

## **Small Wireless Facility Permit, New or Existing Pole, Operations and Installation Requirements**

Note: Due to the characteristics of the City's utility poles, all poles requested for small wireless facility collocation must be replaced with utility poles that meet the City's current pole specifications.

### **Aesthetic Requirements**

1. Must meet the same aesthetics encompassed within the City's utility pole specifications.

### **Public (including city worker) Safety Requirements**

1. No exposed wires, tubes, cables, or equipment (including antennas).
2. Breakaway power disconnect at the base of the pole to prevent the exposure of live power lines in conjunction with pole damage (such as a knockdown).
3. Physically separate power system fed by a single power source for City and Asset User including a master breaker.
4. Collocations may not give rise to any safety conditions/concerns that would cause or lead to violations of City worker labor contracts.
5. Must meet the same safety and engineering requirements encompassed within the City's utility pole specifications.

### **Access to the Right of Way Requirements**

1. Must meet the size and dimensions encompassed within the City's utility pole specifications to ensure utility poles do not interfere with access to the right-of-way.
2. Must comply with all city ordinances applicable to use of, and access to, the right-of-way.
3. Must comply with all state and federal laws and regulations applicable to the use of and access to the right-of-way.

### **Operational Requirements**

1. May not interfere with the City's intended purpose for the utility pole.
2. May not interfere with the City's technology deployments.
3. May not interfere with the technology deployments of other asset users already collocated on a utility pole.
4. Must have separate dedicated access to the pole for the City and Asset User
5. Must have separate dedicated conduits for City and Asset User

### **Permit Application Prerequisites**

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2. Master Licence Agreement between Carrier and the City or a site license agreement for the use of each specific site.
3. Asset reservation/s for all city assets included in the permit application/s
4. List of authorized carrier representatives who can submit permit applications on behalf of the carrier

**Note: Permit applications will only be accepted through our online application system.**

### **Required Documentation to be Submitted with Each Permit Application**

All documentation must be submitted as a PDF file unless otherwise specified in these instructions

1. If Carrier is installing their own power, a copy of all permits required for power installation.
2. If Carrier is requesting to deviate from the City utility pole specifications, technical schematics and specifications for the pole sealed by a Licensed Professional Structural or Electrical Engineer in the State of Missouri.
3. If Carrier is not using a Board of Public Service pre-approved configuration, technical drawings and technical specs for all equipment.
4. All documentation specified in these instructions.
5. All encroachment permits associated with backhaul installation that will/would require excavation.

## **CONDITIONS FOR INSTALLATION OF TELECOMMUNICATIONS CABLE AND CONDUIT**

### **1. General Requirements - Communications Division**

- A. All contractors must have a City business license (Rm 104 City Hall) and Communications license or Electrical License.
- B. All applicable permits, or copies thereof, shall be available for inspection at the work site.
- C. Permittee must submit "As-built" plans to the Communications Division upon completion of construction.
- D. Construction work must begin within 360 days of BPS approval or Permit will become void and a new application will need to be submitted. All Permit work must be completed within 120 days unless adequate power is unavailable.

### **2. Aerial Installations**

While aerial lines are currently permitted in the right-of-way outside of the current underground district, no areal lines running directly to street light utility poles are permitted by any user of the right-of-way. All cables, tubes, or wires running directly to street light utility poles must be underground or otherwise not exposed. Note, this only

applies to new or existing city-owned utility poles installed along sidewalks facing a street and in public areas such as parks. This does not apply to utility poles in alleys if areal lines are existing and allowed.

### **3. Underground Installations - Communications Division Requirements**

- A. Excavation in residential areas requires a **one-week advance notice to residents and Alderman**.
- B. Utility locations must be clearly marked prior to excavation.
- C. Water Division maps must be on site.
- D. All underground installations will comply with City ordinances and the National Electric Code.
- E. *Communications Division must be notified (552-2900) 24 hours prior to excavation.*

### **4. Underground Installations - Street Department Requirements**

- A. Permittee shall obtain excavation and/or blocking permits prior to commencement of work.
- B. No work shall be performed in right-of-way during peak hours in the “peak” direction.
- C. Permittee shall not block more than one lane in each direction when working in intersections or when trenching or excavating across a street.
- D. All traffic lanes and intersections to be open during peak traffic hours.
- E. Proper advance warning (signs and/or arrow boards), and sufficient traffic control devices, shall be provided by permittee and shown within a plan sheet.
- F. Permittee to cover open, excavated areas lying outside the protected work zone with steel plating.
- G. Backfill and pavement replacement to conform with Street Department requirements.
- H. All work to be performed under the direction of the Director of Streets.
- I. A set of drawings must be submitted showing location and flow lines of any conduit/electric/fiber/signal lines and manholes.
- J. When applying for an excavation permit, permittee must provide a work schedule showing the starting and completion date at each section.

### **5. Underground Installations – Water division Requirements**

- A. Map or diagram of work being performed provided in a zipped WGS84 Shapefile.  
Example: <https://drive.google.com/file/d/1LY9ZqLug4szqVskQq15fVKXvKvCy54f5/view?usp=sharing>

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- B. Written narrative of work being performed to include: starting, intermediate and stopping point (street names & addresses), method(s) of installation, what is being installed, street(s) where work is performed, etc.

Example: From existing MH @ 4066 St. Louis Ave, bore fiber cable 355' to new 3'x5'x3' HH @ 4069 Kennerly. From HH @ 4069 Kennerly, dig 1' to new 4x4 pad with 40"x43"x20" fiber box.

- C. Printed copies of approved drawings must be on site at all times during construction.
- D. Encasement duct shall extend a minimum of five (5) feet each side of the Water Divisions main's centerline and be placed a minimum of three (3) feet under the existing water main.
- E. All work done shall meet the conditions and regulations set forth in Missouri State Law – Underground Facility Safety and Damage Prevention –Chapter 319.015-319.050 of the Revised Statutes of Missouri.

### **Minimum Technical Standards**

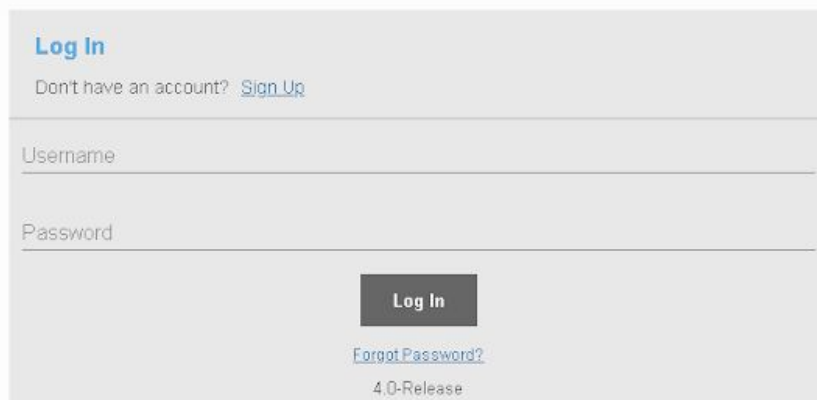
1. Applicant/Licensee agrees that it will comply with the following technical specifications in the installation of any and all components of the Private Communications System which it proposes to install in any street, alley, public right-of-way or other public place within the City of St. Louis.
2. The depth of underground conduit, measured from the top of the conduit to the surface of ground, shall be a minimum depth in soil of 42 inches, and at a ditch crossing, a minimum depth of 60 inches.
3. Within any street right-of-way, with the exception of road crossings and driveways, a minimum 4-inch PVC conduit, with minimum 2 innerducts, shall be placed, with pull ropes.
4. Under all road crossings and driveways, a minimum 4-inch black steel pipe will be installed by jacking or boring, maintaining a depth of 48 inches below the surface of the road.
5. Trenching shall be promptly backfilled with earth and tamped with a mechanical tamper at 6-inch lifts, so that the earth is restored to original grade to assure no hazard to vehicular, animal or pedestrian traffic. All open trenches will be properly guarded or barricaded to prevent damage or injury.
6. All cable, where practical, shall be located to cross roadbed at approximately right angles thereto. No cable shall be placed in any culvert or within 5 feet of the closed point of same.
7. In areas of potential erosion, the plug method of erosion control shall be used.
8. Licensee shall use the Flagging/Identification system as recommended by the Public Works Association.
9. No aerial cables are permitted

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10. All underground installations shall be in the appropriate size and type of conduit or other enclosures approved by the Agency.
11. Applicant/Licensee agrees that it shall install and maintain its wires, cables, fixtures and other equipment in accordance with the current requirements of the National Electrical Safety Code promulgated by the National Bureau of Standards and the National Electrical Code of the National Board of Fire Underwriters, and in such a manner that they will not interfere with any installations of the City or of a public utility serving the City.
12. Applicant/Licensee agrees that it shall not permit any person to engage in construction, installation or maintenance of private transmission systems or components thereof, unless such person has first procured either a Communications Contractors License or an Electrical Contractors License from the City of St. Louis, and unless such person is otherwise properly licensed to do business in the City of St. Louis.

### City of St. Louis, Cityworks Portal Account Creation

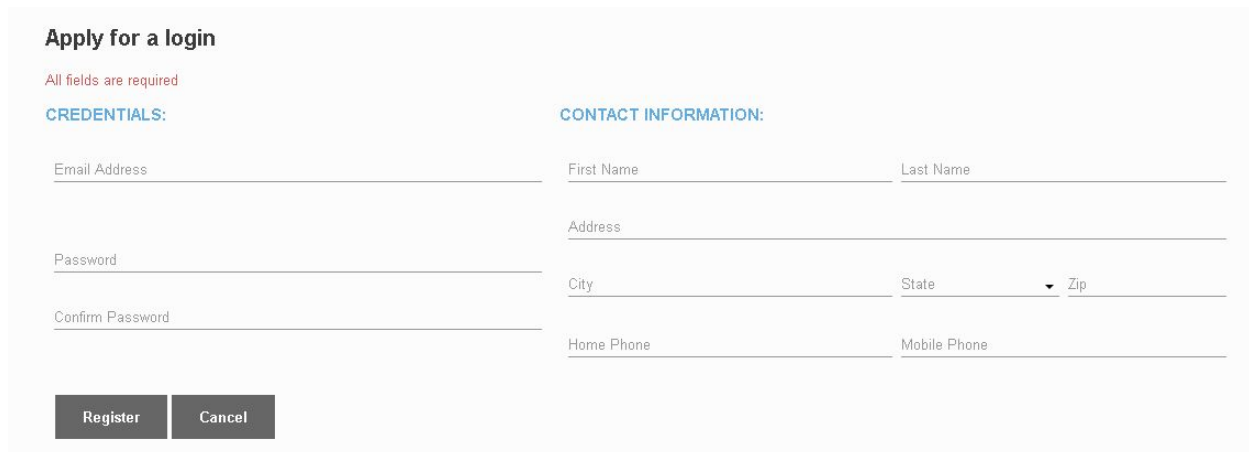
To create an account go to <https://portalcw.stlouis-mo.gov/> and click “Sign Up” on the central Login area.



The screenshot shows a login form with the following elements:

- Log In** header in blue.
- Text: "Don't have an account? [Sign Up](#)"
- Input field for **Username**.
- Input field for **Password**.
- Log In** button.
- [Forgot Password?](#) link.
- Version information: 4.0-Release.

Fill in the information in the “Apply for a log in” and then click “Register”



The registration form is titled "Apply for a login" and includes the following sections:

- Apply for a login** header.
- Red text: "All fields are required".
- CREDENTIALS:** section with fields for Email Address, Password, and Confirm Password.
- CONTACT INFORMATION:** section with fields for First Name, Last Name, Address, City, State (dropdown), Zip, Home Phone, and Mobile Phone.
- Register** and **Cancel** buttons.

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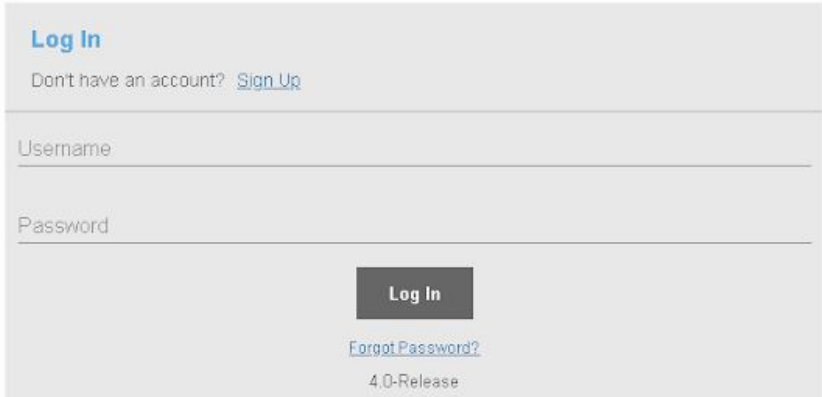
A verification email will be sent to the email address provided. Click the link to verify the account.

*A member of the City of St. Louis IT staff will assign permissions to the account within one business day. The user will then have access to create applications for permits.*

### Online Small Wireless Facility Permit Application:

**NOTE:** Any technical issues with the application process should be communicated to [cityworks@stlouis-mo.gov](mailto:cityworks@stlouis-mo.gov).

To begin a new application register an account on, then log in to <https://portalcw.stlouis-mo.gov/>



The screenshot shows a login interface with the following elements:

- Log In** (blue header)
- Don't have an account? [Sign Up](#)
- Username input field
- Password input field
- Log In** button
- [Forgot Password?](#) link
- 4.0-Release (small text at the bottom)

To begin the Permit Application, click the “+ New Application” button



On the next screen, select “IoT and Technology Deployment Permits”, and then click the “Begin Application” button.



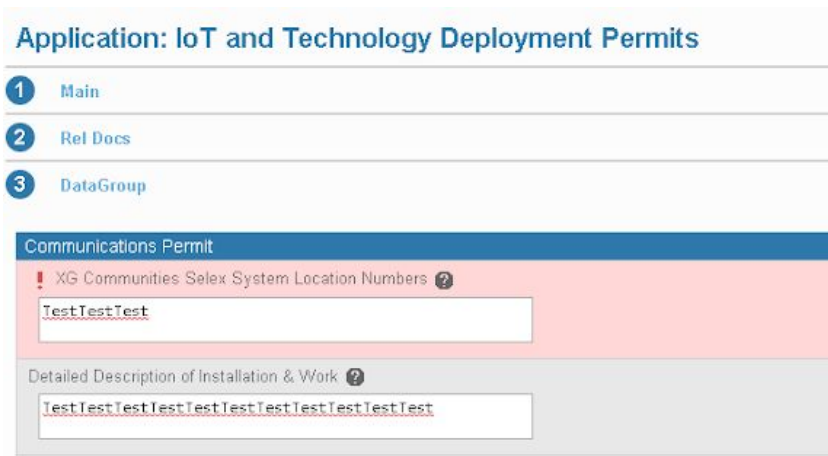
Enter a brief description of the planned work and an address at or near the location where the permitted activity will occur.

After Entering the information click “Next”



Add the documents that are required as part of the permit application in PDF format unless otherwise specified. Plan drawings of the site where work will be performed must also be provided as zipped Shapefile in WGS84 projection.

Then click “Next”.



Provide XG Community Site Selex reservation number(s).

Describe project in detail showing all public and private right of way, road widths, approximate centerline, edge of pavement, right of way edge (both improved and unimproved), all underground utility locations, locations of start and end stations, construction staging pad areas and construction site access and/or construction easement locations (whether they are public,

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private, temporary or permanent). The total length of use of right-of-way must be summarized. Attach WGS84 projection shapefiles of the project required.

Click "Submit" and the initial application is applied for.

Departments have 15 days to identify any missing information or incorrect information within a permit application. XG will notify the submitter. This begins tolling.