



**PERMIT APPLICATION TO COLLOCATE SMALL WIRELESS FACILITIES IN THE PUBLIC RIGHT OF WAY OR TO INSTALL, MODIFY OR REPLACE A POLE OR DECORATIVE POLE IN THE PUBLIC RIGHT OF WAY FOR COLLOCATION OF A SMALL WIRELESS FACILITIES**

**OVERVIEW**

The City of Savannah's Small Wireless Facilities and Antennas Ordinance (Part 8, Chapter 14 of City Code) requires any person seeking to collocate a small wireless facility in the public right of way or to install, modify, or replace a pole or a decorative pole in the public right of way to submit an application to the Real Estate Services Department, P.O. Box 1027, Savannah, GA 31402 ("Real Estate Services") for a permit. This application is required to receive a Small Wireless Facilities Permit. Any material change to information contained in an application shall be submitted in writing to Real Estate Services within 30 days after the event necessitating the change.

This application **may not** be used for:

- Approval to place facilities outside of the public rights of way.
- New, modified, or replacement poles installed in the right of way in a historic district or an area zoned primarily for residential that exceed 50 feet above ground level.
- New, modified, or replacement poles installed in the right of way outside of a historic district or an area zoned primarily for residential that exceed the greater of:
  - 50 feet above ground level and
  - 10 feet greater in height above ground level than the tallest existing pole in the same public right of way in place as of January 1, 2019, and located within 500 feet of the new proposed pole.
- New small wireless facilities in the public right of way and collocated on an existing pole or support structure that exceed more than ten feet above the existing pole or support structure.
- New small wireless facilities in the public right of way collocated on a new or replacement pole that extends above the top of such poles.
- Installation, modification or replacement of a support structure.
- Any modification, maintenance, repair, or replacement that is not set forth in subsections (e) and (f) of O.C.G.A. § 36-66C-6 or that is not eligible for administrative review under O.C.G.A. § 36-66C-7.

The following Application and Permit Form corresponds with the information required by O.C.G.A. § 36-66C-6(d).

For more information, please contact Real Estate Services at 912-651-6521.

# APPLICATION AND PERMIT FORM



Real  
Estate  
Services

## I. Applicant and Consultant Name and Contact Information

Applicant	Consultant
Applicant Name: _____	Contractor Name: _____
Address: _____ _____	Address: _____ _____
City: _____	City: _____
State / Zip Code: _____	State / Zip Code: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Contact Person Name: _____	Contact Person Name: _____
Contact Person Number: _____	Contact Person Number: _____
Email Address: _____	Email Address: _____
24 Hour Contact Information:	24 Hour Contact Information:
Name and Title: _____	Name and Title: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**APPLICATION AND PERMIT FORM**



Real  
Estate  
Services

**II. General Description of Work**

Proposed Work Location in Right of Way:

Coordinates (Lat/Long) of Proposed Structure:

Describe Scope of Work:

Number of Steel Poles: \_\_\_\_\_

Number of Wood Poles: \_\_\_\_\_

Total Linear Footage: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_

Projected End Date: \_\_\_\_\_

# APPLICATION AND PERMIT FORM



### III. Attachments

Please indicate the applicable information that will be submitted as part of the application.

- A. Detailed Construction Drawings**  
Insert drawing here or attach
- B. Structural Report**  
[Collocation Only]  
Insert report here or attach
- C. Visual Depictions or Representations**  
[Above-Ground, If Not Included in Construction Drawings]  
Insert visual depictions here or attach
- D. Location of Facilities Relative to the Boundaries of the Rights of Way**  
Please be as descriptive as possible and include a map.
- Certification that Application Complies with subsection (k) of O.C.G.A. § 36-66C-6(k)**  
[Installation of Poles or Replacement of Decorative Pole Only]  
To receive a permit to install a pole or replace a decorative pole, the applicant must have determined after diligent investigation that it cannot meet the service objectives of the permit by collocating on an existing pole or support structure on which:
  - (i) the applicant has the right to collocate subject to reasonable terms and conditions; and
  - (ii) such collocation would not impose technical limitations or significant additional costs. The applicant shall include a certification that it has made such a determination in good faith, based on the assessment of a licensed engineer, and shall provide a written summary of the basis for such determination.

Please note, if the proposed work is located within the Savannah Downtown Historic District or other locally designated historic districts, the applicant shall also submit plans and contemporaneously apply to the Chatham County-Savannah Metropolitan Planning Commission (MPC) for design review and compliance with established standards, and receive a Certificate of Appropriateness (COA) from the MPC for installation of the proposed structures prior to being issued a permit under this application. For more information, please contact MPC at 912-651-1440.

# APPLICATION AND PERMIT FORM



## IV. Permission to Collocation

Please select the appropriate certificate and complete the information needed.

**A. Certification Regarding Permission to Collocate**

[Collocation on a Pole or Support Structure Owned by a Third Party other than a City Pole or Decorative Pole]

Application permission from \_\_\_\_\_, the owner of the [pole/support structure] upon which the Applicant's small wireless facility will be collocated.

**B. Certification of Non-Wireless Service Provider**

[Applicant is not a Wireless Services Provider]

\_\_\_\_\_, a wireless service provider, has requested in writing that the Applicant collocate the small wireless facilities or install, modify, or replace the pole or decorative pole at the requested location.

# APPLICATION AND PERMIT FORM



Real  
Estate  
Services

## **GENERAL PROVISIONS**

### **SHOT CLOCKS**

1. Within 20 days of application receipt, the City must notify applicant of the following:
  - Commencement and completion dates of any widening, repair, construction or right of way relocation that is expected to begin within next 24 months.
  - Any aspect of the application that they expect would be grounds for denial, based on initial review.
  - Determine whether the application is complete or incomplete and must identify any incomplete information in writing.
  - An applicant has 20 days to respond to the City with any incomplete information in the submitted application. The City has 10 days to tell the applicant if the application is now complete. If the application is still considered incomplete, the application will be considered denied. If the City doesn't respond in this 10-day period, the application is deemed complete.
2. For a collocation application, the City must approve or deny an application within 30 days of it being determined complete.
3. For a replacement pole or new pole application, the City must approve or deny an application within 70 days of the application being determined complete.

## **APPLICATION, RIGHT OF WAY ACCESS AND ATTACHMENT FEES; RIGHT OF WAY MANAGEMENT AND RESTORATION**

1. Annual Right of Way (ROW) access rate for small wireless facility collocated on either an existing or replacement pole, up to \$100 per year per small wireless facility.
2. Annual ROW access rate for a new pole with a small wireless facility, up to \$200 per year per small wireless facility and pole.
3. Annual attachment rate for a small wireless facility to a City pole, up to \$40 per year per small wireless facility.
4. Applicants shall pay a fee for any make-ready work (See 36-66C-7).
5. Applicants shall pay any generally applicable fees for any permit required under generally applicable law, provided that the applicant shall not be required to obtain or pay for a building permit as the permit provided under this chapter serves as a building permit.
6. The rates and fees described above for application, ROW access and attachment shall increase by 2.5 percent annually beginning in January 2021.
7. Applicants are not subject to any rates and fees other than those expressly provided for in this chapter.
8. If a small wireless facility is removed from the ROW, after 30 days written prior notice, provider may cease paying any applicable fees or rates.
9. In the event of removal, the ROW must be returned to prior condition within 90 days of removal. If the ROW is not restored to prior condition, the City may do the work and charge the provider the cost for repair, plus a penalty of up to \$500.

# APPLICATION AND PERMIT FORM



10. An applicant can be suspended from submitting additional applications until the restoration cost and penalty fee have been paid.

## **SMALL WIRELESS FACILITY APPLICATION REQUIREMENTS AND GENERAL ROW ACCESS PROVISIONS**

1. A third-party applicant must designate the wireless provider that they are applying on behalf of.
2. Permits are not required for routine inspection or testing, or for modifications/replacement of equipment if the components are substantially similar and consistent.
3. Permits are not required for installation of micro wireless facilities (cable's strand mounted Wi-Fi).
4. The City cannot grant exclusive access to the ROW and the City must be competitively neutral.
5. A provider will not install a new pole or replace a decorative pole without first attempting to collocate on an existing pole. The inability to collocate must be based on the assessment of an engineer and provided in writing.

## **WIRELINE BACKHAUL AND STATUTE LIMITATIONS**

1. Wireline backhaul installation, maintenance and replacement are not addressed under this statute and are subject to the requirements of 46-5-1.
2. Except as provided for within this chapter or expressly authorized under state or federal law, the City will not adopt regulations or taxes/fees regarding the placement of communications facilities in the ROW by a communications service provider.
3. This statute does not apply to the City providing free public Wi-Fi.

## **CONSOLIDATED APPLICATIONS AND NUMBER OF APPLICATIONS ALLOWED PER CARRIER NUMBER OF APPLICATIONS PER CLASS I AUTHORITY = 100,000 PARCELS +**

1. A consolidated application may have up to 10 new poles. A consolidated collocation application may have up to 20 collocations.
2. 25 new pole applications per shot clock per carrier (including consolidated applications).
3. This will be increased by 5 each year from 2020 through 2024, when up to 50 new poles will be allowed per time period.
4. 70 collocated small wireless facility applications per shot clock per carrier (including consolidated applications).
5. This will be increased by 10 each year from 2020 through 2024, when up to 120 collocated small wireless facilities will be allowed per time period.
6. If a provider submits more applications than the allotted amount, these will be tolled and not subject to the shot clocks in the bill until the previously submitted applications have been adjudicated.

# APPLICATION AND PERMIT FORM



Real  
Estate  
Services

## **NUMBER OF APPLICATIONS PER CLASS II AUTHORITY = 10,000 PARCELS – 100,000 PARCELS**

1. A consolidated application may have up to 5 new poles. A consolidated collocation application may have up to 15 collocations.
2. 15 new pole applications per shot clock per carrier (including consolidated applications)
3. 45 collocated small wireless facility applications per shot clock per carrier (including consolidated applications).
4. If a provider submits more applications than the allotted amount, these will be tolled and not subject to the shot clocks in the bill until the previously submitted applications have been adjudicated.

## **NUMBER OF APPLICATIONS PER CLASS III AUTHORITY = LESS THAN 10,000 PARCELS**

1. A consolidated application may have up to 2 new poles. A consolidated collocation application may have up to 6 collocations.
2. 8 new pole applications per shot clock per carrier (including consolidated applications).
3. 24 collocated small wireless facility applications per shot clock per carrier (including consolidated applications).
4. If a provider submits more applications than the allotted amount, these will be tolled and not subject to the shot clocks in the bill until the previously submitted applications have been adjudicated.

## **OTHER CONDITIONS AND ACKNOWLEDGEMENTS**

1. Permittee agrees to the following: that the Improvement shall remain the property of the Permittee; that the Permittee shall take full responsibility, including maintenance and/or repair, of the Improvement; and that there shall be no cost to the City for the purchase, installation, operation, maintenance, and/or removal of said Improvement.
2. The Permittee expressly understands and agrees that the Improvement encroaches upon the City's premises, and that the Improvement may remain so long as they shall stand in good condition. If the Improvement is in need of inspection, and/or repair, the Permittee expressly allows the City to enter the premises to inspect the Improvement.
3. The City may enter and utilize the referenced areas at any time for the purpose of installing or maintaining improvements necessary for the health, safety and welfare of the public or for any other public purpose. In this regard, Permittee understands and agrees that the City shall bear no responsibility or liability for damage or disruption of Improvement installed by Permittee or its successors, but the City will make reasonable efforts to minimize such damage.
4. It is further understood and agreed upon between the parties hereto that if the governing body of the City may at any time during the term hereof determine in its sole discretion to use or cause or permit the right of way to be used for any other public purpose, including but not being limited to underground, surface or



# APPLICATION AND PERMIT FORM



Real  
Estate  
Services

overhead communication, drainage, sanitary sewerage, transmission of natural gas or electricity, or any other public purpose, whether presently contemplated or not, that this Permit shall automatically terminate.

5. Permittee understands and agrees that the granting of this Permit grants no ownership rights to the public right of way.
6. Permittee agrees to comply fully with all applicable federal, state and local laws, statutes, ordinances, codes or regulations in connection with the construction, operation and maintenance of said Improvement, encroachment and uses.
7. To the extent permissible by law, Permittee covenants and agrees to indemnify and hold harmless and defend the City, its officers, agents, servants and employees, from and against any and all claims or suits for property damage or loss and/or personal injury, including death, to any and all persons, arising out of or in connection with, directly or indirectly, the construction, maintenance, occupancy, use, existence or location of said improvement and encroachment and uses granted hereunder.
8. Governing Law: This Permit shall be interpreted and construed in accordance with the laws of the State of Georgia.
9. Binding Effect: This Permit and the covenants contained herein shall be binding upon the parties hereto, their successors and assigns and shall ensure to the benefit of them, their heirs, successors and assigns.
10. Entire Permit: This Permit constitutes the entire Permit between the parties pertaining to the subject matter hereof and supersedes all prior and contemporaneous Permits and understandings of the parties in connection therewith.
11. No Waiver: Any failure by a party hereto to assist upon the strict performance by the other party of any of the provisions of this Permit shall not be deemed a waiver of any of the provisions hereof, and such priority, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other party of the provisions of this Permit to be performed by the other party.
12. Enforceability: If any provision of this Permit is invalid or unenforceable as against any person or under certain circumstances, the remainder of this Permit and applicability of such provision to other persons or circumstances shall not be affected thereby. Each provision of this Permit, except as otherwise herein provided, shall be valid and enforceable to the fullest extent permitted by law.

## GENERAL CONDITIONS

1. The applicant shall contact Water Operations Department, (912) 651-6584, Storm Water Management, (912) 650-7855, and Sanitary Sewer Operations Department, (912) 351-3897, five (5) days prior to start of construction to coordinate work with these departments, including locating water and sewer mains.
2. The applicant is required to maintain a minimum of ten feet (10') horizontal and eighteen inches (18") vertical separation between utilities (gas, telephone, power, cable TV) and any water lines, sanitary sewer lines, and/or storm water lines.
3. Where pavement surfaces are excavated, restoration should be completed within 48 hours.
4. If work is to be done within ten feet of high-voltage line, the "**High Voltage Safety Act**" requires the person responsible for such work to call 72 hours (excluding weekends & holidays) before commencing such work. Call (800) 282-7411.

## APPLICATION AND PERMIT FORM



5. Applicant must comply with City erosion and sediment control ordinances. Erosion and sediment control is required. Disturbed right of way must be protected from erosion. Any sediment entering City drainage systems shall be removed.
6. Disturbed areas shall be stabilized and re-grassed once work is completed. New sod must be watered until survival is assured.
7. Roots, trunk, and branches of city trees shall not be cut, pruned, or removed without prior consent from the Park and Tree Department. It is not permissible to store material, soil, equipment, machinery or vehicles within the drip line of a tree. All utility installation within the drip line of a tree shall be done using jack, bore, or air spade technology only. Contact the Park & Tree Department, (912) 651-6610, with questions.
8. No trench in pavement shall be kept open more than five days (permit void after this date). If work cannot be completed within the dates specified, a written request for extension must be made to the Traffic Engineering Director, Post Office Box 1027, Savannah, GA 31402 or fax to (912) 525-1535.
9. The applicant agrees to comply with the Savannah City Code 4-1071, as it relates to work on the right of way. A copy of this section is available.
10. Approval of this work permit does not permit detouring of traffic or street closing unless specifically approved by the Traffic Engineering Director. Method of street closing or traffic detour must accompany permit application.
11. Exposed concrete shall be tinted per City standards.
12. Applicant shall comply with the City of Savannah Traffic Controls for temporary street construction and maintenance as well as the latest edition of The Manual on Uniform Traffic Control Devices (MUTCD) and is responsible for providing all traffic control devices at their own expense.
13. Applicant must comply with all City parking regulations. Permit requests for metered and non-metered regulated areas within the Historic District must include specific information on vehicles which will be parked on site. Vehicles must have current City of Savannah Commercial Decals and only vehicles which are required to be on site for a specific use will be permitted. If you have any questions about parking, please contact the Parking Services Department at (912) 651-6474.

# APPLICATION AND PERMIT FORM



Real  
Estate  
Services

## APPLICANT ACKNOWLEDGEMENT AND CERTIFICATION

I, \_\_\_\_\_,  
(Applicant)

- Acknowledge Part 8, Chapter 14 of City Code titled Small Cell Wireless Facilities and Antennas Ordinance, have reviewed it, understanding its requirements, and will comply with the regulations contained within this Section;
- Certify that I have confirmed and answered all the questions contained herein and know the same to be true and correct. Further, I understand that any approval issued by Real Estate Services, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances;
- The Real Estate Services Department shall provide any application for permitting on the Savannah-Hilton Head Airport rights-of-way to the Savannah-Hilton Head Airport for approval as part of this application process;
- I understand that prior to construction work starting, a [Right-of-Way Permit](#) must be secured from the Traffic Engineering Department;
- Agree to indemnify and hold harmless the City of Savannah and all officers, employees or agents of the City consistent with the provisions of O.C.G.A. § 36-66C-15; and
- Authorize the City of Savannah to verify information provided in the application.

This permit is requested this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Witness Name and Title

**>>>FOR STAFF USE ONLY<<<**

### Permit Fee Calculation

1. A fee for each application for the **collocation** of each small wireless facility on an existing pole assessed by the authority not to exceed \$100.00 per small wireless facility;
  2. A fee for each application for each **replacement pole** with an associated small wireless facility assessed by the authority not to exceed \$250.00;
  3. A fee for each application for each **new pole** with an associated small wireless facility assessed by the authority not to exceed \$1,000.00 per pole with an associated small wireless facility;
- Collocation - \$100.00 per small wireless facility
  - Replacement Pole - \$250.00 per small wireless facility
  - New Pole - \$1,000.00 per pole with an associated small wireless facility

# APPLICATION AND PERMIT FORM



Real  
Estate  
Services

Permit Fee Submitted: \$ \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

# OF FACILTIES: \_\_\_\_\_

Permit is hereby:     Approved     Denied

Reason for Denial:

Additional Notes:

Energov File No: \_\_\_\_\_

Permit Granted by: \_\_\_\_\_ Date: \_\_\_\_\_