



Real Property Services Division  
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Aurora, Colorado 80012  
303.739.7901

WIRELESS COMMUNICATIONS FACILITIES (SMALL CELL)  
LICENSING PROGRAM  
STANDARD OPERATING PROCEDURES

October 6, 2022

TO WHOM IT MAY CONCERN:

In order to provide equitable, fair, and efficient consent for installation of small cell wireless communications facility installations within the public right-of-way, the Real Property Services Division has adopted the following policies, procedures, and specifications (“Procedures”).

All items outlined in these Procedures must be presented at the time of submittal. Any items missing or not conforming to the Procedures contained herein will be returned for correction. Further processing of the request will not be accomplished until missing items are included or corrections occur. If notice of a deficiency is provided in the required time frame, the applicable shot clock will be tolled. Even if a shot clock is not tolled, an application may be rejected for failure to provide required information.

A Wireless Communications Facilities Master License Agreement and Supplemental Site License **MUST BE APPROVED**. A template is attached for ease of reference only. **Applicants will agree to all terms, provisions, and conditions set forth therein to obtain consent from the City of Aurora for installation of small cell facilities, or small cell networks within City of Aurora public rights-of-way.**

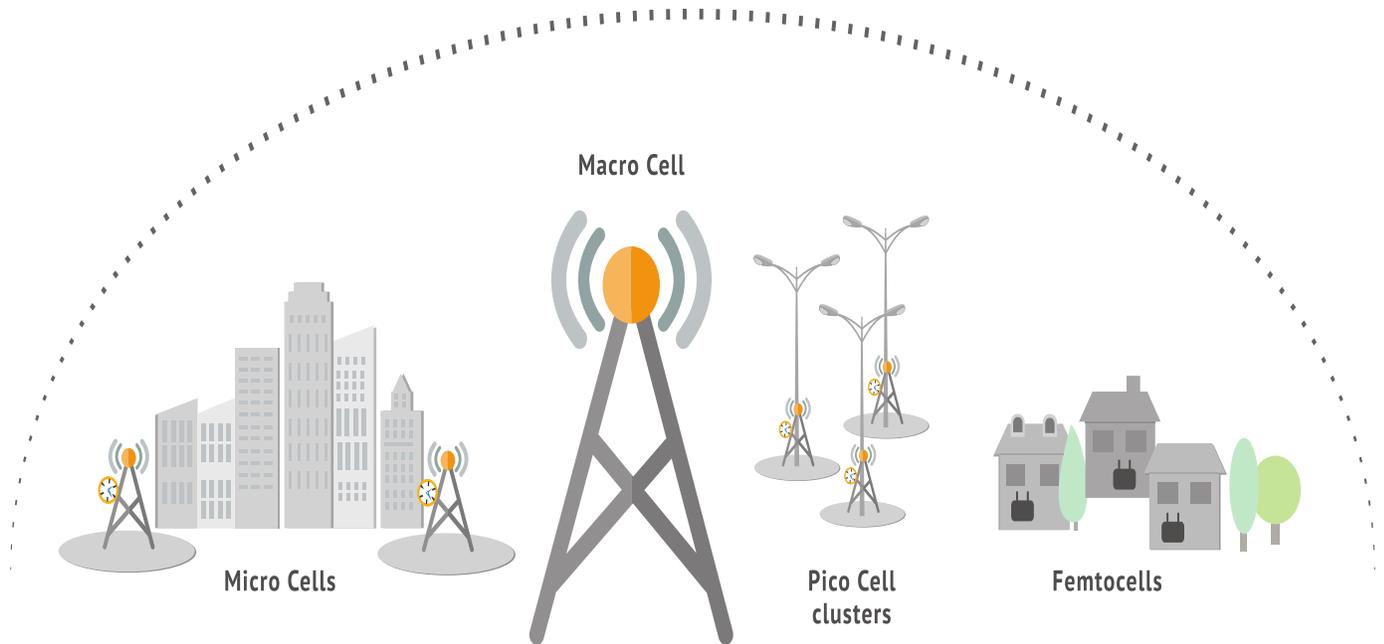
The City of Aurora requires an executed copy of your Supplemental Site License to be onsite at all times during construction.

Your attention to these matters is greatly appreciated.

Sincerely,

Hector Reynoso  
Manager Real Property Services

## SECTION 1: PURPOSE AND APPROVALS



In recent years, Small Cell Networks (“SCNs”) have been introduced throughout the world. SCN’s are small, low-powered cellular radio nodes that boost capacity, coverage & overall quality of service in wireless networks all while reducing the need for large macro cellular sites (i.e. cell phone towers).

In June 2017, the Colorado General Assembly passed House Bill 17-1193 (the “Bill”), which took effect July 1, 2017, concerning the installation of small wireless technology within a local government’s jurisdiction. The Bill provides wireless service providers the right to install SCNs within the public rights-of-way (“PROW”) owned by the City of Aurora (“City”) in any planning zone (zones as defined by the Unified Development Ordinance).

Various companies are working with the City and requesting access to locate, install and maintain small cell antennas within public rights of way. Small cell antennas may be placed on existing light poles, traffic signal poles, utility poles, or installation of a new pole within public rights of way. This is a guide for submitting small cell applications, requesting permits, and location installation. Below are companies we are currently working with.

[Crown Castle](#)

[Verizon](#)

[Zayo](#)

[AT&T](#)

[Mobilitie](#)

The Director of Public Works, or its designee, hereby establishes the procedure for granting consent to a Company for the installation of any Small Cell WCF or Network.

The siting, mounting, placement, construction, and operation of a Small Cell WCF is a permitted use by right in any planning zone.

- a. Company shall obtain a service line contract with the local electric utility.

PROW may be used by the Company, seven (7) days a week, twenty-four (24) hours a day, only for the Small Cell Wireless Sites and attachment, installation, maintenance, upgrade, removal, reattachment, reinstallation, relocation, replacement, use, and operation of Small Cell WCFs and not for any other purpose. It is understood that the purpose for installing Small Cell WCFs at designated Wireless Sites in the PROW is to augment network capacity otherwise provided through the installation of other facilities, such as traditional tower structures and fiber backhaul.

The Company shall install its Small Cell WCFs consistent with the City's applicable ordinances to include AASHTO Roadside Design Guide, 4th Edition -- July, 2015 Errata, Table 3-1, Roadside Design Guide Fourth Edition as amended, and regulations including, but not limited to these procedures and those rules and regulations promulgated by any Director of a Department of the City of Aurora.

The City shall grant to a Company, a non-exclusive Master License Agreement. Said grant shall be subject to the terms, conditions, and other provisions set forth in said Agreement and all Applicable Laws. The format and content of said Agreement is described in the attached Sample A. The format and content of Supplemental Site Licenses is shown as Exhibit A to Sample A. An Agreement shall be a limited grant of authority subject in all respects to Applicable Law regarding the kind, size, height, spacing, co-location, and bulk of structures in the PROW, and further subject to all provisions contained herein.

## **SECTION 2: HOW TO APPLY**

Company must have an executed Master License Agreement for Small Cell Wireless Communications Facilities prior to submitting an application.

### Step 1: Location Review (*SHOT CLOCK FOR A SITE APPLICATION IS NOT APPLICABLE DURING THIS REVIEW*)

Provider sends "Application for Location Review" to [City Agent](#). This application shall request that the City review a site location to verify that latitude and longitude coordinates are correct, the site is within PROW (as defined hereinbelow), the Aurora City limits, and that the site can host infrastructure within 10 calendar days of submittal.

Company will be notified via e-mail once Step 1 has been completed.

### **Location review for up to TEN sites total.**

### Step 2: Complete Application Submittal

Upon completion of Step 1, the Company shall submit a Complete Application for Location Review to all appropriate City departments. If the Company has not yet filed the Complete Application, it may do so at this time. The 10-day site review shot clock commences once the invoice is paid in full.

The City Agent will e-mail a spreadsheet that shows all comments, additional requirements, or location denials. As well as provide City-assigned addresses for approved sites. City Agent will request portals to be created for Company to submit civil plans in accordance with these Procedures.

Company will be notified via e-mail once Step 2 has been completed.

### **Provider must pay invoice in full for site review.**

### **Formal Applications support up to TEN sites total**

### Step 3: Civil Plan Review

Within three (3) business days after completion of Step 2, the City Agent shall create folders for submittal of engineered drawings (“Civil Plans”) through the AMANDA portal system and provide notification to Company that such portal is available for uploading Civil Plans.

Companies is responsible to request City Agent to provide credentials for logging into AMANDA.

Company will be notified via e-mail once Civil Plans have been approved and Step 3 has been completed.

**Company MUST have current contact information (to include email and telephone number). If application contact information changes you must notify the City Agent within 24 hours.**

### Step 4: Execution of a Supplemental Site License (“SSL”)

Within five (5) business days after completion of Step 3, the City Agent shall provide an SSL to the Company for execution. Upon City receipt of the executed SSL from Company, with original signatures, City Agent shall obtain City signatures on said SSL. Upon receipt of City signatures, City Agent shall provide Company with a copy of the unrecorded SSL in order to proceed to Step 5 below. City Agent shall also proceed to record said SSL and subsequently provide a recorded copy to Company.

Company will be notified via e-mail once Step 4 has been completed.

### Step 5: Public Improvement Permit

Upon provision of the unrecorded SSL, Company may proceed to obtain a Public Improvements Permit in accordance with Section 7 herein below.

## **SECTION 3. INSTALLATION HIERARCHY AND EXAMPLES**

Small Cell WCFs or Networks owned and/or controlled by the Company shall be installed only on and in the following order of priority:

### **1. City’s traffic signal poles or other City-owned poles in the PROW under the terms of the Master License Agreement:**

Example 1a.

- In the example 1a. – this is a model rendition only (\*specific attachments may vary)

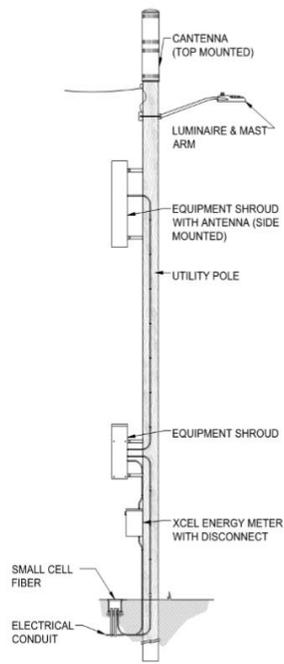
- In the example 1a.

4G Examples



– this is a model rendition only (\*specific attachments may vary)

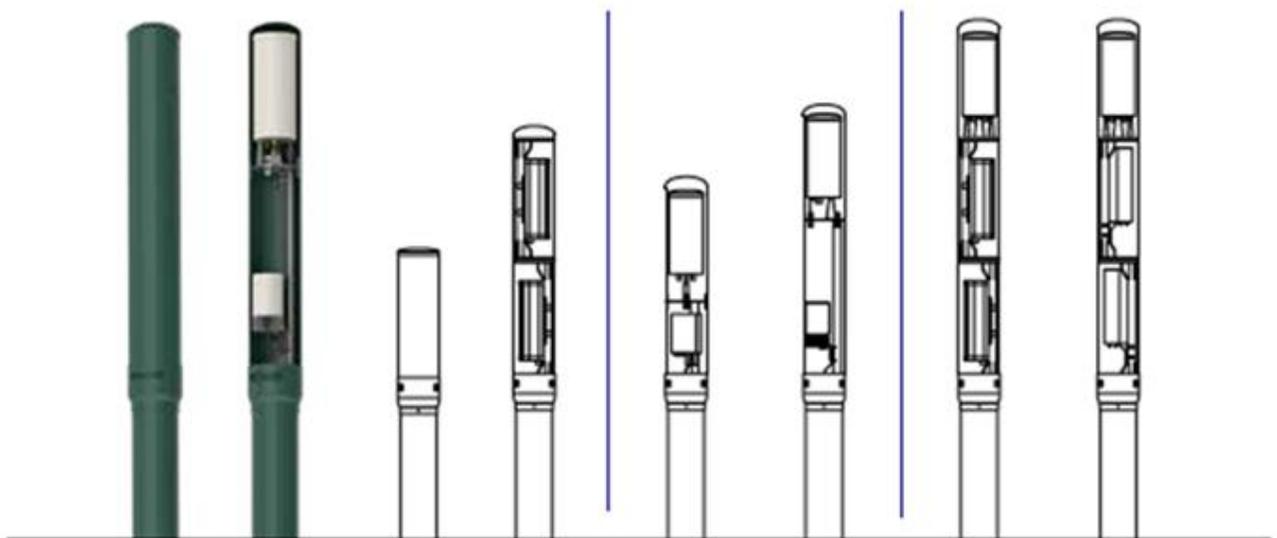
- The following types of traffic signal poles are *not eligible* to be considered for Small Cell WCFs (as those terms are defined hereinbelow) placement, including but not limited to:
    - traffic signal poles located at a signalized intersection that is interconnected with an at-grade rail crossing,
    - traffic signal poles that support existing or planned equipment used by APD (including all CCTV cameras) or that are planned to support closed circuit television ("CCTV") used by police, or is located at the same corner as the traffic signal's roadside cabinet,
    - traffic signal poles located at the same corner as traffic signal cabinet "cabinet corner pole",
    - traffic signal poles that support existing or planned traffic signal communication antennas
  - Small Cell WCFs placed on traffic signal poles may be required to be relocated at any time if the City infrastructure is needed for placement of police equipment.
  - Traffic signal poles are engineered structures designed to specific loading criteria and required AASHTO LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals. Modifications to the loading will require an engineering analysis stamped by a Colorado licensed professional engineer, accepted for conformance by COA.
  - 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 will be reviewed on a case-by-case basis.
  - Analysis must be provided to show the proposed equipment will not interfere with the City's wireless network operating in the 900 MHz and 5.8 GHz frequencies.
  - For installations on traffic signal poles, involved personnel must hold at least a Level I IMSA Traffic Signal field certification (level II preferred) to demonstrate comprehension of the implications of any negative impacts to the City's traffic signal infrastructure.
  - The proposed replacement traffic signal pole shall be purchased by the Company and assigned to the City. The Company shall be responsible for repair and/or replacement costs.
2. **Third-party poles under the terms of a fully executed pole attachment agreement with the Owner of such poles:**



1a.



1b.



The upper antenna module can be easily reconfigured for a number of technology generations. These includes multiple configurations of cellular technology, various backhaul and low power options such as WiFi, Bluetooth, or Zigbee, and as many as three different technology generations.

- In the example 1a. – this is a model rendition only (\*specific attachments may vary)
- In the example 1b. – this is a model rendition only (\*specific attachments may vary)
- Attaching to an existing pole may be the easiest type of installation, however, written approval from the owner of the pole is necessary prior to Step 1 above.

- Instances when Small Cell equipment is located on existing wooden streetlights, City guidelines require that any existing wooden streetlight pole location sought for locating Small Cell WCFs be converted to a metal streetlight installation. Exceptions to this requirement are granted by the City Engineer on a case by case basis if it is determined that a location is overly burdensome to convert or would otherwise create an uncompliant location.
  - Some locations may also qualify for a two-phase wood to metal conversion plan if coordinated in advance with the City and Xcel Energy. For instance, Company's, at no cost to the City or Xcel Energy, shall replace the existing wood pole with a new metal streetlight. Overall, all wooden poles that do not meet maximum extent feasible criteria must be converted to a metal streetlight within two (2) years of approval by City.
  - If any Small Cell locations are approved by the City to be mounted upon an existing wood streetlight pole, said pole will then be carefully studied by Company and Xcel Energy to determine structural integrity and capacity. In many cases, existing wood poles are required by Xcel Energy to be replaced with new, more structurally capable wood poles. Company agrees that all equipment, including, but not limited to, power supply, shall be wholly contained and mounted upon the new, more structurally capable wood poles. In these instances, a power supply cabinet or installation will not be allowed to be placed on the ground. If Xcel Energy disallows any equipment onto a wooden pole, existing or new, then the Company shall not install a new, more structurally capable wood pole and, instead, convert to a metal streetlight installation.
- Civil Plans shall contain technical information as detailed in the MLA and [Roadway Design and Construction Specifications Manual](#).

## 2A. Strand Mount Attachments

- This is a model rendition only (\*specific strand mounts may vary)



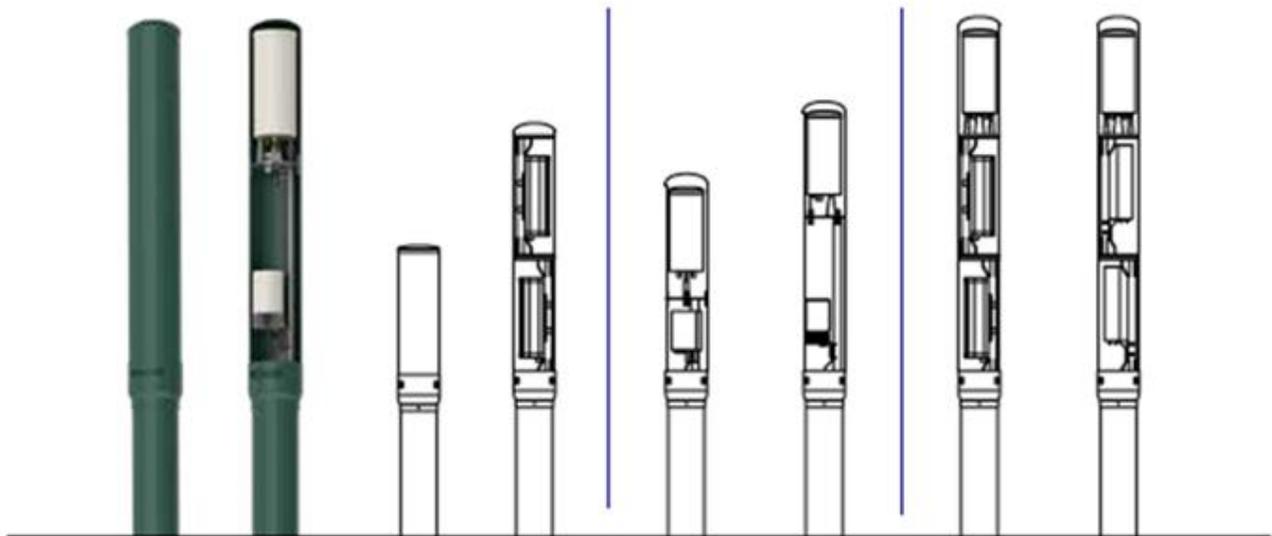
- In this example – this is third-party owned pole that could host strand mount antennas.
- Attaching to existing aerial lines does require the Company to comply with the [City's Undergrounding Ordinance](#) for a Public Project as defined therein.

**3. Street lighting poles approved for street lighting purposes by the City that are purchased by the Company and assigned to the City.**



- This may require a surcharge for removal of third-party poles and replaced with new streetlight poles structurally capable to support the Small Cell WCF equipment.
- The proposed replacement streetlight pole shall be purchased by the Company and assigned to the City. The Company shall be responsible for repair and/or replacement costs.
- This is a model rendition only (\*specific poles may vary).
- Civil Plans shall contain technical information as detailed in the MLA and [Roadway Design and Construction Specifications Manual](#)
- Submit engineered drawings for applications attaching to street lighting poles approved for street lighting purposes by the City that are purchased by the Company and assigned to the City. (This may require a surcharge for removal of third-party poles and replaced with new streetlight poles structurally capable to support the Small Cell WCF equipment.) or for installing New Poles must contain all items listed herein, as applicable, and are additionally subject to the following terms:

- Documentation verifying the pole location is in the PROW;
- The Company shall install signage on every Small Cell WCF installation that identifies the name of the Company, phone number, and email for City to contact in order to shut-off the Small Cell WCF equipment.

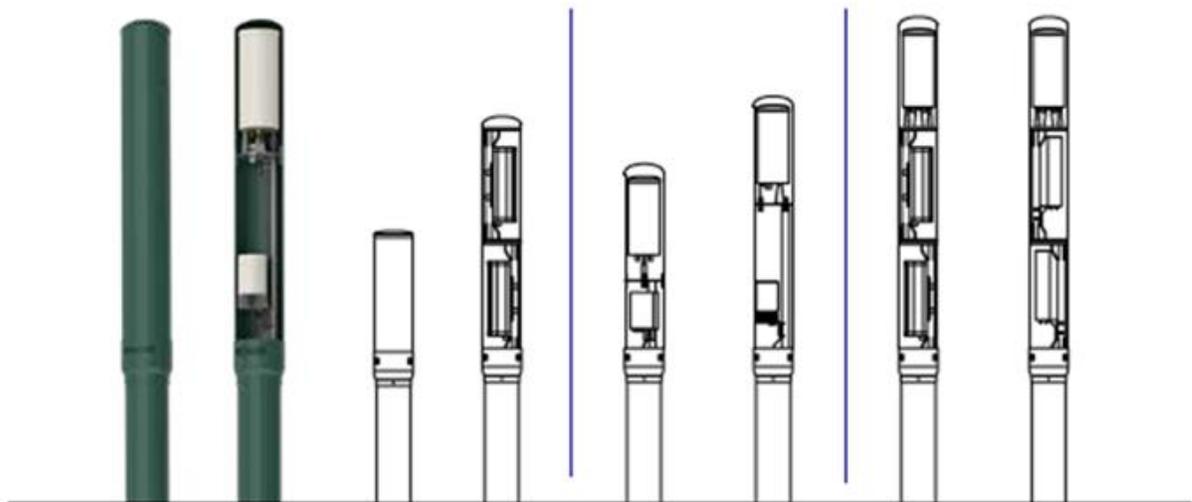


The upper antenna module can be easily reconfigured for a number of technology generations. These includes multiple configurations of cellular technology, various backhaul and low power options such as WIFI, Bluetooth, or Zigbee, and as many as three different technology generations.

**4. In instances where no other reasonable opportunity for attachment exists, new installation on the Company's proprietary poles.**



- This is a model rendition only (\*specific poles may vary)
- In instances where no other reasonable opportunity for attachment exists, or no public benefit is derived from the installation of a new City-owned pole with street light, a new installation on the Company's proprietary poles may be approved.
- Civil Plans shall contain technical information as detailed in the MLA and [Meets Roadway Design and Construction Specifications Manual](#)



The upper antenna module can be easily reconfigured for a number of technology generations. These includes multiple configurations of cellular technology, various backhaul and low power options such as WIFI, Bluetooth, or Zigbee, and as many as three different technology generations.

## **Small Cell Wireless Site Installations at or near Parks, Recreation, or Open Space Property**

The following issues should be taken into consideration for Small Cell wireless installations at or near Parks, Recreation, or Open Space Property:

- If a proposed installation requires excavation or any ground disturbance of land where there is a potential to disturb known or suspected environmental pollutants or contaminants, an alternative location should be sought to protect public health and safety.
- If a proposed installation requires significant disturbance to existing street trees to the extent that the overall health of the trees could be jeopardized, an alternative location should be sought.
- If a proposed installation results in placement of a new pole/post which could impede access, compromise public safety or reduce the effectiveness of maintenance operations, an alternative location should be sought.

In the event any of the above or similar circumstances are encountered, the Parks, Recreation, and Open Space Department will cooperate to the maximum extent practicable to shift the pole location to eliminate the conflict; otherwise, the opposite side of the street should be explored as an alternative location.

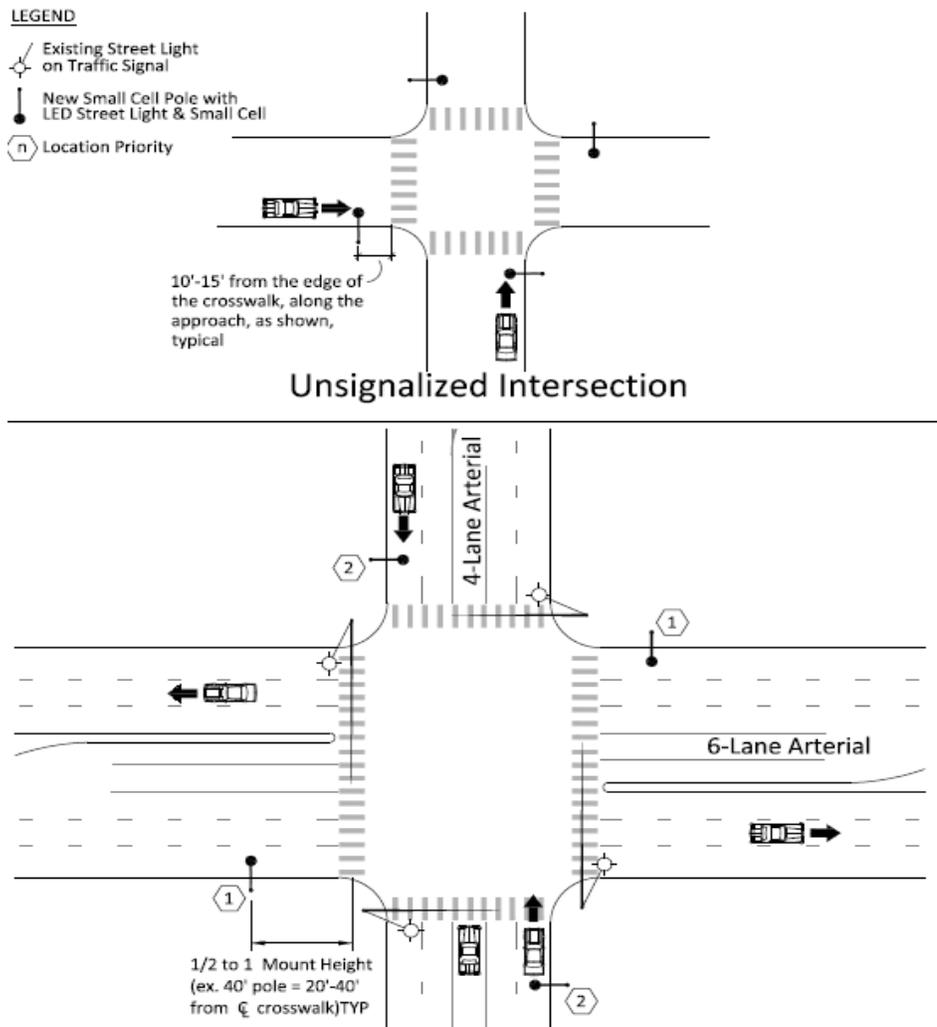
## **Small Cell Wireless Site Installations at or near Intersections**

1. All poles used for Small Cell installation, regardless of ownership, shall be able to co-locate a minimum of two (2) Small Cell WCFs.
2. Existing infrastructure shall be used if available.
3. Small Cell installations will be permitted on existing City owned, or Xcel owned/City maintained, streetlight poles only if the existing pole is structurally adequate to support both the light and Small Cell equipment and electrical utilities are underground (no overhead utilities). Otherwise,
  - a. The replacement pole shall be in the same position and alignment with the pre-existing pole, however, the proposed pole shall not include additional sight obstruction within the sight triangle in accordance with the City's Roadway Design and Construction Specifications Manual at STD TE-13.2 and AASHTO Roadside Design Guide, 4th Edition -- July, 2015 Errata, Table 3-1, Roadside Design Guide Fourth Edition, as amended;
  - b. The replacement pole shall be structurally adequate to support the light and at least two (2) Small Cell WCFs;
  - c. The light shall be placed at the same height as previous light and/or adjacent lights.
4. New street light poles may be added to the system if:
  - a. Use of Xcel or City-owned poles (existing or replacement) is not technically feasible, as demonstrated by documentation provided to the City.
  - b. Additional lighting benefits the overall lighting system in the immediate area. A

photometric study of the area, including the existing light levels and modeling the post-construction light levels must be submitted with official location submittal package.

- c. New poles can be placed in landscaped PROW in front of sidewalk (detached walks) or behind sidewalk (attached walks); or
  - d. New poles can be placed in line with existing light, back of walk or back of curb, if a landscaped area is not available;
5. If additional lighting is approved near an intersection, the new light and pole shall, where appropriate, be placed to enhance visibility of, and for, pedestrians in painted cross walks.
- a. At signalized intersections, light poles shall be placed on the approach leg of the higher classified roadway intersection 1 or  (as depicted below).
  - b. If placement on the higher classified roadway is unfeasible, light poles may be placed on the approach leg of the lesser classified roadway, 2 or  (as depicted below).
  - c. At un-signalized intersections with painted crosswalks, light poles may be placed on any approach leg.
  - d. In all cases, the pole shall be placed in the approaching direction within 0.5 to 1 times the pole height from the centerline of the crosswalk (see attached drawing)
6. If none of the options in Items 2 - 5 are available, a stand-alone, company owned and maintained pole may be proposed. The pole will not have a street light affixed to it and must comply with Item 1 and all applicable City standards.
7. All poles, regardless of use or ownership, shall be placed to allow safe, expected use of the sidewalk and in compliance with ADA standards.
8. The design and installation of any street light shall conform to all applicable City standards and details.

## Signalized Intersection



### SECTION 4. DEFINITIONS

The following terms, phrases, words and their derivations shall have the meaning given herein. When not consistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural. Words not defined shall be given their common and ordinary meaning. The word “shall” is always mandatory and not merely discretionary.

1. “Administrative Review” – Non-discretionary evaluation of an application by Director of Public Works or his/her designee. This process is not subject to a public hearing. Procedures for Administrative Review are established herein.
2. “Affiliate” – any entity that, directly or indirectly controls, is controlled by, or is under common control with, the Company.
3. “Applicable Laws” – 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 Wireless Communications Facilities or technology intended to replace same.

4. “City” – the City of Aurora, Colorado.
5. “Company” – any person, firm, agency, representative, agent, company, partnership or other provider, owner, operator or assignee of WCFs or Networks.
6. “Complete Application” – the formal application that is filed after locations have been approved and addressed by the City and contains the following:
  - a. Table 1 of Supplemental Site License containing City-approved addresses
  - b. All necessary information contained in Civil Plans required for the type of approved installation (i.e. traffic signal attachments, third-party owned pole attachments, new street light poles, new stand-alone poles, strand mounts, etc.) in accordance with these Procedures, the MLA, and the City’s Roadway Design and Construction Specifications Manual
  - c. Include third-party attachment agreements for attachments approved on third-party owned poles (i.e. Xcel owned poles)
  - d. All information must be submitted and accepted through the City’s online web portal system (i.e. AMANDA/ACCELLA)
7. “FCC” – the Federal Communications Commission.
8. “Master License Agreement” or “Agreement” – a document, substantially in the form attached as Sample A. Each Company shall be required to enter into a Master License Agreement.
9. “Network” or collectively “Networks” – one or more of the small cell wireless communications facilities operated by the Company to serve its wireless carrier customers in the City.
10. “Owner” – a person with a legal or equitable interest in ownership of real or personal property.
11. “Person” – any corporation, partnership, proprietorship, individual or organization, governmental organization, or any natural person.
12. “Public Property” – any real property owned by the City other than Public Rights-of-Way.
13. “Public Rights-of-Way” or “PROW” – 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 Wireless Communications Facilities.
14. “Small Cell Facility” or “Small Cell” means a WCF that meets both of the following qualifications:
  1. A wireless communication facility where 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 its exposed elements that could fit within an imaginary enclosure of no more than three cubic feet; and

2. Primary equipment enclosures are not 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 enclosure, back-up power systems, grounding equipment, power transfer switch and cut-off switch. All associated equipment, even if located outside of the primary equipment enclosure, shall be included within the definition of Small Cell Facility.
15. “Supplemental Site License” – a document, substantially in the form attached as Exhibit A to Sample A. Each Small Cell Wireless Site installation will be subject to a Supplemental Site License.
16. “Small Cell Wireless Site” – a location on Public Rights-of-Way selected for the Company’s deployment of Small Cell Wireless Communications Facilities.
17. “Wireless Communications Facility” or “WCF” – a facility used to provide wireless communications services to the public; or wireless backhaul services sold to wireless service providers who in turn provide wireless services to the public or to such classes of users as to be effectively available directly to the public via licensed or unlicensed frequencies; or wireless utility monitoring and control services. A WCF includes an antenna or antennas, ancillary equipment, towers, poles and other vertical assets upon which WCFs are installed. “WCF” does not include fiber optic facilities, except to the extent contained on or within the vertical assets.

## **SECTION 5. ADMINISTRATIVE REVIEW PROCESS – APPLICATION AND APPROVAL OF WIRELESS SITES:**

Non-refundable processing fee applies per each permit or agreement as follows:

1. Fully executed Master License Agreement (“MLA”) by and between Company and City;
  - a. Fee for the MLA includes the Company’s first Supplemental Site License submittal of 10 sites
2. If the Small Cell WCF is proposed in an area that is regulated by another governmental or quasi-governmental entity, then the Company shall comply with design criteria, if any, established by said governmental or quasi-governmental entity to regarding Small Cell WCFs.
3. Supplemental Site License submitted by the Company for approval of each site location
  - a. Company shall submit Table 1 of the fully executed MLA for approval of each location; and,
  - b. A typewritten legal description with:

- i. Section, Township and Range, and County being affected, and if it is part of a subdivision, it shall be stated also;
  - ii. 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;
  - iii. Legal description SIGNED and SEALED by a surveyor registered in the state of Colorado; and,
  - iv. Recording information for the ROW/easement that the Company is proposing to utilize. Estimates or non-verified ROW/Easement limits will not be accepted. A copy of said document shall be provided at initial application.
  - v. And such other information, which may, in the City's sole discretion, be modified from time to time to meet the needs of the City.
4. Company shall obtain written approval from the City for each site location submitted prior to submitting Civil Plans;
5. All installations shall include a plot plan detailing proposed improvements including but not limited to:
  - i. A design document which depicts improvements including but not limited to property boundaries, setbacks, topography, elevation sketch, and dimensions of improvements and, as is applicable, the following:
  - ii. Civil Plans, plot plan, engineering design, and specifications for installation of the Small Cell Wireless Communication 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, and all other associated equipment, and/or;
6. Where applicable, the design documents shall include specifications on design, pole modification, and ADA compliance;
  - i. The Civil Plans shall show existing sidewalk size, existing utilities, existing trees, traffic control signs and equipment, and other existing improvements;
  - ii. Description of the utility services required to support the facilities to be installed;
  - iii. The number, size, type, and proximity to the facilities of all communications conduit(s) and cables to be installed;
7. A Complete Submittal includes engineered drawings for applications attaching to City's traffic signal poles or other City-owned poles in the PROW under the terms of the Master License Agreement and include:
  - i. Documentation from the City verifying the pole is eligible for attachment; and,
  - ii. A load bearing study, including any forensic analysis that determines whether the pole requires reinforcement or replacement in order to accommodate attachment of the Small

Cell WCF. If pole reinforcement or replacement is warranted, the design documents shall include the proposed pole modification; and,

8. Traffic Signal Poles are engineered structures designed to specific loading criteria and required AASHTO standards. Modifications to the loading will require an engineering analysis stamped by a Colorado licensed professional engineer.
9. Traffic signal poles already supporting Police equipment are not eligible to be considered for Small Cell WCFs, Small Cell Wireless Sites or Networks.
10. Company equipment placed on traffic signal poles may be required to be relocated at any time at the Company's expense if the City infrastructure is needed for placement of public safety equipment.
11. Installations on signal poles cannot alter the poles in any way. Therefore, all attachments must be banded. Drilling and taping is not allowed.
12. All cabling must be external to the pole to eliminate the possibility of interference with existing signal cables and conductors.
13. 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 will be reviewed on a case-by-case basis.
14. Analysis must be provided to show the proposed equipment will not interfere with the City's wireless network operating in the 900 MHz and 5.8 GHz frequencies.
15. 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.
16. Any installation or servicing of equipment 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.
17. Equipment located on traffic signal poles may be required to be removed and/or reset at any time at the sole cost of the Company due to any work performed by or authorized by the City.
18. Submit engineered drawings for applications attaching to Third-party poles under the terms of a fully executed pole attachment agreement with the Owner of such poles must contain all items listed in Section 2 and Section 3, as applicable, and are additionally subject to the following terms:
  - a. Letter of authorization from the owner of a facility permitting attachment of Small Cell WCFs;
  - b. Documentation verifying the pole location is in the PROW;
19. Submit engineered drawings for applications attaching to street lighting poles approved for street lighting purposes by the City that are purchased by the Company and assigned to the City. (This may require a surcharge for removal of third-party poles and replaced with new streetlight poles)

structurally capable to support the Small Cell WCF equipment.) or for installing New Poles must contain all items listed herein, as applicable, and are additionally subject to the following terms:

- a. Documentation verifying the pole location is in the PROW;
20. In no instance shall a new standalone pole be installed within 600 feet of another new standalone pole which was installed for the purpose of accommodating a Small Cell WCF, except as may be provided in the Master License Agreement;
21. List of adjacent property owners within 200-feet of the proposed New Pole;
22. Provide design and specification drawings for the new pole and its foundation;
23. If the Small Cell WCF is proposed in rights-of-way owned by another governmental entity, a copy of the agreement authorizing the Company access to that right-of-way is also required.

## **SECTION 6: TECHNICAL REQUIREMENTS**

1. Civil Plans Checklist – Note this is a list of MOST items that need to be included in Civil Plans. The City reserves the right to request additional information:
  - Company emails evidence of public notification to City Agent
  - Civil Plan title Sheet to include:
    - Site name, City provided address, Xcel pole number (if applicable)
    - GIS coordinates (Calculated Coordinate Zone 2 North American Datum 83)
    - Service Notification Number
    - Digital picture of the location and photo-simulation of the installation at location
    - General Notes from [Roadway Design and Construction Specifications Manual](#)
    - Signature block for Aurora Water, Traffic Manager, and City Engineer (Stamped and signed upon request for Signature sets, by a professional engineer)
  - WCF Inspector note
  - All Small Cell WCF Infrastructure shall be installed per WCF inspector instruction
  - Survey Requirements
    - In addition to those requirements identified in Section 7(2)
    - Plan view of the proposed pole with adjacent poles,
    - Road right of way, public utility easements, property lines, and any additional recorded easements or rights-of-way
  - Antenna Site Plan
  - Riser quadrant detail showing existing risers/equipment on pole and proposed risers/equipment to be installed
  - Climbing space identified
  - ADA clearance shown and noted when applicable
  - Antenna Elevation Plan
    - Profile view of existing pole and proposed pole after re-arrangement and new attachment
    - Elevations on this sheet should match pole attachment heights provided with pole loading structural analysis reports and match utility pole elevation from Survey

2. GIS Coordinate Verification Checklist:  
If you need to convert your coordinates, please use the resource below:

<http://www.earthpoint.us/StatePlane.aspx>

Include the following three components on your map. If these three components are not delineated on the map, then we'll return the application for revision:

- Device (antenna)
- Electrical pedestal from where the device is being powered
- Point-Of-Contact for the pedestal owner

3. Irrespective of Company's rights, if any, under 47 U.S.C. § 1455(a) (codifying Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012) and the FCC's implementing regulations thereunder, including 47 C.F.R. § 1.6100, Company shall not, (i) unless otherwise agreed to by the parties in a Supplemental Site License and (ii) unless the Company obtains any additional, required permitting and land use approval in accordance with Applicable Law:
  - a. Install a pole in the PROW with a height in excess of thirty (30) feet;
  - b. Increase or seek to increase the height of any pole in the PROW to a total height in excess of thirty (35) feet, except that the Company may increase the height of a distribution pole by up to an additional five (5) feet to the extent required by Applicable Law or industry standards for the placement of Small Cell WCFs on the top of a distribution pole; or
  - c. Install at ground level in the PROW equipment shelters or cabinets or electrical distribution panels, except, in each case after all reasonable alternative pole locations and underground locations have been explored and found unavailable or lacking in some substantial way.
4. The City shall weigh requests by Company to include any of the foregoing in a Supplemental Site License considering the City's historic preservation policies, aesthetic considerations, pedestrian, disabled person, and/or bicyclist access to sidewalks, public safety concerns, technical installation conflicts, and compliance with Applicable Law.
5. Nothing in these Procedures shall be interpreted to authorize the installation of macro wireless communications service facilities, macro base stations, or similar high-powered cellular facilities in the PROW, nor the installation of macro wireless towers or poles intended for macro facilities. This type of facilities requires a site planning process through the Department of Planning and Development Services.
6. Small Cell WCF Sites shall be installed within the footprint of an area of no more than thirty-six (36) square feet.

## **SECTION 7: PERMITS, CONSTRUCTION, OPERATION AND MAINTENANCE IN THE PUBLIC RIGHTS-OF-WAY**

Upon location approval and approval of the Civil Plans, a Supplemental Site License will be executed by the City and issued to the Company. Then, the Company is responsible for obtaining the following permits:

## Public Improvement and Traffic Control Permit

1. Once the Company receives approval for small cell nodes from Planning, Engineering, Real Property and any other required departments, you may apply for a Public Improvement permit.
2. Please note that it could take 1-5 business days before your permit will be ready as long as everything was submitted correctly.
3. Complete Public Improvement application listing any work that will be in the Right of Way such as the:
  - a. Number of street cuts and size(s)
  - b. Number of potholes
  - c. Identify any boring and sidewalk removal (length in lineal footage)
  - d. List all of the above under Scope of Work
4. If no work in Right of Way- please list- TCP (traffic control plan) only.
5. All Traffic Control Plans must include a completed information block with dates and length of time in the Right of Way and submitted with a Public Improvement application.
6. All Contractors must have an active Right of Way Contractor/Supervisor license along with a \$20,000 open ended permit bond and proof of insurance to work in the Right of Way.
7. Email your permit request to [permitcounter@auroragov.org](mailto:permitcounter@auroragov.org) or bring in personally to our office.
8. Once your permit is ready, you will receive an emailed invoice. Once invoice is paid, you will be able to set a pre-construction meeting with your Public Improvement inspector if required.
9. Please complete all work in the Right of Way/traffic control in a timely manner.

## Electrical Permit

Please apply for your electrical permit after your Public Improvement/Traffic Control permit is ready. Please be advised that without both permits, you will not be able to begin work.

**For Permitting questions please contact:**

**Chris Tafoya**, Senior Permit Technician

City of Aurora – Public Works Department, Building Division  
15151E. Alameda Parkway, Suite 2400  
Aurora, CO 80012

**Direct 303.739.7414**

Main 303.739.7420

website [www.auroragov.org/building](http://www.auroragov.org/building)

10. Upon receipt of a full Supplemental Site License submittal, the City shall process the request within ninety (90) days, or within such other time as designated by Applicable Law.
11. For installations, construction, operation, maintenance, and removal of Small Cell WCFs, the Company shall obtain all generally applicable permits that are required of all occupants of the PROW in accordance with Applicable Law.
12. The City shall process all permit applications in a non-discriminatory and competitively neutral manner.

## SECTION 8: ADDITIONAL REQUIREMENTS

1. Please note that continuous noise emissions within 50 feet of a residential foundational wall, logos, and flashing lights will not be permitted for any attachments or poles.
2. Permissible sound levels may not exceed 40 dBA when measured from any neighboring property line as per Section 146-1802.
3. Please label all signage locations and size proposed as well as the maximum typical decibels produced per the American National Standards Institute.
4. Some new poles must provide a streetlight and must adhere to the underlying zoning district and applicable overlay standards.
5. Adjacent property owner notification must occur for all lots abutting and *across* from the installation of a Small Cell WCF within 200-feet. Please send a scanned copy of the Certificates of Mailing to *smallcellplanning@auroragov.org* before receiving final permits. Your final SLA will not be released until these are confirmed. A sample notification letter can be seen below.

### **Sample Notification -Company Letterhead-**

Dear Mr. / Mrs. Property Owner,

This letter serves to notify you of an installation for a small cell wireless communications facility within 200-feet of your property. The installation may either be the addition of a wireless facility to an existing light pole or the replacement or addition of a new light pole or addition of a new stand-alone pole containing the wireless facility. All facilities and pole additions are required to be within City of Aurora Right of Way. The installation has been lawfully permitted by the City of Aurora and adheres to all requirements as outlined by the City of Aurora. A depiction of the installation is enclosed.

For more information, please see the *Small Cells FAQ* located on the COMPANY link below:  
<http://tinyurl.com>

***Provide City of Aurora Planning Department contact information.***

For further questions, please contact the <Company> representative at <email, phone>

Sincerely,

Company Representative