



City of Commerce  
Public Works Department

SCF Permit No. \_\_\_\_\_  
Office Use Only

## PERMIT APPLICATION FOR SMALL CELL FACILITIES IN THE PUBLIC RIGHT-OF WAY

The **City of Commerce** regulates the encroachment of structures and objects to be constructed, installed or otherwise placed in the public right-of-way (“PROW”). A permit is required for the installation of small cell facilities (“small cells”) in the PROW. Telecommunication carriers (“applicant”) may apply to construct, install, and maintain small cells in the PROW by completing this permit application. Included in this form are the City’s design requirements that apply to all small cells. All small cells will be evaluated against the design requirements in order to ensure the facility’s visual and aesthetic character meet the City’s interests, and that blight or other potential visual impacts do not result.

City review of the application materials will also include consideration of appropriate engineering, building and structural standards as well as review of any temporary traffic control measures necessary to accomplish the work, and proposed time of the work.

The City’s approval of the application and issuance of a permit **is required prior to** any construction or installation. With issuance of a permit the applicant commits that all work will be inspected by the City to ensure the disturbed PROW is adequately restored per the standard plans of the *American Public Works Association*.

The application must be submitted to:

City of Commerce  
Public Works Department (ATTN: Engineering) 2535 Commerce Way,  
Commerce, CA 90040

Minimum submittal requirements for proposed work include the following:

### GENERAL INFORMATION:

Project Address: \_\_\_\_\_

Block Number: \_\_\_\_\_

Project Description including type of facility proposed and overall dimensions:

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**CONTACT INFORMATION:**

Applicant Name *(required at initial submittal)*: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Utility Company Name *(required at initial submittal)*: \_\_\_\_\_

Certificate of Public Convenience and Necessity Number: \_\_\_\_\_  
*(If applicable, CPCN is granted by the California Public Utilities Commission)*

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Engineer Name *(at initial submittal if applicable)*: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contractor Name (*required prior to permit issuance*): \_\_\_\_\_

California Contractor's License Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**ATTACHMENT INFORMATION:**

Propose to attach small cells to City Street Light(s): ☐ Yes ☐ No

City Street Light Pole Number(s) and/or Location Description(s): \_\_\_\_\_

Please note that applications involving attachments to City Street Lights require a License Agreement with the City. Please contact City staff for a copy of agreement template if the Utility Company does not already have an executed agreement.

NOTE: City does **not** allow for attachments to city traffic signal poles.

NOTE: Some streetlights are owned by Southern California Edison and any small cell attachments to SCE poles would be subject to SCE rules.

Propose to attach small cells to Existing Utility Pole(s): ☐ Yes ☐ No

Utility Pole Number(s): \_\_\_\_\_ Subject to joint point agreement rules.

Propose to construct new pole(s): ☐ Yes ☐ No

Pole description: \_\_\_\_\_

**SMALL CELL FIELDS:**

Number of Antennas: \_\_\_\_\_

Volume of Antennas (cubic feet): \_\_\_\_\_

Description of Associated Equipment Cabinets: \_\_\_\_\_

Volume of Non-Antenna equipment (cubic feet): \_\_\_\_\_

Underground Vaults? ☐ Yes ☐ No

Description of Underground Vaults: \_\_\_\_\_

**OTHER UTILITY INFORMATION:**

It is the City's preference to house all new equipment in underground cabinets and to avoid above ground equipment cabinets. It shall be required in locations where other utilities are required to be underground, or where the presence of such equipment incommodes the public use of the right of way. This interest is an aesthetic design. Applicants are required to investigate if an underground electrical service may be provided by Southern California Edison via an unmetered connection/hand hole and to provide a written finding to the City with the initial application submittal. Applicant will need to apply with Southern California Edison for a

“Wireless Technology Rate.”

In no case shall electricity / power be provided by a City streetlight or other source without specific prior written approval for that location and source by the City and/or other owner.

Unmetered Southern California Edison Wireless Technology Rate: ☐ Yes ☐ No

Southern California Edison Meter Pedestal: ☐ Yes ☐ No

Meter Service Request Number (if available): \_\_\_\_\_

Source of electrical service including approximate location and dimensions (if applicable):

\_\_\_\_\_

Specified Amperage of Meter Service: \_\_\_\_\_

**DESIGN /AESTHETIC INFORMATION:**

Screening Devices Proposed? ☐ Yes ☐ No

Screening Devices Proposed: \_\_\_\_\_

Proposed Color of Antenna and Cabinets: \_\_\_\_\_

Statement describing the other design and siting alternatives considered and the reasons why those alternatives were dismissed, and this proposed project alternative was selected:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please submit a scaled photo simulation rendering of each proposed small cell facility that depicts the use of colors, concealment, screening, buffering and other aesthetic features included.

**TEMPORARY TRAFFIC CONTROL PLAN:**

Description of any proposed traffic control measures:

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\*Temporary traffic control plan submittal may be required by City staff during the review process, prior to permit issuance. Staff will notify the applicant if such a plan is required or if it can be substituted by the latest edition of *Work Area Traffic Control Handbook (WATCH)* manual.

## **SUBMITTAL REQUIREMENTS:**

The following documents must be submitted with this application:

- ❑ Site Plan that meets the following requirements:
    - ❑ Shall be clearly and legibly drawn. Design plans shall be signed and stamped by a registered Engineer
    - ❑ The dimensions of the plan shall be appropriate based upon the scope of the project. Generally, new small cell facilities / poles should have plan sheets with a dimension of 24" by 36". The scale of the drawing shall be large enough, but not smaller than one inch (1") equals on hundred (100'), to clearly show all details thereof. Show the scale on the plan.
    - ❑ North arrow.
    - ❑ Name of preparer of site plan. Date plan prepared/revised.
    - ❑ Vicinity map.
    - ❑ Public right-of-way boundaries including dimensions of sidewalk and parkway landscape areas including relation to the proposed site installation. Show approximate property lines.
    - ❑ All servicing utilities or underground utilities (including drainpipes) within the area of excavation. Trenching or potholing for utility connections.
    - ❑ Location of existing and new streetlights or poles to be installed.
    - ❑ Type of Lighting Fixtures and level of lighting (if street lighting pole will be replaced)
    - ❑ Locations for all equipment, antennas, utility services and meters, conduits, wiring, vaults, hand holes, and exposed cables indicating proposed to be above or below ground.
    - ❑ Location, description, width, approximate grades (if applicable), and cross sections of affected or improved adjacent items such as streets or sidewalks.
    - ❑ Existing and proposed walls, fences, landscaping, and trees (larger than 4" in diameter measured 2' above the base).
- Trees may not be removed to accommodate small cell wireless facilities.
- ❑ Any required vegetation clearing to operate the facility.
  - ❑ Distance to nearest residence or business.

- ❑ Contours at five-foot (5') intervals if grading is proposed for the project.
- ❑ Elevation Drawing
  - ❑ To scale.
  - ❑ Clearly illustrate the project details that show the proposed height of all antennas and structures.
  - ❑ Proposed colors, dimensions, and materials.
  - ❑ Must meet the following antenna height limitations, unless directed otherwise in writing by the Public Works:
    - No greater than 45 feet in one-family or two-family residential zone.
    - No greater than 55 feet in any multiple-family residential, office, restricted or limited commercial zone, or mixed-use residential zone.
    - No greater than 70 feet in any other commercial, commercial-manufacturing or limited manufacturing zone.
- ❑ Photo Simulation (required for new tower and/or equipment sites)
  - ❑ Accurate with regard to color and scale of the proposal from 3 vantage points, with imagery of existing adjacent structures, utilities poles/lines, trees, etc.
  - ❑ Include aesthetic features proposed for concealment, screening, and buffering.
- ❑ Electrical Service Plan from Southern California Edison may be a deferred submittal, but if applicable, submittal, review and approval must occur prior to permit issuance.
- ❑ Electrical Plan and Single Line Diagram may be a deferred submittal, but if applicable, submittal, review and approval must occur prior to permit issuance.
- ❑ Temporary Traffic Control Plan may be a deferred submittal, but if applicable, submittal, review and approval must occur prior to permit issuance.
- ❑ Structural Report indicating that the underlying structure has sufficient capacity to support proposed facility that is signed and stamped by licensed engineer. In the case of facility located in the right-of-way, where another entity has jurisdiction over the facility, a signed letter from a duly authorized representative of the entity acknowledging that they have analyzed the design and that the underlying structure is structurally sufficient may be submitted in lieu of a Structural report.
- ❑ Letter of Authorization from the owner
- ❑ Environmental Documents in Compliance with CEQA guidelines



- Radiofrequency Emissions Compliance Report
  - Must make specific references to the proposed location and configuration of the installation. The report must include site-specific calculations which demonstrate the project meets the FCC's standards for Radiofrequency Radiation Exposure Limits and should indicate the distance between the proposed location of the facility and the closest structure at any elevation. It should also provide the distance from the proposed location at which FCC recommend exposure levels are exceeded at both grade level and antenna level. The report must also provide recommendations for feasible mitigation necessary to address any identified potential impacts to public health and safety. The recommended physical mitigation measures shall be reflected in the project plans submitted with the initial application. The Facility shall only be allowed to operate utilizing the specific frequencies and within power levels less than or equal to those reported on the Radiofrequency Emissions Compliance report. Should different frequencies or increased power levels be needed, a new application will be required.

**FEES:**Application fees are due at time of initial submittal:

Permittee shall pay a permit application fee per the City of Commerce Permit Fee Schedule. The actual fee is based on the scope of the work and the amount of time the Public Works inspector needs to inspect the work. Please note a new permit Application and associated fees will be required if no work has commenced within 180 days of the permit issuance.

Pursuant to the requirements of FCC Ruling a reoccurring fee of \$270 (unless modified lawfully) will be paid to the City annually.

Separate fees that *may* be assessed later to the extent allowed by law:

Structural and Electrical Plan Checking, Wind load Calculation Review, Traffic Control Plan review, Public Works Inspection  
Attachment fee to City Street Lights, License Fee for attachments to City facilities (streetlights, etc.)

All Applicable Fees shall be sent to:

City of Commerce  
Public Works Department (ATTN: Engineering)  
2535 Commerce Way, Commerce, CA 90040

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Commerce. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby authorize the above-named contact person/companies to act as my agent in all matters pertaining to this application.

Utility / Telecommunications Company Authorized Name, Title and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please note that without Pole Owner (utility company, JPA, etc.) written authorization and a signature of this application, the application will be deemed incomplete.

NOTE: Other City Divisions/Departments *may* have additional requirements, and it is the responsibility of the applicant to ensure that all Utilities, City, County, State, and Federal requirements have been met.

*For more information, please call the City's Public Works Department at (323) 722-4805, ext. 4451.*