



## Right of Way Use Site Approval Application (RUSA) for Small Wireless Facilities

### Instructions

**Wireless Provider:** The name of Wireless Provider associated with the Small Wireless Facility (SWF) application.

**SWF Site Name/Number:** The SWF site name or identification number described by the Wireless Provider.

**Check Box:** Indicate whether the application for SWF includes additional qualifying batch site submittals.

**Vertical Category:** Indicate the type of vertical structure the SWF will be collocated (select one check box).

- Streetlight Pole, a utility pole that functions as a street light owned by the City or Electric Company
- Utility Pole, a pole that (i) does not function as a street light, (ii) is not a pole owned by or on behalf of the City, and (iii) is not a Wireless Support Structure.
- Wireless Support Structure (WSS), a structure that (i) is not a Utility Pole as defined by Law and (ii) is applicable to SWF collocation by Law.
- Signal/Sign/Other Pole, any other pole not described by the other available options.

**Collocation Type:** Indicate the type of pole collocation for SWF (select one check box).

- Existing Non-Modified Pole/WSS, an existing pole or WSS that requires no modification for a SWF attachment.
- Existing Modified Pole/WSS, an existing pole or WSS that requires modification for a SWF attachment, but does not require a replacement pole.
- Replacement Pole/WSS, the site of an existing pole or WSS that requires its replacement for a SWF attachment.
- New Pole/WSS, a new pole or WSS that is not at or near the location of an existing (e.g. replacement) pole or WSS.

**Applicant Name:** Provide the name of the person completing/submitting the application.

**Applicant Address:** Provide the address of the person completing/submitting the application.

**Applicant Contact:** Provide the email and phone number of the person completing/submitting the application.

**CMRS Carrier Customer:** Identify the Commercial Mobile Radio Service Carrier Customer subject to the application.

**CMRS Carrier Radio Frequency:** Identify the radio frequency in MHz/GHz associated with the CMRS Carrier Customer.

**Location of Pole/WSS:** Provide the known or approximate street address and coordinates of the proposed SWF.

**Pole/WSS Owner:** Identify the owner of the pole/WSS which the proposed SWF will be collocated (e.g. City, KCPL)

**Pole/WSS ID:** Provide the pole or WSS identification number assigned by the owner.

**Existing Pole/WSS Reference Height:** Identify the height in feet of the existing pole or WSS used to calculate proposed height of SWF. The location and height of reference pole/WSS must be shown on the plans. Location must be within ROW no more than 500 feet from the proposed SWF. Method of measure is defined in the City Design and Construction Manual.

**Proposed Pole/WSS Height:** Identify the height in feet of the proposed pole or WSS with SWF collocation. Height cannot exceed the greatest of 10 feet above the reference pole/WSS or 50 feet. Method of measure is defined in the City Design and Construction Manual.

**Cubic Feet of Ground Equipment:** Provide the cumulative measure of all ground equipment associated with the SWF in cubic feet. The total measure of volume shall not exceed 28 cubic feet for all ground equipment, except where certain components/equipment may be excluded by Law. Method of measure is defined by Law. Individual components/equipment/hardware must each be identified by description, dimension, location and volume on the plans.

**Cubic Feet of Antenna Attachment:** Provide the cumulative measure of antenna and associated equipment attached to pole/WSS in cubic feet. The total measure of volume shall not exceed 9 cubic feet, except where certain components/equipment may be excluded by Law. Method of measure is defined by Law. Individual components/equipment/hardware must each be identified by description, dimension, location and volume on the plans.

**Zoning at Pole/WSS Location:** Identify the current zoning (e.g. R-1, RP-2, CS) assigned by City at the site of proposed SWF. Zoning maps are available on the City website.

**Historic District:** Identify whether or not the proposed site for SWF is within a Historic District. The City maintains a map of established Historic Districts on its website.

**Emergency Shutdown Method:** Identify whether the a Shut-Down/Shut-Off Switch will be provided and accessible to City personnel or a 24-hour on-call response provided by Wireless Provider to turn off power to the SWF.

**24-Hour Emergency Contact Number:** Provide the 24-Hour Emergency Contact Phone Number if this method is selected to power down the SWF.

**Wireless Provider Contact Information for Person(s) to Receive Notice(s):** Provide the Name, Address and Contact Information for the person to receive notices from City. Check the box and leave the information blank if contact information is the same as Applicant.

**Approved Preliminary Site Plan:** A preliminary site plan may be submitted for review prior to an application, but shall not be required and does not constitute initialization of the review period associated with an application (RUSA). However, a City reviewed and approved preliminary site plan may expedite the application approval process.

**Letter of Authorization from Pole/WSS Owner:** Required if pole or WSS owner is not the City of Lee's Summit to

document consent of the owner for SWF collocation. A Letter of Authorization shall be written, but may be in a form provided by owner or Wireless Provider, and shall include a description of the location and SWF attachment, and be signed by the owner with authority of consent.

Undergrounding Waiver for New Pole: If the SWF on a new pole or new WSS will be service or powered aurally, a waiver to undergrounding requirements shall be provided.

Deed or Dedication of ROW of Easement Documentation for Site Location: Provide documentation of right-of-way or easement where the SWF is proposed, including recorded deed other instrument filing reference.

Construction Drawings: Construction drawings/plans for the proposed SWF.

City of Lee's Summit ROW Permit Application: Submit a completed Right-of-Way Permit Application for review.

Application is available on the City's website.

City of Lee's Summit TTC Permit Application: Submit a completed Temporary Traffic Control Permit Application for review. Application is available on the City's website.

City of Lee's Summit Electrical Permit Application: Submit a completed Electrical Permit Application for review.

Electrical Permit is a sub-permit of the Building Permit. Application is available on the City's website.

Certificate of Insurance and Endorsements: Provide a copy of valid Certificate of Insurance for the Wireless Provider that includes required endorsements in accordance with City Code and Terms and Conditions. Reference Code 26-211 and 26-213 through 26-215. Exempt if the Applicant remains in good standing with the City, the SWF site has an estimated ROW restoration cost including SWF removal of less than \$10 thousand, and Applicant has assets in the state of Missouri worth at least \$25 million.

City of Lee's Summit Business License: Provide a copy of valid Business License issued by the City of Lee's Summit for Wireless Provider.

Letter of Site Compliance with FCC OET Bulletin 65 (RF Exposure): Provide a letter of site compliance with FCC OET Bulletin 65 (RF Exposure).

Approved FAA 7460: Where the SWF is proposed to encroach the Airport Hazard Overlay District or other FAA regulated area, evidence of FAA approval in the form of FAA 7460 shall be submitted. The Airport Hazard Overlay District is described in the City Codes and mapping information available at City Hall.

Payment Bond: Provide the required performance bond in accordance with City Code and Terms and Conditions. Reference Code 26-212. Exempt if the Applicant remains in good standing with the City, the SWF site has an estimated ROW restoration cost including SWF removal of less than \$10 thousand, and Applicant has assets in the state of Missouri worth at least \$25 million.

Performance Bond: Provide the required payment bond in accordance with City Code and Terms and Conditions. Reference Code 26-212. Exempt if the Applicant remains in good standing with the City, the SWF site has an estimated ROW restoration cost including SWF removal of less than \$10 thousand, and Applicant has assets in the state of Missouri worth at least \$25 million.

Maintenance Bond: Provide the required maintenance bond in accordance with City Code and Terms and Conditions. Reference Code 26-212. Exempt if the Applicant remains in good standing with the City, the SWF site has an estimated ROW restoration cost including SWF removal of less than \$10 thousand, and Applicant has assets in the state of Missouri worth at least \$25 million.

Parent RUSA Application Reference: The Application number assigned by the City in the Approval Section of the RUSA associated with Additional Batch Submittals.

## References

Design and Construction Manual Section 7000:

[https://cityofls.net/Portals/0/Files/Development/Regulations%20and%20Policies/Design%20and%20Construction%20Manual/LS%20Sec%207000%202018-12%20\(SWF\).pdf?ver=2019-01-04-183213-913](https://cityofls.net/Portals/0/Files/Development/Regulations%20and%20Policies/Design%20and%20Construction%20Manual/LS%20Sec%207000%202018-12%20(SWF).pdf?ver=2019-01-04-183213-913)

Ordinance 8528:

<https://cityofls.net/Portals/0/Files/Development/Regulations%20and%20Policies/Design%20and%20Construction%20Manual/8528.pdf?ver=2019-01-04-183214-367>

Chapter 26 of the Code of Ordinances:

[https://library.municode.com/mo/lee's\\_summit/codes/code\\_of\\_ordinances?nodid=COOR\\_CH26STSIOTPUPL](https://library.municode.com/mo/lee's_summit/codes/code_of_ordinances?nodid=COOR_CH26STSIOTPUPL)

Standard Terms and Conditions for Small Wireless Facilities:

[https://cityofls.net/Portals/0/Files/Development/Regulations%20and%20Policies/Design%20and%20Construction%20Manual/Standard-Ts-Cs\\_1.pdf?ver=2019-01-04-183214-007](https://cityofls.net/Portals/0/Files/Development/Regulations%20and%20Policies/Design%20and%20Construction%20Manual/Standard-Ts-Cs_1.pdf?ver=2019-01-04-183214-007)

Zoning Maps (Including Historic Overlay Districts and Airport Hazard Overlay District):

<https://cityofls.net/development-services/doing-business/maps-plans/zoning-map>

Unified Development Ordinance:

<https://cityofls.net/development-services/design/design-criteria/unified-development-ordinance>

Right of Way Permit:

<https://cityofls.net/development-services/construction/permits/right-of-way-permit>

Temporary Traffic Control Permit:

<https://cityofls.net/development-services/construction/permits/temporary-traffic-control-permit>

Electrical Permit (a part of the Commercial Building Permit):

<https://cityofls.net/development-services/construction/permits/building-permits-commercial>

Schedule of Fees for ROW Permit, TTC Permit, Building Permit, SWF (listed under Misc.):

<https://cityofls.net/Portals/0/Files/City-Administration/Finance/Schedule%20of%20Fees/FY19%20Schedule%20of%20Fees%20v8%20web%20version.pdf?ver=2019-01-17-152721-337>