

CITY OF DUBLIN

Public Works  
Department



100 Civic Plaza  
Dublin, CA 94568  
Phone: (925) 833-6630  
Website: www.dublin.ca.gov

Submit Application to: PWPermits@dublin.ca.gov

VALID FROM

Permit Number

Personal Wireless Service Facility Permit

Applicant Name:  Owner  Contractor  Agent

Phone No.:

Fax No.:

E-mail Address:

Address:

Contractor Name and Address (if different from Applicant):

State Contractor's License No.:

City Business License No.:

Site Contact Person:

Site Contact Phone No. (24/7):

Location(s) of Work (Detailed):

Est. Start Date:

Est. End Date:

Description of work to be performed:

Street Name(s):

Pole No.(s):

U.S.A. Ticket No.:

Street Cut meets street cut moratorium policy (see list on website), 5 years for overlay, 3 years for slurry seal or other treatment

Application Requirements:

- 3 copies of plans, unless E-plan Check
- Traffic Control Plan (see add'l reqs)
- Copy of Insurance Certificate (see website for details)

PLEASE READ ALL REQUIREMENTS CAREFULLY. KEEP PERMIT AT THE WORK SITE. TO ARRANGE FOR INSPECTION, CALL (925) 833-6630 AT LEAST 48 HOURS PRIOR TO START OF WORK AND WHEN WORK IS COMPLETED.

PERMITTEE SHALL NOTIFY U.S.A. AT (800) 227-2600 48 HOURS PRIOR TO EXCAVATION

Indemnification. Permittee shall indemnify, hold harmless, and defend the City (including its elected officials, officers, agents, and employees) from and against any and all claims (including litigation, demands, damages, liabilities, costs, and expenses, and including court costs and attorney's fees) resulting or arising from performance, or failure to perform, under this application (except only for those claims arising from the City's sole negligence, willful misconduct, or active negligence, as defined by California Civil Code section 2782). This permit shall inure to the benefit of and be binding upon the Permittee and the Permittee's respective successors and assigns. This permit shall not be assigned or transferred without the written consent of the City.

I have read, understand, and agree to comply with the Encroachments Ordinance (Chapter 7.04) and permit rules and regulations, as well as those stated on the reverse side of this permit application. I further agree to comply with the applicable state laws, rules of any governmental agency involved, City ordinances, special requirements, any standard details attached to this permit, including any approved plans and specifications. No changes of any nature in the work to be performed thereunder shall be made unless such change shall have first been approved in writing by the Director of Public Works and an amendment to this permit executed.

Signature of Applicant:

Date:

Signature of Owner (if different from Applicant):

Date:

CITY USE ONLY

Fee/Deposit:

FCN:

Bond Amount:

Bond No.

Other Requirements:

- Processing Agreement
- Master License Ag., if on City-owned pole
- Planning Div. Permit, on prvt property
- New pole (utility, joint, street light, etc.)
- Electric meter pedestal? If yes, building permit & address
- Engineer assigned to: \_\_\_\_\_ Date: \_\_\_\_\_
- Inspector: \_\_\_\_\_

Rec'd Stamp

**City of Dublin**  
**Personal Wireless Service Facility (“PWSF”) Permit**  
**Application Requirements**

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**Fees.** See current Master Fee Schedule. <http://www.ci.dublin.ca.us/1330/Fee-Schedule>

1. **Permit processing fee (807):** \$138.00, due upon permit issuance.
2. **Plan checking (824):** Initial deposit of \$5,000 along with a completed Processing Agreement; Time and materials, based on Section 8.3 Engineering- Composite Hourly Rates & Overhead. Due upon filing of application.
3. **Public Works Inspection (824):** Time and materials, based on Section 8.3 Engineering- Composite Hourly Rates & Overhead. Due upon permit issuance, as necessary.

**Bonds.** See current Master Fee Schedule. Note that City Engineer may determine bond amount based upon valuation of improvements.

**Insurance and Indemnification.**

PWSF permittee must indemnify the City from all liability for personal injury or property damage which may result from work permitted and done by permittee under the permit, or proximately caused by failure on permittee’s part to perform permittee’s obligations under said permit in respect to maintenance.

See Sample Insurance Certificate on City’s website or contact the City Engineer for insurance requirement. <http://www.ci.dublin.ca.us/340/Permits>

**Master License Agreement for Use of City-Owned Pole.**

Use of a city-owned pole requires a Master License Agreement for Small Cell Pole Attachment Installation (MLA) and the Street Light License Program.

**Personal Wireless Service Facility (“PWSF”) Permit Application Requirements.**

- Executed MLA, if proposed PWSF will be located on a city-owned pole.  
Date of executed MLA: \_\_\_\_\_
- Pole license (Pursuant to MLA) submitted to City Manager’s Office. Date: \_\_\_\_\_
- Proof of authorization to attach to utility/joint pole.  
Date of PG&E (or other utility pole owner) site walk: \_\_\_\_\_
- Description of proposed PWSF, including exact location, photo simulation or rendering, duration and purpose, and service area and/or coverage area map.
- Verification that proposed PWSF meets all building, electrical, and safety codes.
- Structural Engineer Statement. Submit a letter prepared by a structural engineer registered in the State of California for any proposed attachment to a pole.
- RF Emissions. Written documentation demonstrating that emissions from the proposed wireless communications facility are within the limits set by the FCC.
- Public Safety Interference. Check this box if the facility will transmit 700 MHz frequencies and is located west of San Ramon Road, in which case the following procedures shall apply:
  - 1) Applicant identifies \_\_\_\_\_(name) as it’s designated representative for this process.

2) The City shall notify the applicant's designated representative above within 30 days of the application date if the City reasonably determines that public safety 700 MHz radio frequencies may be impaired by the facility, in which case

3) Applicant shall:

- (i) advise the City prior to the on-air date;
- (ii) participate in radio frequency interference testing after the on-air date using, if needed, a spectrum analyzer operating in accordance with FCC Rules and policy; and
- (iii) collaborate with the City to resolve any interference issues with the City's public safety network.

- Plans. Complete, accurate, fully dimensioned and drawn to scale, including a depiction of all existing and proposed utility and service runs and points of connection, and all items required by the Development Standards in 7.04.440, including:
  - Visual impacts minimized:
    - antenna within a shroud and
    - no exposed cables;
    - color and material of proposed facility and equipment, indicated on plans, and
    - non-reflective;
    - no artificial light emitting from proposed facility and/or equipment.
  - If safety signs required, indicate size: \_\_\_\_\_ inches x \_\_\_\_\_ inches, and provide mock-up, including the color.
  - Replacement pole, if applicable, matches original or existing adjacent poles. Explain why a replacement pole is necessary, and show on the plans the location of existing pole and replacement pole.
  - Height of existing/replacement pole: \_\_\_\_\_ feet
  - Height of pole plus new facility: \_\_\_\_\_ feet (5ft max on city-owned street)
  - Meets CPUC clearance requirements (i.e. GO 95).
  - Height clearance above street: \_\_\_\_\_ feet. (16ft min)
  - Height clearance above sidewalk/pedestrian path of travel: \_\_\_\_\_ feet (8ft min)
  - Standoff measured horizontally from pole: \_\_\_\_\_ inches (max: 4in. If not, explain)
  - If on a pole with an existing street light, does not block illumination.
  - Pole-mounted equipment total size in volume: \_\_\_\_\_ cubic feet (max: 7 CF). Attach a summary table, as applicable.
  - No above-ground cabinet or equipment. If yes, explain why on attached sheet.
  - Noise level of all equipment measured from nearest property line: \_\_\_\_\_ dB (max: 45 dB). Show on site map where the noise level(s) was measured.
  - Plans show replacement of landscaping or ground cover or permanent erosion protection.
  - Provide mock-up of ID badge (i.e. National Operation Center NOC sign), including color, with 24/7 contact information and indicate size: \_\_\_ inches by \_\_\_ inches
- Traffic Control Plan, prepared by an appropriately licensed professional, in accordance with CA MUTCD.
- Signed Application. *By signing the application, you declare that the following is true: proposed facility meets all applicable building, electrical, safety and other codes and laws; emissions from the proposed facility are within acceptable limits; proposed facility will not interfere with public safety communications; and applicant agrees to comply with all applicable installation and maintenance standards and requirements under California law and City of Dublin Municipal Code.*

**Public Notification.**

After approval and prior to issuance of permit for construction, public noticing is required 10 days prior to installation.

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

Provide copies of the following:

- Notice, which includes:
  - Description of work
  - Photosimulation
  - Information on how to obtain additional information
- Map of properties to receive mailed notice via U.S. mail to:
  - Property owner AND occupant
  - Within 150 feet of facility
  - Include City Public Works Department on mailing list.
- Posting locations:
  - The site
  - Three (3) other locations within 100 feet in each direction
- Provide results of public noticing to City prior to issuance of permit for construction.

**Completion of Work.**

All work must be completed within ninety (90) days of issuance of permit, unless permit states otherwise, in accordance with 7.04.250 of the Ordinance. An extension of time for good cause may be granted by the City Engineer when requested in writing. Permittee must submit request for extension of the permit term at least 30 days prior to permit expiration.

**Post-installation and Permit Close-out.**

- The following must be filed with the City Engineer:
  - As-built plans required if facility is on a city-owned pole, as needed for non-city-owned poles, as determined by the City Engineer.
  - Verify pole number is provided to city.
  - GIS compatible coordinates. AutoCAD files, if requested by City Engineer.
  - 24/7 contact information.
  - Contact name, telephone number, and address, if different from original applicant and if different from 24/7 contact.

**Circumstances Where No Permit Will Be Issued.**

- Applicant seeks to install new pole (utility pole, joint pole, street light pole, etc.) on a street with no overhead utilities, except for street light poles, unless City Engineer determines use of street light pole is infeasible.
- Applicant seeks to use city-owned pole and has not obtained MLA.
- PWSF requires street cut on recently maintained street maintenance: less than five years after street overlay or less than three years after preventative street maintenance (e.g. slurry seal).
- PWSF does not comply with applicable building, structural or safety standards or other laws, including the Americans with Disabilities Act.