

TOWN OF COLLIERVILLE

Small Wireless Facilities Checklist

Planning Division
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Pre-Application Conference with Town Staff (Optional): As a service to the prospective applicant/property owner, staff offers the opportunity for a Pre-application Conference with key staff. Pre-application Conferences are intended to be a “one-stop shop” for potential applicants to meet with all departments involved in the development process at the same meeting. They can prove to be very beneficial to both the applicant and staff, as the officials responsible directly for the review (Planning, Engineering, Codes, Public Services, etc.) can be in attendance if requested. The primary purpose of the meeting is for Staff to explain the applicable development processes, permits, and fees pertinent to the project prior to applicants submitting a formal Small Wireless Facilities application. Applicable rules and regulations will be discussed as they relate to the proposal, but the Pre-application Conference does not constitute an application nor are any preliminary staff comments binding. In addition to notes from the meeting taken by the Staff, other relevant information will be made available to the applicant at the end of the meeting (applications, checklists, forms, latest fee schedule, submittal calendar, etc). Formal notes are taken during the meeting by staff and emailed to the potential applicant after the meeting for a record of what was discussed. A Pre-application Conference can be scheduled by contacting the Planning Division at 901-457-2360.

Application Materials: A complete Small Wireless Facilities application must include the following:

- A Final Site Layout with a diagram or engineering drawing depicting the design for installation of the small wireless facility with sufficient detail to determine that the design of the installation and any new PSS or any modification of a PSS is consistent with all generally applicable safety and design requirements, including the requirements of the Manual on Uniform Traffic Control Devices;
- Documentation showing that MLGW has approved electrical service to the PSS;
- An Aesthetic Plan per §117.123 of the Town Code;
- The location of the site, including the latitude and longitudinal coordinates of the specific location of the site;
- Identification of any third party upon whose PSS the applicant intends to colocate and certification by the applicant that it has obtained approval from the third party;
- To satisfy § 117.123(A)(1), if a new provider-owned pole is requested, the attached affidavit must be completed to demonstrate colocation on an existing PSS is not an option for the applicant.
- The applicant's identifying information and the identifying information of the owner of the small wireless facility and certification by the applicant or the owner that such person agrees to pay applicable fees and rates, repair damage, and comply with all nondiscriminatory and generally applicable right-of-way requirements for deployment of any associated infrastructure that is not a small wireless facility and the contact information for the party that will respond in the event of emergency related to the small wireless facility;
- The applicant's certification of compliance with surety, insurance or indemnification requirements, rules requiring maintenance of infrastructure deployed in right-of-way, requiring relocation or timely removal of infrastructure in right-of-way no longer utilized, and any

Submittal Requirements for Small Wireless Facilities

Staff Review Phase - A sufficient application contains the following:

- Completed general application form (see Preapplication Conference notes for guidance on how to complete form)
- Application materials described in this checklist
- Signed and dated copy of this checklist
- Review Fee - Maximum fee per application:
\$100 - first 5 Small Cells
\$50 - 6-20 Small Cells

Public Review Phase - Varies based on the specific request.

Post-Approval Phase - Varies based on the specific request. Consult the notes in the Preapplication Conference and/or the “Next Steps” in any correspondence from staff.

Preapplication Conference with Staff (Optional)

Applicant Obtains MLGW Electrical Service for Address(s)

Staff Review – Staff will determine completeness (fees, forms, materials, etc.) within 30 days of application – Final Staff decision (conditional approval or denial) occurs within 60 days of application (75 days if conference requested)

Public Review – BMA Hears Appeals of Staff Decisions (if applicable)

Post-Approval Steps – Applicant obtains Boring (Right-of-Way) Permit, Electrical Permit, etc. prior to work commencing

rules requiring relocation or repair procedures for infrastructure in right-of-way under emergency conditions, if any, that the municipality imposes on a general and non-discriminatory basis upon entities that are entitled to deploy infrastructure in the right-of-way; and

- The applicant's certification that the proposed site plan and design plans meet or exceed all applicable engineering, materials, electrical, and safety standards, including all standards related to the structural integrity and weight-bearing capacity of the PSS and small wireless facility. The standards relevant to engineering shall be certified by a licensed professional engineer.
- A signed copy of this checklist (see below).

Staff Review Submittals: Staff (Planning, Engineering, Codes, Public Services, etc.) will review the application and provide any comments and your next steps. Apply online under the "Planning" section at: <https://collierville.portal.iworq.net/portalhome/collierville> For small cell towers, be sure to use the "Submit a Planning & Zoning Application" option.

Appeals: Per § 117.123 (J), the Board of Mayor and Aldermen (BMA) hear and decide appeals by any wireless provider from any order, requirement, decision, or determination made by any Town official charged with the responsibility of enforcing the provisions of the Town Code related to Small Wireless Facilities.

Post-Approval: This varies based on the specific request. Consult the notes in the Preapplication Conference and/or the "Next Steps" in any correspondence from staff. Sometimes, staff or the HDC/DRC applies conditions of approval of an application, so know that you will not get a permit until all conditions (sometimes modifications to the plans) are met. If you are granted conditional approval of the small cell tower, you may work with:

- **Building Codes Division:** An electrical contractor will need to apply for the electrical permit portion. MLGW expects the Town to inspect electrical connections within the right-of-way for Small Cell Towers.
- **Engineering Division:** No Person may construct, install and/or operate Wireless Facilities that occupy the public right-of-way without first obtaining approval of a "Boring (Right of Way) Permit" from the Town. Apply online under the "Engineering" section at: <https://collierville.portal.iworq.net/portalhome/collierville>

Applicant Certification: I hereby certify that I have the authority to file this application and that all information submitted is true and correct to the best of my knowledge.

Applicant's Printed Name: _____

Applicant's Signature: _____

Company: _____ Date: _____

Number of small wireless facilities included with this application (maximum of 20 per application): _____



Town of
Collierville
Permit & Application Center

Consider Applying Online or Using Dropbox: Planning-related permits/development applications can be submitted through the online Permit & Application Center. This solution will allow you to upload PDF versions of the plans and documents, track the status of the permit/application, and much more! If you pay fees online there will be a 3.5% convenience fee. Otherwise, you can mail a check to Town Hall noting the case number and project. See this checklist for what needs to be uploaded. Go to the following link to get started: <https://collierville.portal.iworq.net/portalhome/collierville> In most cases, paper copies will still be needed of application materials in addition to PDFs submitted online. To avoid coming into Town Hall, feel free to use the green "Development Department Dropbox" on the east side of Town Hall next to the Codes Division entrance. To be able to check on the status of your application and upload PDF revisions later, you will need a "Contractor Code" number that will be assigned when you apply for the first time. For those that submit to the Town often, you will use the same contractor code for all new applications. Please direct questions about submitting online Planning-related applications to planning@colliervilletn.gov or 901-457-2300.

**New Potential Support Structure (PSS) Affidavit
Town of Collierville, Tennessee**

I, _____,
(Please print Name in Full)

being duly sworn, depose and say that the owner of the existing PSS nearest to the proposed PSS location, as described herein, has either (check one option below):

_____ refused to allow colocation of a small wireless facility on the existing PSS or replacement of the existing PSS with a new structure designed to accommodate a small wireless facility; or, _____ would not respond, despite being sent notice, to a request to colocate a small wireless facility on the existing PSS or replacement of the existing PSS with a new structure designed to accommodate a small wireless facility. A copy of the nearest PSS owner's written refusal or lack of response is attached.

A copy of the nearest PSS owner's written refusal or lack of response is attached to this affidavit.

Type of PSS (i.e. light pole, utility pole, traffic signal mast arm, etc.)

Owner of existing PSS

Address, XY coordinates, or nearest parcel ID # of nearest PSS to proposed small wireless facility

Signature

Acting for/on behalf of: _____

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires: _____