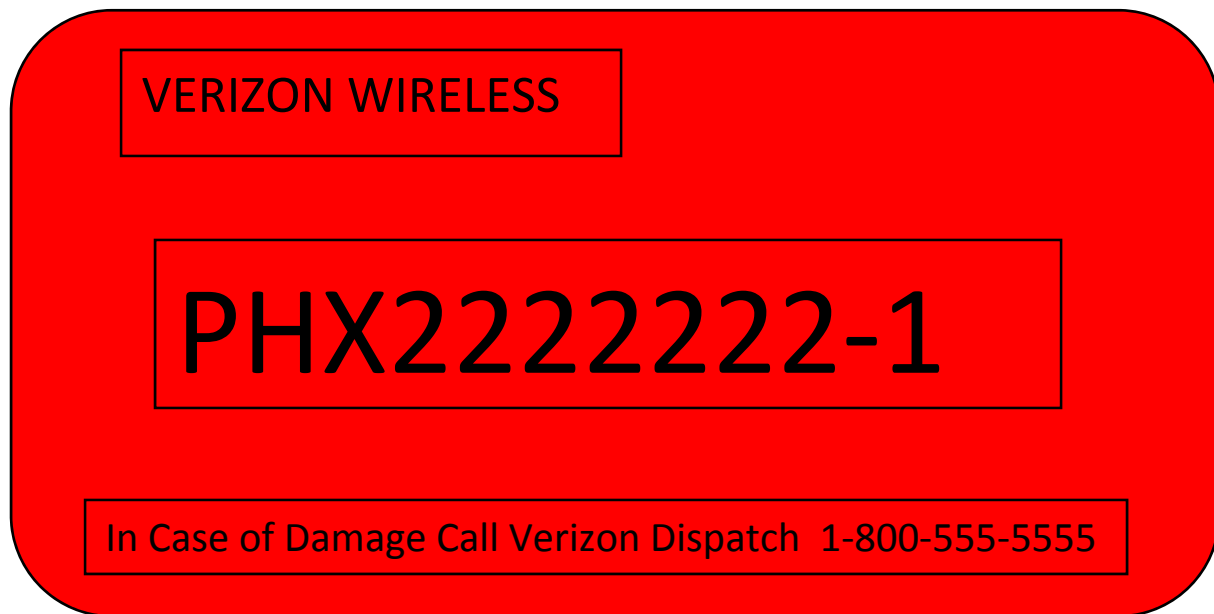
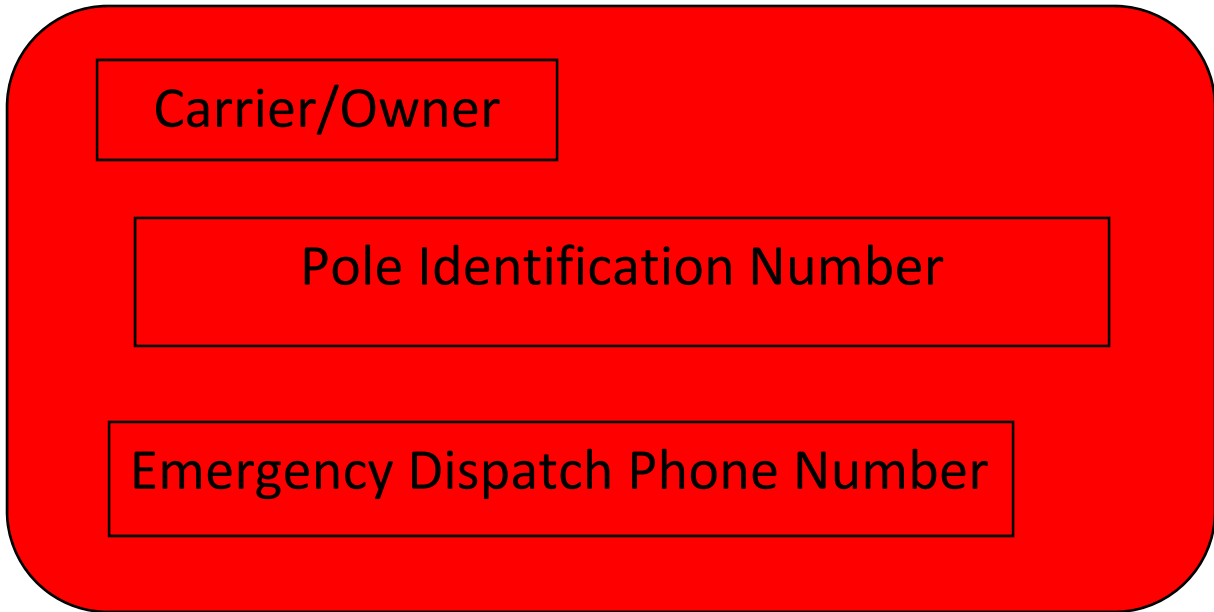
MCDOT contact: 602-506-8283 or [MCDOTwirelesspermits@mail.maricopa.gov](mailto:MCDOTwirelesspermits@mail.maricopa.gov)



# EXAMPLES



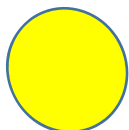
## Pole Identification Sticker Examples



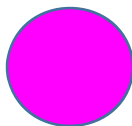
VERIZON (RED)



AT&T (BLUE)



SPRINT (YELLOW)



T-MOBILE (PINK)

# Applying for Small Cell Cite

## **Step 2: Gather Required Documents (You will upload these documents in the next step)**

- Application - [CLICK HERE](#)
- Site Plan
- Set of Building Plans

## **Step 1: Create an Account or Log in to Accela Citizen Access**

- **Create an Account - [CLICK HERE](#)**
  - Read Disclaimer and mark “I have read and accepted the above items.”
  - Click Continue Registration
  - Complete Login Information
  - Complete Contact Information → Add New → **Type = Applicant** → Continue
    - Fill out Contact Information
    - If you receive a box that states that the information is not found **CLICK CONTINUE** → Continue Registration
  - Once account is successfully registered click **Login Now** → Enter information and click **Login**
  - On the top right of the page click **Home**
- **Already have an Account - [CLICK HERE](#)**
  - Once logged on, click **Home** on the top right of the page

## **Step 3: Applying**

- Under “Development Services/Code Compliance” click “Submit an Application”
- Read Disclaimer and mark “I have read and accepted the terms above.”
- Click “Minor Residential” → “Minor Mechanical, Plumbing, Electrical → Continue Application
- Fill Necessary Fields (\*\*Make sure to **ATTACH REQUIRED DOCUMENTS** in Tab 4\*\*)
  - For **Tab 1 (Project Information)** under **Detail Information**
    - Work Description – **(Insert Company Name) - MCDOT Small Cell Cite**
  - For **Tab 3 (Owner)** under **Address**
    - If there is no current address attached to the property, please input...
      - **1** for Street Number
      - **TBD** for Street Name
      - **City/State and Zip**
- Keep going through all tabs until you can click Submit Application

## **Fees**

- \$60 if addressing is not assigned
- \$100 if addressing needs assigning

## **Help Needed?**

Please use our LiveChat feature located on the bottom of the [HOME PAGE](#)