



## **DEPARTMENT OF PUBLIC WORKS SMALL CELL DESIGN GUIDELINES AND PERMIT PROCESS– WOOD UTILITY POLE**

*The City of Hayward seeks to permit wireless carriers to install small cell wireless communications Facilities, within the public right-of-way, in order to provide robust cellular coverage and capacity throughout the City; while ensuring Facilities are well-maintained and do not significantly detract from City streetscapes. These guidelines are in accordance with the City of Hayward's Municipal Code (HMC). The HMC takes precedence in any case. Please reference the Small Cell Design and Permit Process Checklist– Wood Utility Pole for additional guidance. The City Engineer may change or amend these guidelines as needed for project specific conditions.*

### **DESIGN GUIDELINES**

#### **Pole Location Preferences**

1. Where a new collocated small cell wireless communications facility (Facility) is necessary, installation of the Facility on existing street light poles is encouraged in order to preserve the community's aesthetic values.
  - a. New wood utility poles are not preferred.
  - b. Installation of a Facility is less preferred in front of schools.
  - c. Locations where utility poles are in front, and within 100 feet horizontal distance, of architecturally significant features, or in locations causing visual impacts of significance should be avoided.
2. All new Facilities on poles require a new encroachment permit.
3. Facilities must conform to the Policy on Street Cut Moratorium and other restrictions.

#### **Typical Design**

4. Typical design must show proposed plan view, detailed plan view, existing and proposed elevations, and details of wireless notices, signage, equipment, enclosures, wiring diagram, and cabling diagram.
5. Ground level installations, such as above ground cabinets, are not permitted.
6. The Facility must not cause a severe negative visual impact as determined by the City.
7. The Facility must not interfere with City operations, e.g. sign and signal visibility.
8. Equipment must have long narrow profiles that avoid wide offsets from the pole.

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9. Fans should not be utilized. An acoustical study is required for Facilities that generate noise levels exceeding the maximum as per HMC Section 4-1.03.4.
10. The Facility may not have generators or generator sockets.
11. Facility must include signage that accurately identifies the Facility owner/operator, the owner/operator's site name or identification number and a toll-free number to the owner/operator's network operations center. Facility may not bear any other signage, lights, or advertisements unless expressly approved by the City, required by law or recommended under existing and future FCC or other United States governmental agencies for compliance with RF emissions regulations.
12. Facility must comply with all requirements, codes and regulations including CPUC General Orders, California Electrical Code, PG&E and FCC.
13. Facility and mounting must be specified by size, type, model, and manufacturer.
14. Equipment for a Facility must be the least intrusive possible with regard to appearance, size, and location. If installations are available (e.g., have been installed in other jurisdictions) that are less intrusive than those allowed by the City's telecommunications ordinance, applicants must use those installations unless the City Engineer determines that those installations are not feasible.

**PERMIT PROCESS**

**Pre-application Conference**

15. Public Works Department staff will provide applicants with an appointment for the pre-application conference after receipt of a written request.
16. Applicants must request, schedule, attend, and participate in a pre-application conference. The purpose of the conference is to:
  - a. Inform the applicant of City requirements and review process.
  - b. Identify information and materials the City will require with the application.
  - c. Provide input to the applicant of possible project and design alternatives or modifications.
  - d. Identify potential concerns and streamline the formal application review process.
  - e. Provide the applicant public notice template, and the Small Cell Design and Permit Process Checklist– Wood Utility Pole.
17. Applicant must provide photo renderings of typical installation, typical design, authorization from pole owner for use of the pole, CPUC utility certification, master plan of small cell deployment in City ROW, and proposed deployment reservation locations (20 maximum, batches of up to 5 locations).

**Pole Reservation Request**

*Pre-application Conference (#15 thru 17), master plan, site review, and understanding HMC must be completed prior to, or concurrent with, submitting requests for pole reservations. Pole reservation requests may be made in writing at the pre-application conference.*

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18. Reservation of pole locations must be requested in batches of up to 5 locations.
  - a. Reservations must be in accordance with pole location preferences (#1 thru 3).
  - b. Each pole location must be identified by street address, and latitude and longitude (WGS 84 datum).
  - c. No more than 20 pole locations may be reserved at one time. Pole locations with issued permits are not counted against the reservation limit.
  - d. City must have a minimum of 10 working days per batch, not concurrent with other applicant's requests, to review and approve reservations.
  - e. The City may terminate reservations if the applicant fails to submit a complete permit application within 365 calendar days of pre-approval.

**Public Notification**

19. Public notices must conform to the template provided by the City:
  - a. Notices to include clear description of the scope of work, site photos, map of the general area with the site identified, rendering of proposed equipment in a photograph of the pole and area within 50 feet, property map, and applicant contact info. Rendering must illustrate the size of the Facility proportional to its surroundings.
  - b. Notices to be on the applicant's letterhead and must use a format provided by the City.
  - c. Site photos to be from three different locations with line sight to the Facility and on nearby public streets or other adjacent viewpoints.
  - d. Notices to include a statement indicating that the planned small cell installation has been coordinated with the City of Hayward.
  - e. Notices to include the duration of construction.
20. Upon approval of site reservation and prior to permit submittal, applicant must mail informational notices to tenants, businesses, and property owners within 300 feet.
21. Notified recipients must be given 20 calendar days to contact the applicant with their concerns and questions.
22. Applicant must respond to concerns and questions to address and resolve any issues prior to permit application submittal.
23. Notices are logged by location with information on comments, responses, and delivery including person, date, and method of delivery.
24. Public notification documentation including, notice, concerns and questions, responses, log, proof of notification, and list of recipients, must be submitted with permit application.

**Permit**

*Pre-application Conference (#15 thru 17), master plan, site review, pole reservations (#8), public notification (#19 thru 24), typical design (#4 thru 14) and understanding HMC must be completed prior to submitting permit applications.*

25. Permit applications must be limited to one location per application, and in batches of up to 5 applications.

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26. Public notice must have been delivered at most 60 days before permit submittal. Additional public notice may be necessary if the application is delayed.
27. Permit application must include Encroachment Permit application form with General Permit Conditions, completed public notification documentation, plans, Radio Frequency— Electromagnetic Energy Compliance Report, Construction Traffic Control Plan, contact info, completed Small Cell Design and Permit Process Checklist— Wood Utility Pole, proof of FCC license, forms filed with the FCC or CPUC, and other permits (e.g. traffic control in other cities).
28. Plans must be prepared in accordance with approved typical design.
29. Plans must be prepared in a consistent and professional manner that eliminates or minimizes redundant information.
30. Plans must include cover sheet, site survey sheet, proposed plan view, detailed plan view, elevation views, and include, equipment, mounting bracket, enclosures, trunk line and service connections, wiring diagram, and cabling diagram.
31. Plans must show proposed improvements with dimensions no greater than: a. Antenna and antenna enclosure; 48 inches high by 14.6-inch diameter b. Radio equipment, switch, mounting channel and appurtenances; 11.0 feet high by 17 inches wide by 21 inches pole offset.
32. Plans must provide a design of how all parts are mounted and supported.
33. Plans must show future work where such work facilitates the proposed improvements.
34. Plans must be signed and stamped by a CA licensed engineer in the responsible discipline.
35. Permit applications must be submitted in electronic PDF format unless noted otherwise.
36. Re-submittal of permit applications must include written response to all comments in addition to all revised documents required for a permit submittal. Response must be in an Excel file tracking comments individually.
37. Applicant must secure their own communication/backhaul arrangements independent of City Facilities. A separate utility permit is required for such work.
38. Permits are viable for 12 months (365 days) after the date of issuance. No permit application extensions will be considered.
39. Permit Application Processing Fee and all other fees must be paid prior to permit issuance.

**Construction Requirements**

40. Notification after issuance of permit and prior to construction:
  - a. Applicant must distribute written notice to property owners, tenants, and businesses three days prior to start of construction. Notices must include the project name, describe the nature and duration of the construction operations, and provide a telephone number in which the applicant or the designated representative may be contacted.
  - b. If construction operations are delayed for any reason beyond the duration stipulated in the notices, or the phasing of work includes dormant periods greater than 1-month, the applicant must re-issue written notices three days prior to returning to construction.
  - c. A copy of the written notices, log of recipients, and a map showing the notice distribution area must be submitted to the Public Works inspector listed on the permit.

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41. Schedule must be submitted for review by the Public Works inspector after permit issuance and prior to the start of construction.
42. Permitted work must pass inspection.
43. All currently observed moratoriums will be applicable (e.g. paving, holiday construction, etc.)
44. Provide As-Built plans of completed work.
45. Refer to Encroachment Permit General Conditions for additional requirements.