



APPLICATION DATE \_\_\_\_\_

APPLICATION /PERMIT NO. \_\_\_\_\_

**I. APPLICANT/ AGENT INFORMATION\***

\*Per O.R.C. Section 4939.031(E) any Agent working on behalf of an Operator must provide written authorization from the Operator to perform such work.

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

24 HR Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

**II. SMALL CELL WIRELESS OPERATOR /FACILITY OWNER INFORMATION**

Company Name \_\_\_\_\_ Registration No. \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**III. APPLICATION TYPE/SUMMARY OF PROPOSED WORK**

**TYPE 1**

Collocation on existing wireless support structure & associated small cell Facilities

**TYPE 3**

Removal of Wireless Support Structure and/or Associated Small Cell Facilities

**TYPE 2**

New Wireless Support Structure and Associated Small Cell Facilities

**TYPE 4**

Eligible Small Cell Facilities Request

Summary of Proposed Work \_\_\_\_\_

**IV. CONTRACTOR INFORMATION (If different from Applicant/Agent listed in Section I.)**

Company Name \_\_\_\_\_ City License No. \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**V. DESIGN ENGINEER (if applicable)**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**VI. SMALL CELL WIRELESS / COLLOCATION FEES**

Small Cell Wireless Permit fees shall be calculated, assessed and remitted as allowed per State law and described under O.R.C. 4939.0316. Small Cell facility's collocated on a City owned wireless support structures shall be calculated, assessed and remitted as allowed per State law as described under O.R.C. 4939.0322.

**VII. SMALL CELL WIRELESS PERMIT CHECKLIST**

This Small Cell Wireless Right-of-Way Permit application form is for all Small Cell Facilities and Wireless Support Structures proposed to be located within or removed from the City of Lancaster Right-of-Way. In addition to this application, applicants should submit the attached Micro Wireless Application checklist, along with the specific requirements for each application type indicated below. Applicants may attach additional sheets if necessary.

**VIII. APPLICANT DECLARATIONS (This section must be completed with an original signature of Applicant\*[For the purpose of this specific declaration, the Applicant who affirms must be an Operator as defined by O.R.C. Sec 4939.01(k)].**

\_\_\_\_\_, in submitting (or having my authorized agent submit) this Small Cell Right-of-Way Permit Application, hereby declare the following:

I (and/or my authorized agent) will maintain the equipment proposed in this application in good operating and aesthetic conditions;

I (and/or my authorized agent) will notify the City when the equipment proposed in this application is no longer in use; and

I (and/or my authorized agent) will complete the necessary steps to remove any equipment that is no longer in use.

\*Original Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**XI. ADDITIONAL PERMIT REQUIREMENTS**

1. Applicant shall secure all required permits prior to starting any work in any City right-of-way.
2. Credible proof (a statement or other satisfactory assurance) that Applicant/Agent has a valid Certificate of Registration from the City of Lancaster.
3. All Contractors and Subcontractors shall be currently licensed/registered by the City of Lancaster Building Department to perform the work described in Section III.

XI. ADDITIONAL PERMIT REQUIREMENTS [Continued]

4. Pursuant to Section 901.16(B)(2)(j) , Applicant shall provide payment of: all money due the City for Permit Fees; and any loss, damage, or expense suffered by the City as a result of Applicants prior construction in the City Right of Way or any Emergency action taken by the City.
5. Acknowledge that all materials submitted to the City including, but not limited to this application, shall become part of the public record and may be subject to public record request(s).
6. Applicant shall provide a City approved traffic control plan MOT consistent with the requirements of Section 901.16(B)(2)(c) and Ohio Manual on Uniform Traffic Control Devices. The City Engineer reserves the right to alter, change or modify traffic controls before and during construction as the situation may demand for the safe movement of vehicles, pedestrians and bicyclists.
7. Proof that Applicant/Agent has written authority to apply for a Construction Permit on behalf of a party that has been issued a Certificate of Registration pursuant to Chapter 901.05.
8. Acknowledge and assume all responsibility for work to be performed and indemnify the City of Lancaster in accordance with section 901 of the City Codified Ordinances for issues that may arise, directly or indirectly, from operations within the public Right-of-Way.
9. Applicant agrees to restore all areas involved in this work to a like or better condition and will abide by all applicable laws, rules and regulations of the City of Lancaster, the State of Ohio, and the federal government.
10. Applicant must meet all requirements under Chapter 901.01 through 901.99 of the Lancaster Codified Ordinances and the Design Guidelines for Small Cell Facilities and Wireless Support Structures within the Right-of-Way.
11. Acknowledge that other conditions or regulations may be required as indicated on the official Micro Wireless Right-of-Way Permit issued by the City.