

## MEMORANDUM

**TO:** Wireless Carriers

**FROM:** Planning Department

**SUBJECT:** Supplemental Instructions for Right-of-Way/Street Light Pole Replacement (Small Cell) Applications

Wireless facilities may be allowed in the public right-of-way subject to the terms of a master lease agreement with the City of Lincoln. In addition to a right-of-way permit from the Department of Public Works and Utilities, an administrative permit approved by the Planning Department is also required.

To assist in preparing and submitting the administrative permit applications, the following checklist should be used to ensure all necessary information is submitted to the Planning Department so a complete review can be completed.

Two items are required to be submitted by hard copy to the Planning Department - a completed application form and the required fee. The remaining items will be uploaded by the applicant for review via ProjectDox.

The following items are required for each proposed light pole replacement facility:

1. A completed zoning application form (available on the City's website). When completing the form:
  - A. In lieu of completing the legal description blank on the form, include coordinates instead.
  - B. The parcel number, acres, number of lots, and app being amended are not applicable and can be left blank.
  - C. Disregard filling in the property owner information, but do complete the applicant and contact information.
  - D. The application must be signed by the lessee or an authorized agent.
  
2. Submit plans and elevations for the wireless facility per the master lease agreement. Plans must include the following items associated with specific light pole to be replaced for each application:
  - A. Two photos, one showing the existing pole and the other of the location site corridor.
  - B. A block face diagram from cross street to cross street with dimensions so the pole can be located on the block face.
  - C. A side view comparison elevation graphic showing both the existing pole and the replacement pole.
  - D. GPS coordinates for the pole.

- E. 100% construction drawings signed and stamped by a professional engineer licensed in the State of Nebraska.
  - F. Certification of compliance with Exhibit A of the Lincoln Small Cell Master License Agreement signed and stamped by a professional engineer licensed in the State of Nebraska.
  - G. Location of electric meter must be shown on the plans.
3. Submit the required application fee of \$1,500 payable to the City of Lincoln.
  4. Include a cover memo describing the specific application. Include any additional/unique information relating to the application.

**Compliant Applications** - Applications which comply with the terms of the master lease agreement and are determined to not have any special design requirements can be approved by the Planning Department. That approval serves as the basis to seek a right-of-way permit from the Department of Public Works and Utilities.

**Noncompliant Applications** - Those applications which are determined to be incompatible, or which require special design treatment due to the specific location or unique pole requirements, will be scheduled for review by the Urban Design Committee. If the subject property is already under the jurisdiction of the Capitol Environs Commission or Historic Preservation Commission, it will then be referred to the Commission having such jurisdiction. The recommendations from those bodies relating to suitability/compatibility will be applied as the standard for pole design on a case by case basis as needed in order to gain Planning Department approval.

If you have questions regarding applications or this process, please contact Brian Will at 402-441-6362, or at [bwill@lincoln.ne.gov](mailto:bwill@lincoln.ne.gov).