



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Small Cell Facility Permit Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Permit Number:	Date Received:
Approved By:	Date Approved:
Date Notified:	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

APPLICANT

APPLICANT NAME		COMPANY NAME	
ADDRESS			
CITY		STATE	ZIP
PHONE		EMAIL	
CONTACT PERSON <input type="checkbox"/> Same as above	PHONE	EMAIL	
NAME			
DIRECT PHONE		EMAIL	

PROJECT DETAILS

NUMBER OF LOCATIONS	NUMBER OF NEW POLES	TYPE OF DEVICE(S) PROPOSED
NUMBER OF EXISTING POLES AND POLE NUMBERS _____:		
*Complete as many copies as needed of the Site Location Sheet included in this application.		

CONTRACTOR

COMPANY NAME		ADDRESS
CONTACT NAME	PHONE	EMAIL

APPLICATION REQUIREMENTS

The following items must be attached or included for the application to be complete:

- ☐ Application fee
- ☐ Traffic Control Plan
- ☐ Map of the location where each proposed small wireless facility or utility pole would be installed
- ☐ Photographs of the proposed site location and its immediate surroundings
- ☐ Specifications and drawings prepared by a NYS licensed professional engineer for each proposed small wireless facility
- ☐ Site specific structural integrity, and for a municipal utility pole a make-ready analysis prepared by a structural engineer
- ☐ The equipment type and model numbers for the antennas and all other equipment associated with the small cell facility
- ☐ A proposed schedule for the installation and completion of each small wireless facility
- ☐ Proof of permission granted by property owner, if the existing pole not owned by the Village

APPLICANT CERTIFICATION

I attest to the best of my knowledge and belief that the information stated in this application and in all supporting plans and documents is true and accurate. I certify that the proposed application complies with the terms of the Village Small Cell Wireless Deployment Requirements. I certify that I am the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference.

SIGN HERE

PRINT NAME

DATE

PROPOSE SITE LOCATION # _____		PERMIT # _____	
STREET		NEAREST ADDRESS #	NEAREST CROSS STREET
POLE TYPE <input type="checkbox"/> New <input type="checkbox"/> Existing	POLE ID NUMBER	HEIGHT OF POLE/STRUCTURE (FEET)	POLE COLOR
EXISTING ATTACHMENT(S) ON POLE/STRUCTURE? (E.G., BANNERS, LIGHT FIXTURES) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:			
EXISTING STRUCTURE OWNER		NAME OF STRUCTURE OWNER REPRESENTATIVE	
ADDRESS			
CITY		STATE	ZIP
REPRESENTATIVE EMAIL		REPRESENTATIVE PHONE	

PROPOSE SITE LOCATION # _____		PERMIT # _____	
STREET		NEAREST ADDRESS #	NEAREST CROSS STREET
POLE TYPE <input type="checkbox"/> New <input type="checkbox"/> Existing	POLE ID NUMBER	HEIGHT OF POLE/STRUCTURE (FEET)	POLE COLOR
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EXISTING STRUCTURE OWNER		NAME OF STRUCTURE OWNER REPRESENTATIVE	
ADDRESS			
CITY		STATE	ZIP
REPRESENTATIVE EMAIL		REPRESENTATIVE PHONE	

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EXISTING STRUCTURE OWNER		NAME OF STRUCTURE OWNER REPRESENTATIVE	
ADDRESS			
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- A) Complete all applicable sections of the Small Cell Facility Permit Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:
- ☐ Application fee
 - ☐ Map of the location where each proposed small wireless facility or utility pole would be installed.
 - ☐ Photographs of the proposed site location and its immediate surroundings.
 - ☐ Specifications and drawings prepared by a NYS licensed professional engineer for each proposed small wireless facility
 - ☐ Site specific structural integrity, and for a municipal utility pole a make-ready analysis prepared by a structural engineer.
 - ☐ The equipment type and model numbers for the antennas and all other equipment associated with the small cell facility.
 - ☐ A proposed schedule for the installation and completion of each small wireless facility.
 - ☐ Proof of permission granted by property owner, if the existing pole not owned by the Village.
 - ☐ Contractor Insurance Certificates with the Village of Liverpool as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - General Contractor's Workman's Compensation Insurance Certificate or exemption
Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
 - General Contractor's Disability Insurance Certificate
 - ☐ Temporary Traffic Control Plan
 - Must show all traffic control devices being used (signage, cones, barricades, etc.), as well as how the applicant will block off the street or sidewalk where the work is occurring.
 - Must show how the applicant plans to route pedestrian/vehicular traffic around the work.
 - Must show dimensions of street/sidewalk left open to pedestrian/vehicular traffic.
 - Shall be in accordance with the Federal MUTCD (Manual of Uniform Traffic Control Devices).
- D) General Regulations:
- Prior to installation, the telecommunications provider must secure a revocable permission or franchise agreement and this small cell permit.
 - Applicant must abide by all terms of franchise/revocable permission.
 - Up to three (3) small cells will be allowed per utility pole if technically feasible and if in the determination of the Code Official there are no safety or aesthetic concerns.
 - No small cells shall be allowed on ornamental street lighting poles as determined by the Code Official.
 - In no event shall a new pole exceed 50 ft and a pole may be required to be of a smaller height if the initial proposal is deemed out of character with the neighborhood as determined by the Code Official.
 - It shall be the responsibility of each applicant for a franchise or revocable license to comply with all applicable laws, ordinances, resolutions, rules, regulations, and other directives of the City and any federal, state or local governmental authority having jurisdiction.
- E) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted provided that good cause is shown and an extension application is submitted prior to the end of the first year. An extension request may require review by the Zoning Board of Appeals.
- F) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.