



# Small Cell - Design Guide

## [Vision](#)

### [Applicability](#)

## [Definitions](#)

## [Permit Process](#)

### [Master License Agreements](#)

### [Supplemental Site Permits](#)

## [Deployment](#)

### [Site Requirements](#)

## [Placement Priorities](#)

### [Collocation](#)

### [Siting Specifications](#)

## [Design Specifications](#)

### [Pole Design](#)

### [Concealment](#)

### [Traffic Signal Pole Requirements](#)

## [Related Accessory Equipment](#)

## [Construction](#)

### [Permitting](#)

### [Installation](#)

### [Operation and Maintenance](#)

## [SUBMITTAL CHECKLIST](#)

## Vision

As technology continues to be an increasingly important aspect of daily lives, it is the goal of cities and wireless providers to deploy the necessary equipment in a timely and careful way to provide proficient service to the community. It is understood that the purpose for installing Small Cell Wireless Communication Facilities (Small Cell Facilities) at designated wireless sites in the public rights-of-way (ROW) is to augment network capacity otherwise provided through the installation of other facilities, such as traditional tower structures (macro sites) and fiber backhaul. This includes new types of Small Cell Facilities that may evolve or be adopted using wireless technologies. It is also important to provide the expected technological services while protecting health, safety, use, and aesthetic character of the public rights-of-ways and the broader community.

Through the approval process, site designs and pole placements should be carefully evaluated to minimize community impacts. The deployment of this new utility infrastructure should utilize collocations as much as possible to minimize the potential proliferation of poles within the rights-of-way, along with concealment practices to ensure that the quality and character of the community is not negatively impacted. Visibility from residential structures and business entrances should be minimized as much as possible.

## Applicability

All Small Cell Facilities located within the public rights-of-way shall be subject to these guidelines as they exist today and as amended hereafter from time to time. No portion of any Small Cell Facilities may extend beyond the ROW without prior approval(s). Each applicant shall first enter into a Master License Agreement with the City of Arvada prior to receiving any Supplemental Site Permits for individual locations. Nothing in these Guidelines shall be interpreted to apply to or authorize the installation of macro wireless communications service facilities, macro base stations, or similar cellular or wireless broadband facilities in the public rights-of-way, or the installation of macro wireless towers, or poles intended for macro facilities.

It is understood that the City may permit multiple persons and entities to install utility facilities in the public rights-of-way. In permitting such work to be done by others, the City shall not be liable to owners or users of Small Cell Facilities for any damage caused by those persons or entities. All Small Cell Facilities and associated Equipment (collectively, "Small Cell Facilities") shall meet the current standards and regulations of the FAA, FCC and any other agency of the federal or state government with the authority to regulate telecommunication equipment. If such standards and regulations are changed, the owner or operator shall bring such WCFs into compliance with such revised standards and regulations within the time period mandated by the controlling federal or state agency. Failure to meet such revised standards and regulations shall constitute grounds for the removal of the Small Cell Facilities from any site under the terms of the Master License Agreement at the owner's expense.

## Definitions

1. “Applicable Laws” means any statutes, constitutions, charters, ordinances, resolutions, regulations, judicial decisions, rules, tariffs, franchises, administrative orders, certificates, orders, or other requirements of the City or other governmental or judicial authority having the force and effect of law that determines the legal standing of a matter relating to the parties and/or these Guidelines.
2. “Applicant” means any wireless provider, infrastructure owner or any other entity that applies for permission to install Small Cell Facilities in the public rights-of-way, and shall include, where the context suggests, its agents, employees and contractors.
3. “Cantenna” – Any can shaped equipment shroud typically located at the top of small cell poles for the purposes of housing the antenna, antenna mount, cable connections, and other hardware.
4. “Collocation” means the use of a single structure for multiple purposes. In relation to Small Cell Facilities this shall include both the use of a single pole for multiple wireless providers and the use of a single pole for a Small Cell Facility and for another public purpose (e.g. a light pole, or traffic signal).
5. “Emergency” means any event which may threaten public health or safety, or that results in an interruption in the provision of service, including but not limited to damaged or leaking water or gas conduit systems, damaged, obstructed or leaking sewer or storm drain conduit systems and damaged electrical and communications facilities.
6. “Equipment” means Small Cell antennas and other wireless communications equipment utilizing small cell technology that is specifically identified, described, and approved by the City as set forth in Attachment 1, Table 2 attached to each Site Supplement (as defined below) and includes, but is not limited to, nodes, antennas, fiber optic cable, coaxial cable, wires, frequencies, technology, conduits and pipes, a pole, and associated and appurtenant equipment on the pole or on the ground deemed by Wireless Provider necessary to operate the Wireless Site and uses intended thereto.
7. “FCC” means the Federal Communications Commission.
8. “Interference” means physical interference where equipment, vegetation, or a structure causes reduced use of another’s prior mounted equipment, or an obstruction in a necessary line-of-sight path and/or radio frequency interference where the emission or conduction of radio frequency energy (or electronic noise) produced by electrical and electronic devices at levels that interfere with the function of adjacent or nearby operations.

9. “Network” or collectively “Networks” means one or more of the wireless and fiber-based communications facilities operated to serve customers in the City of Arvada.
10. “Owner” means a person with a legal or equitable interest in ownership of real or personal property.
11. “Person” means the term defined in Section 1-2 of the Arvada Municipal Code.
12. “Public Property” means any real property owned by the City other than Public rights-of-way.
13. “Public rights-of-way” or “ROW” means the surface, air space above the surface, and the area below any public street, road, highway, freeway, lane, public way, alley, court, sidewalk, boulevard, drive, bridge, tunnel, parkway, or easement now or hereafter held by the City, or dedicated for use by the City, use by the general public, or use compatible with the service or operations of the Small Cell Facilities. Public rights-of-way does not include trails or parks.
14. “Small Cell Facility” means a wireless service facility that meets both of the following qualifications:
  - (i) Each antenna is located inside an enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet; and
  - (ii) Primary equipment enclosures are no larger than seventeen cubic feet in volume. The following associated equipment may be located outside of the primary equipment enclosure and, if so located, is not included in the calculation of equipment volume: Electric meter, concealment, telecommunications demarcation box, ground-based enclosures, back-up power systems, grounding equipment, power transfer switch, and cut-off switch.
15. “Supplemental Site Permit” means a document, substantially in the form attached as Exhibit A. Each Wireless Site installation will be subject to a Supplemental Site Permit.
16. “Wireless Communications Facility” or “WCF” means a facility as defined in Sections 5.2.38 and 10.2 of the Arvada Municipal Code.
17. “Wireless Site” means a location on Public rights-of-way selected by an applicant for deployment of Small Cell Facilities.

## Permit Process

## Master License Agreements

As wireless providers, infrastructure owners or similar entities begin to consider deployment of new small cell networks within Arvada, the first step in that process shall be the execution of a Master License Agreement with the City of Arvada. This agreement shall provide the overall framework for network deployment, permit approvals, and facility installations throughout the City. For further information on the process and procedures for Master License Agreements, go to [arvada.org/smallcell](http://arvada.org/smallcell). Once the Master License Agreement is in place, applicants may then proceed with their network deployment by seeking approval of Supplemental Site Permits.

## Supplemental Site Permits

In an effort to streamline the approval process, the City of Arvada has revised its permitting and approval process for Small Cell Facilities. Under existing regulations for the larger macro sites, providers are required to obtain separate permits for each phase of a project (e.g zoning approval from Planning, Building approval for pole structure and electrical work, and Traffic approval for street closures). The newly revised process requires all review entities to act simultaneously to complete a single review process and fee program rather than separate systems. It is the intent of this process to assist applicants in the timeliness of the review and permitting process which should result in faster installations and increased service capabilities for Arvada residents and businesses.

Applicants may seek approval for up to ten (10) Small Cell Facilities at a given time through a Master Permit. Each Wireless Site shall be submitted online separately as a Supplemental Site Permit which will be linked to a Master Permit for processing purposes. Each Supplemental Site Permit request must include the items noted below and included in the submittal checklist as found online at [www.arvada.org/smallcell](http://www.arvada.org/smallcell):

1. Information on
  - a. The Owner of the pole or other structure upon which the Small Cell Facility is proposed to be installed;
  - b. A letter of authorization from the Owner of the pole/structure confirming that the applicant has authority to make the requested attachment(s); and
  - c. Such other information as set forth elsewhere herein, which may, in the City's sole discretion, be modified from time to time to meet the needs of the City.
  - d. If the Small Cell Facility is proposed in rights-of-way owned by another governmental entity, a copy of the agreement authorizing the applicant access to that right-of-way is also required.
2. Upon filing a complete request for a Supplemental Site Permit, the City shall process the request within thirty (30) days, or within such other time as designated by Applicable Law, and shall render a final decision within ninety (90) days of a complete request. Notwithstanding the foregoing, if the Supplemental Site Permit request seeks permission to install or construct any WCFs that are not subject to administrative approval, the time in which the City shall direct the applicant to apply for the necessary land use permission shall be that period permitted under Applicable Law.

3. All submittals shall be completed through the online eTrakit system at [Arvadapermits.org](http://Arvadapermits.org). A submittal checklist and details of the permit review and approval process can be found at [arvada.org/smallcell](http://arvada.org/smallcell).

## Deployment

### Site Requirements

1. All Small Cell Facilities covered by these Guidelines shall be as architecturally compatible with the surrounding area as feasible;
2. All electrical, communication, and other wiring to Small Cell Facility components, including radios, antennae and backhaul connections, shall be fully concealed, internal to the structure where possible and shrouded or otherwise hidden from view in all other instances;
3. Height or size of the proposed Small Cell Facility and any replacement pole should be minimized and conform to the standard form factor of a City traffic signal or City or utility street light or distribution pole to the maximum extent practicable;
4. Small Cell Facilities shall be sited in a manner that takes into consideration the proximity to residential structures and residential district boundaries, uses on adjacent and nearby properties, and the compatibility of each facility to these uses, including but not limited to proximity of Wireless Site to first and second story windows;
5. The applicant will be responsible for telephone, electric and any other utility service used or consumed in connection with its Small Cell Facilities. In no event will the applicant or any user of the Small Cell Facilities at any Wireless Site secure its utilities by sub-metering from the City.
6. Equipment shall be designed to be compatible with the site, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness. Appurtenances shall match the standard form factor of City traffic signal or City or utility street light or distribution pole to the maximum extent practicable; and
7. Small Cell Facilities and any associated landscaping shall be designed and located outside of intersection sight distances and in accordance with the City of Arvada Engineering Code of Standards and Specifications and ASSHTO standards.
8. The designs approved by the City for the installation of Small Cell Facilities as agreed to in the Site Supplements governing each specific Wireless Site, including the dimensions and number of antennas and equipment boxes and the pole height are intended and stipulated to be concealment features under 47 CFR 1.6100 (as amended), and shall be

addressed under Applicable Laws when considering collocation and modification requests.

9. Lighting. Small Cell Facilities shall not be artificially lit, unless required by the FAA or other applicable governmental authority, or the Small Cell Facility is mounted on a light pole or other similar structure primarily used for lighting purposes. If lighting is required, City may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views. Lighting shall be shielded or directed to the greatest extent possible so as to minimize the amount of glare and light falling onto nearby properties, particularly residences.
10. Landscape and Fencing Requirements.
  - a. Ground-mounted Small Cell Facility components shall be sited in a manner that does not reduce the landscaped areas for the other principal uses on the parcel, below City standards.
  - b. Unless otherwise mutually agreed to by the parties, ground-mounted Small Cell Facility components shall be landscaped with a buffer of plant materials that effectively screen the view of that part of the Small Cell Facilities from adjacent property. The standard buffer shall consist of the front, side, and rear landscaped setback on the perimeter of the site.
  - c. In locations where the visual impact of the Small Cell Facilities would be minimal, the landscaping requirement may be reduced or waived altogether by City.
11. Noise. Noise generated on the site must not exceed the levels permitted by local standards, except as may be expressly permitted by local approval.
12. Additional design requirements shall be applicable to the various types of Small Cell Facilities as specified below:
13. Alternative Tower Structures located in the Right-of-Way. In addition to the other criteria contained in this Exhibit and the Arvada Municipal Code, an Alternative Tower Structure located in the right-of-way shall:
  - a. With respect to its pole-mounted components, be located on an existing utility pole serving a utility; or
  - b. Be camouflaged/concealed consistent with other existing natural or manmade features in the right-of-way near the location where the Alternative Tower Structure will be located; or
  - c. To the extent reasonably feasible, be consistent with the size and shape of the pole-mounted equipment installed by City and any communications companies on utility poles near the Alternative Tower Structure;
  - d. To the extent reasonably feasible, be sized to minimize the negative aesthetic impacts to the right-of-way;

- e. Be designed such that antenna installations near traffic signal standards are placed in a manner so that the size, appearance, and function of the signal will not be negatively impacted and so as not to create a visual distraction to vehicular traffic;
- f. Require any ground mounted components be located in a manner necessary to address both public safety and aesthetic concerns as required by the Arvada Municipal Code, and may, where appropriate, require a flush-to-grade underground equipment vault.

## Placement Priorities

### Collocation

Small Cell Facilities owned and/or controlled by the applicant may be installed only on the following, and in the listed priority:

1. Metal third-party poles (such as street light poles or distribution poles) in the public rights-of-way under the terms of a fully executed pole attachment agreement with the Owner of such poles (and where metal poles do not exist in the surrounding area, the City will consider installations on wood poles on a case-by-case basis),
2. Metal street lighting poles in the public rights-of-way approved for street lighting purposes by the City that are purchased by the applicant,
3. In instances where no other reasonable opportunity for attachment exists other than traffic signal poles, on the applicant's proprietary poles newly installed in the public rights-of-way,
4. Traffic signal poles in the public rights-of-way under the terms of the Master License Agreement, and City of Arvada rules and regulations, or
5. Strung on wires between existing poles.

### Siting Specifications

1. Minimum Separation between stand-alone poles for Small Cell Facilities: 600 feet
2. While the City's highest priority is for collocations on existing or replacement third party metal poles, new stand-alone poles for Small Cell Facilities may be allowed if existing facilities are not acceptable as determined by the City. In such instances, the new poles shall be located a minimum of 15 feet from existing poles.
3. New pole locations shall also be sighted to minimize impacts to adjacent properties by locating at within 15 feet of intersection lot lines and away from primary building entries.

4. Small Cell Facilities shall be sited in a location that does not reduce the parking for the other principal uses on the parcel below City standards unless it is the only option.
5. Pole locations shall align with other existing street lights or street trees in the immediate area to be as unobtrusive as possible.
6. Pole locations shall also maintain unobstructed access to adjacent properties and other public ways and uses (vehicular, pedestrian, bicycle, etc.). A minimum of 6 feet shall be maintained from all such features, including by not limited to fire hydrants, bike racks, electrical charging stations, bike share stations or other such street furniture elements.
7. To preserve the viability of existing street trees, a minimum 15 foot setback shall be maintained for new pole locations.

## Design Specifications

### Pole Design

1. Maximum Pole Diameter: 20"
2. Pole design (shape) shall be identical to or closely match that of other such structures within the adjoining rights-of-way, subject to review and approval of the City.
3. Pole color shall be evaluated with each Supplemental Site Permit to determine compatibility with the surrounding context. All Small Cell Facilities shall be of non-reflective color and materials and shall match that of the surrounding area as much as possible.
4. Pole Height: Maximum: 40'

### Concealment

1. All antennas and wiring shall be concealed within the vertical pole or within a cantenna mounted to the top of the pole structure.
2. Equipment shall be located within the pole or screened from public view by the use of various screening techniques including, by way of example and not limitation, underground vaults or behind existing signs mounted on the pole. Where inadequate width exists between City owned infrastructure (Curbs, walks, water and sewer lines, etc.) undergrounding of equipment may be required.
3. Camouflage/Concealment. All Small Cell Facilities shall, to the extent possible, match the appearance and design of existing City traffic signal or City or utility street light or distribution pole adjacent to the Wireless Site; and when not technically practicable, Small Cell Facilities shall use camouflage design techniques including, but not limited to the use of materials, colors, textures, screening, landscaping, or other design options that will blend the Small Cell Facilities to the surrounding natural setting and as built environment. Design, materials and colors of Small Cell Facilities not identical to existing City traffic

- signal or City or utility street light or distribution poles shall otherwise be compatible with the surrounding environment. Designs shall be compatible with structures and vegetation on the same parcel and adjacent parcels.
4. Camouflage design may be of heightened importance where findings of particular sensitivity are made (e.g., proximity to historic or aesthetically significant structures, views, and/or community features). In such instances where a Small Cell Facility is located in areas of high visibility, it shall (where possible) be designed to minimize its profile.
  5. All WCF components, including antennas, vaults, equipment rooms, equipment enclosures, and tower structures shall be constructed out of non-reflective materials (visible exterior surfaces only).
  6. For collocations in commercial areas, where existing wooden poles exist, the existing poles shall be replaced with metal poles housing the concealed Small Cell Facilities. For collocations in residential areas, where existing wooden poles exist, these sites will be evaluated on a case-by-case basis. It is still the City's preference that the residential poles be replaced within metal poles. Should any side mounted designs be allowed on existing wood poles, the antennas, equipment, and cabling shall be camouflaged by a shroud or another approved form of concealment.
  7. All cantennas and shrouds shall provide as complete concealment as possible to ensure concealed views of antennas, equipment, and other hardware as well as prevent birds from entering or nesting within.

### **Traffic Signal Pole Requirements**

1. Traffic signal poles already supporting public safety police equipment are not eligible to be considered for Small Cell Facilities. Small Cell Facilities placed on traffic signal poles may be required to be relocated at any time if the City-owned infrastructure is needed for placement of police equipment.
2. Traffic signal poles are engineered structures designed to specific loading criteria and required AASHTO standards. Modifications to the loading shall require an engineering analysis stamped by a Colorado licensed professional engineer.
3. Installations on traffic signal poles cannot alter the poles in any way. Therefore, all attachments must be banded. Drilling and taping is not allowed.
4. All cabling must be external to the pole to eliminate the possibility of interference with existing signal cables and conductors.
5. Cables, conduits and bands must not interfere with access to or operation of any of the traffic signal equipment. Specific clearances may be required and shall be reviewed on a case-by-case basis.
6. Analysis must be provided to show the proposed equipment shall not interfere with the City's wireless network operating in the 900 MHz and 5.8 GHz frequencies.
7. For installations on traffic signal poles, involved personnel must hold at least a Level I IMSA Traffic Signal certification (level II preferred) to demonstrate comprehension of the implications of any negative impacts to the City's traffic signal infrastructure.

8. Any installation or servicing of Small Cell Facilities located on traffic signal poles shall be coordinated with the City's Traffic Operations and Traffic Engineering groups a minimum of three business days in advance.
9. Small Cell Facilities located on traffic signal poles may be required to be removed and/or reset at any time at the sole cost of the owner due to any work performed by or authorized by the City.

## Related Accessory Equipment

Accessory equipment for all Small Cell Facilities shall meet the following requirements:

1. All buildings, shelter, cabinets, and other accessory components shall be grouped as closely as technically possible;
2. The total footprint coverage area of the accessory equipment shall not exceed thirty-six (36) square feet;
3. Accessory equipment, including but not limited to meters, base plates, attachment hardware, and remote radio units, shall be located out of sight by locating behind landscaping, parapet walls, within the pole, behind an attached sign on a pole or underground. Where such alternate locations are not available, the accessory equipment shall be otherwise camouflaged or concealed.
4. Notwithstanding subsections 1.-3., accessory equipment shall not alter vehicular circulation or parking within the right-of-way or impede vehicular, bicycle, or pedestrian access or visibility along the right-of-way. The location of Small Cell Facilities must comply with the Americans With Disabilities Act and all Applicable Law.

## Construction

### Permitting

All of the above installations shall be subject to the permitting process identified above and at [arvada.org/smallcells](http://arvada.org/smallcells). In addition, as noted therein, installations on City owned facilities (such as Traffic Signal Poles) shall be subject to the supplemental requirements noted [herein](#), along with all City rules and regulations, and the terms of the Master License Agreement.

### Installation

Street Closures - Duty to Minimize Interference. The applicant shall not impede, obstruct or otherwise interfere with the installation, existence or operation of any other facility in the public rights-of-way, including but not limited to sanitary sewers, water mains, storm water drains, gas mains, traffic signals and/or utility poles, City-owned street lights, aerial and underground electrical infrastructure, cable television and telecommunication wires, public safety and City networks, and other

telecommunications, utility, or Public Property. All applicant activities in the public rights-of-way shall be carried on as to minimize interference with the use of the public rights-of-way and with the use of private property, in accordance with all regulations of the City necessary to provide for and protect public health, safety and convenience.

## **Operation and Maintenance**

Duty to Repair. Any public rights-of-way, Public Property or private property that is disturbed or damaged during, or as a result of, the construction, reconstruction, repair, replacement, removal, relocation, operation or maintenance of any Small Cell Facilities by the applicant shall be promptly repaired to the reasonable satisfaction of the City by the applicant at its sole expense. The applicant must provide written notification to the City within 24 hours of the damage and report corrective activities after completion to the City.

Modification. Modifications shall be subject to permitting required under Applicable Laws, but shall not be subject to additional City approval, to the extent that: (i) such modification to Small Cell Facilities involve only substitution of internal components, and does not result in any change to the external appearance, dimensions, or weight of the Small Cell Facilities, change in loading impacts on the pole as approved by the City or impact to multi-modal traffic flow; or (ii) such modification involves replacement of a Small Cell Facility with a Small Cell Facility that is of similar design, and the same or smaller in weight and dimensions as the approved Small Cell Facility and does not impact multi-modal traffic flow.

All Small Cell Facilities shall comply with federal standards for radio frequency emissions. If concerns regarding compliance with radio frequency emissions standards are made to City, City may request that applicant provide information demonstrating compliance. If such information suggests, in the reasonable discretion of City, the Small Cell Facilities may not be in compliance, City may request and applicant shall submit a project implementation report which provides cumulative field measurements of radio frequency emissions of all antennas installed at the subject site, and which compares the results with established federal standards. If, upon review, City finds a Small Cell Facility does not meet federal standards, City may require corrective action within a reasonable period of time, and if not corrected, may require removal of any Small Cell Facilities as an unauthorized use under this Agreement. Any reasonable costs incurred by City, including reasonable consulting costs to verify compliance with these requirements, shall be paid by applicant upon demand by City or, if such costs remain unpaid after demand, City may recover such costs by the same manner and method authorized to recover nuisance abatement costs under the Arvada Municipal Code.

Inventory of Wireless Sites The applicant shall maintain a current inventory of Wireless Sites throughout the Term. Upon written request of the City, which request may be made once and is not required to be made annually, the applicant shall provide to the City a copy of the inventory of Wireless Sites by December 31<sup>st</sup> of each year. The inventory shall include roadway intersection (if applicable), GIS coordinates, Wireless Site address (meter - as assigned by Licensor), date of installation, the Wireless Provider Site ID #, type of pole used for installation, pole Owner, and description/type of installation for each Wireless Site WCF installation. Concerning Wireless Sites that become inactive, the inventory shall include the same information as active installations in addition to the date the Wireless Site was deactivated and the date the Small Cell Facilities were removed from

the public rights-of-way. The City will compare the inventory to its records to identify any discrepancies.

Unauthorized Installations. If there are any unauthorized Wireless Sites identified by the City as a result of comparing the inventory of Wireless Sites to internal records or through any other means, the City shall provide written notice to the applicant of such unauthorized Wireless Site and the applicant shall have thirty (30) days thereafter in which to submit an application request for a Supplemental Site Permit for that location, or alternatively to remove the Small Cell Facilities and restore the property at the applicant's expense. If the applicant fails to submit a request for a Supplemental Site Permit, or if the request is denied, the applicant shall remove the Small Cell Facilities from the public rights-of-way and restore the property at its expense within thirty (30) days, unless a different time period is agreed to by the parties. If the request is approved, the applicant must pay the required fees for a new Wireless Site plus interest at the rate of two percent (2%) per annum from the date of the original installation.

## SUBMITTAL CHECKLIST

### APPLICANT SHALL PROVIDE THE FOLLOWING AS IS APPLICABLE TO BE CONSIDERED BY CITY IN WHETHER TO GRANT THE SUPPLEMENTAL SITE PERMIT:

1. Plans showing engineering design, and specifications for installation of the Small Cell Facility, including the location of radios, antenna facilities, transmitters, equipment shelters, cables, conduit, point of demarcation, backhaul solution, electrical distribution panel, electric meter, electrical conduit and cabling, location of any potholes and all other associated equipment. Where applicable, the design documents shall include specifications on design, pole modification, and ADA compliance. Pursuant to Arvada Municipal Code Section 78-190, such information shall be prepared by a Professional Engineer licensed in the State of Colorado.
  - a. The plans shall show existing sidewalk size, existing utilities, existing trees and other existing improvements.
  - b. The plans shall include a separate sheet showing traffic control signs and equipment.
2. For City poles, include documentation from the City verifying the pole is eligible for attachment. Also include a load bearing study that determines whether the pole requires reinforcement or replacement in order to accommodate attachment of the Facility. If pole reinforcement or replacement is warranted, the design documents shall include the proposed pole modification.
3. For new pole installations, include documentation verifying the pole location is in the public rights-of-way and is eligible for installation. Include list of adjacent property owners. If the proposed installation includes a new pole, provide design and specification drawings for the new pole.
4. If the proposed installation will require reinforcement or replacement of an existing pole, provide applicable design and specification drawings.
5. The number, size, type, and proximity to the facilities of all communications conduit(s) and cables to be installed.
6. Description of the utility services required to support the facilities to be installed.
7. A typewritten legal description with (1) the Section, Township and Range, and County being affected, and if it is part of a subdivision, it shall be stated also; (2) the Point of Beginning to an established land corner or to a subdivision plat that is tied to an established land corner, with curves showing radius, delta, arc length and angle to radius point if curve is non-tangent, and area to be included in square feet; and (3) the legal description SIGNED and SEALED by a surveyor registered in the State of Colorado.
8. For City-owned traffic signal poles, provide information required by Exhibit C of the Master License Agreement.

**SITE DATA TABLES**

**Table 1**

WIRELESS SITE ID NO. AND ADDRESS	STREET NAME/INTERSECTION AND QUADRANT POLE IS LOCATED ON	STATE PLANE COORDINATES		EXISTING POLE TYPE	EXISTING POLE HEIGHT
		Easting (X)	Northing (Y)		

**Table 2**

WIRELESS SITE ID NO. AND ADDRESS	PROPOSED POLE ALTERATION	RESULTANT POLE HEIGHT	TYPE OF EQUIPMENT ATTACHED


## Supplemental Site Permit

This Supplemental Site Permit, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (“Effective Date”) between the \_\_\_\_ of \_\_\_\_\_, hereinafter designated “City,” and \_\_\_\_\_, hereinafter designated “Company”:

1. Supplemental Site Permit. This is a Supplemental Site Permit as referenced in that certain Small Cell Facilities Master License Agreement in connection with the operation of Company’s Network, between City and Company dated \_\_\_\_\_, 201\_ (the “Agreement”). All of the terms and conditions of the Agreement are incorporated herein by reference and made a part hereof without the necessity of repeating or attaching the Agreement. In the event of a contradiction, modification or inconsistency between the terms of the Agreement and this Supplemental Site Permit, the terms of this Supplemental Site Permit shall govern. Capitalized terms used in this Supplemental Site Permit shall have the same meaning described for them in the Agreement unless otherwise indicated herein.
2. Project Description and Locations. As described herein, Company shall have the right to use the City-owned structure, other vertical structure owned by a third party or a newly constructed vertical structure for Small Cell Facilities at the Wireless Site in the public rights-of-way as further described in Attachment 1, Table 1 attached hereto.
3. Small Cell Facilities Equipment. The Small Cell Facilities to be installed at the Wireless Site are described in Attachment 1, Table 2 attached hereto.
4. Term. The term of this Supplemental Site Permit shall be as set forth in Section 2.3 of the Agreement.
5. Fees. If this Supplemental Site Permit is for attaching Small Cell Facilities to City-owned structures in the public rights-of-way, the initial annual attachment fee shall be \$200.00 (“Attachment Fee”). Such annual Attachment Fee shall not be applicable to street lighting poles approved for street lighting purposes by the City that are purchased by the Company and assigned to the City pursuant to Section 2.2(iii) of the Agreement.
6. Commencement Date. The commencement date of this Supplemental Site Permit is the first day of the month following the date Small Cell Facilities has commenced installation of its Small Cell Facilities at the Wireless Site.
7. Approvals. It is understood and agreed the Company’s ability to use the Wireless Site is contingent upon its obtaining all of the certificates, permits and other approvals (collectively the “Governmental Approvals”) that may be required by any Federal, State or Local authorities. In the event that (i) any of such applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to Company is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) Company determines that such Governmental Approvals may not be obtained in a timely manner; or (iv) Company determines one or more licensed Wireless Sites is no longer technically compatible for its use, Company shall have the right to terminate all or part of this Supplemental Site Permit. Notice

of Company's exercise of its right to terminate shall be given to City in writing by certified mail, return receipt requested, and shall be effective upon the mailing of such notice by Company, or upon such later date as designated by Company. All fees paid to said termination date shall be retained by City. If the Company has not commenced installation of its Small Cell Facilities at the Wireless Site within one hundred eighty (180) days of the Effective Date, this Supplemental Site Permit shall terminate without further action required by either party; provided however that such deadline may be extended by mutual written agreement of the parties. Upon such termination, all or part of this Supplemental Site Permit, as applicable shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each party to the other hereunder and in the Agreement. Otherwise, Company shall have no further obligations for the payment of any Attachment Fee to City.

*[Signature page follows.]*

*[Signature page for Supplemental Site Permit.]*

EXECUTED to be effective as of the date shown above.

CITY:

CITY OF ARVADA, COLORADO

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM

BY: \_\_\_\_\_  
City Attorney  
Name: \_\_\_\_\_

COMPANY:

[INSERT]

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**Attachments:**  
Attachment 1