

City of Southfield Small Cell Wireless Facilities Application Submittal Form

Applicants should submit applications as follows:

1. Submit one (1) paper copy of the following submittal form including all attachments and required documentation to:

City of Southfield, Attn: Engineering Department, 26000 Evergreen Road, Southfield MI 48076

AND

2. Submit an electronic copy of the following submittal form including all attachments and required documentation via email address to:

Leigh Schultz, City Engineer at lschultz@cityofsouthfield.com,
Cory Rowton, Engineering Project Coordinator at crowton@cityofsouthfield.com,
Kim Redden, Administrative Assistant to City Attorney at kredden@cityofsouthfield.com, and
Sherikia Hawkins, City Clerk at shawkins@cityofsouthfield.com

This is an application pursuant to Small Wireless Communications Facilities Deployment Act, 2018 PA 365 ((The "Small Cell Act") for access to and ongoing usage of the public right-of-way.

Following receipt of an application, the Small Cell Act allows 25 days for a determination by the authority (municipality) that the application is complete, or not. The Act further provides 60-120 days for an authority to approve or deny access from the date a provider files an application for a permit for access to a public right-of-way."

Fee Requirement: Please refer to Southfield City Code and the Small Wireless Communications Facilities Deployment Act (PA 365) for details on fee requirements.

Bond Requirement: A bond of \$1,000.00 per facility is also required at the time of permitting.

Annual Rate Requirement: Please refer to Southfield City Code and the Small Wireless Communications Facilities Deployment Act (PA 365) for details on annual rate requirements.

City Contact Information

City of Southfield
Engineering Department
26000 Evergreen Road
P.O. Box 2055
Southfield, MI 48037-2055

Application and Inspection Information or Questions

Leigh Schultz, City Engineer
Office: (248) 796-4810
Email:
lschultz@cityofsouthfield.com

Legal Documentation Information or Questions

Dawn King, City Attorney
Office: (248) 796-5770
Email:
dking@cityofsouthfield.com

City of Southfield, MI --- SMALL CELL WIRELESS PERMIT APPLICATION FORM

Section 1 of 4 - General Information (Page 1 of 2) ⁽⁺⁾					
APPLICANT ⁽¹⁾			Date Submitted (mm/dd/yyyy)*:		
Company Name:					
Company Address:					
Company Website:					
Company Phone:			Fax:		
City:		State (XX):		Zip Code:	
Primary Contact (Name, Title):					
Phone:			Email:		
Emergency Contact (Name, Title):					
Phone:			Email:		
PERMIT OWNER*⁽¹⁾			Same as Applicant?*(¹):		<input type="radio"/> YES <input type="radio"/> NO
Company Name:					
Type of Entity:					
<input type="radio"/> Corporation <input type="radio"/> Individual <input type="radio"/> Limited Liability Company <input type="radio"/> General Partnership <input type="radio"/> Limited Partnership <input type="radio"/> Other (Please Specify):					
Company Address:					
Company Website:					
Company Phone:			Fax:		
City:		State (XX):		Zip Code:	
Jurisdiction of incorporation/formation:					
Date of incorporation/formation:					
If subsidiary, name of ultimate parent company:					
Chairperson (Name):					
President/CEO (Name):					
Secretary (Name):					
Treasurer (Name):					
Equivalent Officials for Non-Corporate Entities:					
PRIMARY CONTACT AND EMERGENCY CONTACT INFORMATION					
*Primary Contact (Name, Title):					
Contact Address ⁽²⁾ :					
City ⁽²⁾ :		State (XX) ⁽²⁾ :		Zip Code ⁽²⁾ :	
*Phone:			*Email:		
*Emergency Contact (Name, Title):					
*Phone:			Email:		
ATTACHMENTS* ⁽³⁾					
<input type="radio"/>	(A) Copy of permit owner's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs.				
<input type="radio"/>	(B) Certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.				
<input type="radio"/>	(C) Copies of any and all licenses or permits held by the permit owner to provide personal wireless services.				
<input type="radio"/>	(D) Whether privately or publicly held, provide the permit owner's most recent financial statements. Note: If the permit owner's license to provide wireless services is attached, no financial information needs to be supplied. If financial statements of a parent company of the permit owner (or affiliate of the permit owner) are provided in lieu of those of the permit owner, please explain. ⁽⁴⁾				

City of Southfield, MI --- SMALL CELL WIRELESS PERMIT APPLICATION FORM

Section 1 of 4 - General Information (Page 2 of 2)⁽⁺⁾

STIPULATIONS

- (*): Required fields. If a section heading is marked as required, all subsection fields are required.
- (+): If a field does not have sufficient space to properly communicate listed requirements, please include an attachment with the necessary information. Attachments should clearly indicate the section of the permit application (for example: Section 1 of 4 - General Information), the page number of the section (for example: Page 1 of 2), the sub-section of the section (for example: Permit Owner), and the name of the field (for example: Type of Entity) for which the information is being provided.
- (1): If a designated entity is applying for work being proposed on behalf of a permit owner, please fill out both sections with the same required fields for Applicant section as Permit Owner section. If an entity is applying for work that they will be directly responsible for, please mark "YES" for "Same as Applicant" and only fill out the Permit Owner section.
- (2): If the permit owner's primary contact has a local address that differs from the company's address, please indicate here.
- (3): If an attachment is not required due to any conditions within this section, documentation must still be submitted stating the purposeful omission of an attachment. This documentation must note the Section of the permit application (for example: Section 1 of 4 - General Information) and attachment letter (for example: Attachment (A)).
- (4): If privately held, and if the city requests the information within 25 days of the date of this permit application, the permit owner and the city shall make arrangements for the city to review the financial statements and obtain copies of those records necessary to support the financial ability of the applicant to carry out the permit application requested in a reasonable and timely fashion. If no financial statements are provided, please explain why and provide particulars.

ENGINEERING DEPARTMENT USE ONLY

Wireless Provider:

Permit Number:

Bond Number:

Note:

City of Southfield, MI --- SMALL CELL WIRELESS PERMIT APPLICATION FORM

Section 2 of 4 - Description of Project (Page 1 of 2)⁽⁺⁾

GENERAL QUESTIONS*

Describe in plain language how the city should describe to the public the wireless services to be provided by the permit owner and the wireless facilities to be installed in the public right-of-way.

Does the intended location of the wireless facility installation(s) involve particularly sensitive areas or districts of the community including: Recent Downtown Development/Renewal Streetscapes, Residential, Underground, historic or high end commercial? If so, please specify and, state what alternatives the the permit owner considered prior to application.

PROJECT DETAILS AND FEES*⁽¹⁾

Please list: the proposed installation(s), corresponding to Attachment B of this Section; applicable Facility Names; Installation Types; Application Bond Requirements, Fees, and Annual Rates in accordance to the Small Cell Wireless Permit Application (please indicate total amounts in addition to individual amounts); corresponding underground or aerial installation of respective utility work, if applicable; and other information the permit owner deems necessary.

Total Facilities	Total Application Fees (\$)		Total Bond Requirements (\$)	
	Total Annual Rate Fees (\$)			
Facility Name:		Location:		
Installation Type:	<input type="radio"/> New Utility Pole or Support Structure		<input type="radio"/> Existing Utility Pole or Support Structure	
Application Fee (\$):		Included (Y/N):	Payment Type:	
Annual Rate (\$):		Included (Y/N):	Payment Type:	
Bond Requirement (\$):		Included (Y/N):	Payment Type:	
Will Facility also Require?	<input type="radio"/> Underground Installation		<input type="radio"/> (and/or) Aerial Installation	
Other Information:				
Facility Name:		Location:		
Installation Type:	<input type="radio"/> New Utility Pole or Support Structure		<input type="radio"/> Existing Utility Pole or Support Structure	
Application Fee (\$):		Included (Y/N):	Payment Type:	
Annual Rate (\$):		Included (Y/N):	Payment Type:	
Bond Requirement (\$):		Included (Y/N):	Payment Type:	
Will Facility also Require?	<input type="radio"/> Underground Installation		<input type="radio"/> (and/or) Aerial Installation	
Other Information:				
Facility Name:		Location:		
Installation Type:	<input type="radio"/> New Utility Pole or Support Structure		<input type="radio"/> Existing Utility Pole or Support Structure	
Application Fee (\$):		Included (Y/N):	Payment Type:	
Annual Rate (\$):		Included (Y/N):	Payment Type:	
Bond Requirement (\$):		Included (Y/N):	Payment Type:	
Will Facility also Require?	<input type="radio"/> Underground Installation		<input type="radio"/> (and/or) Aerial Installation	
Other Information:				

City of Southfield, MI --- SMALL CELL WIRELESS PERMIT APPLICATION FORM

Section 2 of 4 - Description of Project (Page 2 of 2)⁽⁺⁾	
ATTACHMENTS*⁽²⁾	
<input type="radio"/>	(A) Provide a copy of authorizations, if applicable, the permit owner holds to provide wireless services in the city, Oakland County, and the State of Michigan. If no authorizations are applicable, please explain.
<input type="radio"/>	(B) Attach route maps showing the location and detailed drawings, plans, and specifications of all wireless facilities and associated support structures as existing and as intended to be replaced, if applicable, and all other equipment intended to be installed in the public right-of-way. Include whether such facilities are intended as aerial or underground. ⁽³⁾
<input type="radio"/>	(C) If fiber or other lines are to be installed as related to a wireless facility, attach the respective utility permit(s) or reference information to respective utility permit application(s).
<input type="radio"/>	(D) Provide an anticipated or actual construction schedule and a total cost of the project including all fees paid to any other entities for attachment and make ready work.
<input type="radio"/>	(E) List all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the public right-of-way.
<input type="radio"/>	(F) If the entity to be responsible for maintaining the proposed facilities is not the permit owner, provide information for this entity in a manner similar to Section 1 - General Information and clearly indicate how they can be promptly contacted.
<input type="radio"/>	(G) If the permit owner's facilities are to be installed on or in existing facilities in the public right-of-way of existing public utilities or incumbent telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by the permit owner.
STIPULATIONS	
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to properly communicate listed requirements, please include an attachment with the necessary information. Attachments should clearly indicate the section of the permit application (for example: Section 2 of 4 - Description of Project), the page number of the section (for example: Page 1 of 2), the sub-section of the section (for example: General Questions), and the name of the field (for example: Question 1) for which the information is being provided.</p> <p>(1): Small Cell Wireless Facility Permit types and their corresponding bond requirements, fees, and annual rates can be found on the corresponding cover page for this application form.</p> <p>(2): If an attachment is not required due to any conditions within this section, documentation must still be submitted stating the purposeful omission of an attachment. This documentation must note the Section of the permit application (for example: Section 2 of 4 - Description of Project) and attachment letter (for example: Attachment (A)).</p> <p>(3): These installation details must specifically identify the exact location intended including side of the street, height, width and weight of all such equipment and support structures. Construction approval is a separate process and may require greater detailed engineering drawings and other information to ensure the safety and protection of the public and existing infrastructure of other right-of-way users and occupants; please check with the city to identify any other required permit approvals for such work.</p>	

ENGINEERING DEPARTMENT USE ONLY	
Wireless Provider:	
Permit Number:	
Bond Number:	
Note:	

City of Southfield, MI --- SMALL CELL WIRELESS PERMIT APPLICATION FORM

Section 2 of 4 - Description of Project (Additional Facilities)⁽⁺⁾

PROJECT DETAILS*⁽¹⁾

Please list: the proposed installation(s), corresponding to Attachment B of this Section; applicable Facility Names; Installation Types; Application Bond Requirements, Fees, and Annual Rates in accordance to the Small Cell Wireless Permit Application; corresponding underground or aerial installation of respective utility work, if applicable; and other information the permit owner deems necessary.

Facility Name:		Location:	
Installation Type:	<input type="radio"/> New Utility Pole or Support Structure	<input type="radio"/> Existing Utility Pole or Support Structure	
Application Fee (\$):		Included (Y/N):	Payment Type:
Annual Rate (\$):		Included (Y/N):	Payment Type:
Bond Requirement (\$):		Included (Y/N):	Payment Type:
Will Facility also Require?	<input type="radio"/> Underground Installation		<input type="radio"/> (and/or) Aerial Installation
Other Information:			
Facility Name:		Location:	
Installation Type:	<input type="radio"/> New Utility Pole or Support Structure	<input type="radio"/> Existing Utility Pole or Support Structure	
Application Fee (\$):		Included (Y/N):	Payment Type:
Annual Rate (\$):		Included (Y/N):	Payment Type:
Bond Requirement (\$):		Included (Y/N):	Payment Type:
Will Facility also Require?	<input type="radio"/> Underground Installation		<input type="radio"/> (and/or) Aerial Installation
Other Information:			
Facility Name:		Location:	
Installation Type:	<input type="radio"/> New Utility Pole or Support Structure	<input type="radio"/> Existing Utility Pole or Support Structure	
Application Fee (\$):		Included (Y/N):	Payment Type:
Annual Rate (\$):		Included (Y/N):	Payment Type:
Bond Requirement (\$):		Included (Y/N):	Payment Type:
Will Facility also Require?	<input type="radio"/> Underground Installation		<input type="radio"/> (and/or) Aerial Installation
Other Information:			
Facility Name:		Location:	
Installation Type:	<input type="radio"/> New Utility Pole or Support Structure	<input type="radio"/> Existing Utility Pole or Support Structure	
Application Fee (\$):		Included (Y/N):	Payment Type:
Annual Rate (\$):		Included (Y/N):	Payment Type:
Bond Requirement (\$):		Included (Y/N):	Payment Type:
Will Facility also Require?	<input type="radio"/> Underground Installation		<input type="radio"/> (and/or) Aerial Installation
Other Information:			

ENGINEERING DEPARTMENT USE ONLY

Wireless Provider:	
Permit Number:	
Bond Number:	
Note:	

City of Southfield, MI --- SMALL CELL WIRELESS PERMIT APPLICATION FORM

Section 3 of 4 - Administrative Matters (Page 1 of 2) ⁽⁺⁾					
PERMIT OWNER'S NEAREST LOCAL OFFICE*			Same as Section 1? ⁽¹⁾ :		<input type="radio"/> YES <input type="radio"/> NO
Company Address:					
City:		State (XX):		Zip Code:	
Primary Contact (Name, Title):					
Phone:		Email:			
LOCATION OF RECORDS AND ENGINEERING DRAWINGS*			Same as Section 1? ⁽¹⁾ :		<input type="radio"/> YES <input type="radio"/> NO
Company Address:					
City:		State (XX):		Zip Code:	
Primary Contact (Name, Title):					
Phone:		Email:			
PERMIT OWNER ENGINEER PERSONNEL ⁽²⁾					
For the permit owner's engineer, or engineers, please indicate the following information.					
Contact (Name, Title):					
Company Address:					
City:		State (XX):		Zip Code:	
Phone:		Email:			
Responsibilities for Wireless System:					
Contact (Name, Title):					
Company Address:					
City:		State (XX):		Zip Code:	
Phone:		Email:			
Responsibilities for Wireless System:					
CONTRACTORS AND SUBCONTRACTORS*					
Please indicate the name of all anticipated contractors and subcontractors involved in the construction, maintenance, and operation of the permit owner's facilities in the public right-of-way.					
Company Name:					
Company Address:					
City:		State (XX):		Zip Code:	
Primary Contact (Name, Title):					
Phone:		Email:			
Responsibility of Work:	<input type="radio"/> Construction	<input type="radio"/> Maintenance	<input type="radio"/> Operation	<input type="radio"/> Other	
Brief Description:					
Company Name:					
Company Address:					
City:		State (XX):		Zip Code:	
Primary Contact (Name, Title):					
Phone:		Email:			
Responsibility of Work:	<input type="radio"/> Construction	<input type="radio"/> Maintenance	<input type="radio"/> Operation	<input type="radio"/> Other	
Brief Description:					

City of Southfield, MI --- SMALL CELL WIRELESS PERMIT APPLICATION FORM

Section 3 of 4 - Administrative Matters (Page 2 of 2)⁽⁺⁾

ATTACHMENTS*⁽³⁾

<input type="radio"/>	(A) Evidence of self-insurance or a certificate of insurance showing the permit owner's insurance coverage, carrier, and limits of liability for the following:
<input type="radio"/>	(A.1) Worker's compensation
<input type="radio"/>	(A.2) Commercial general liability, including at least the following:
<input type="radio"/>	(A.2.1) Combined overall limits
<input type="radio"/>	(A.2.2) Combined single limit for each occurrence of bodily injury
<input type="radio"/>	(A.2.3) Personal injury
<input type="radio"/>	(A.2.4) Property damage
<input type="radio"/>	(A.2.5) Blanket contractual liability for written contracts, products, and completed operations
<input type="radio"/>	(A.2.6) Independent contractor liability
<input type="radio"/>	(A.2.7) For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage)
<input type="radio"/>	(A.2.8) Environmental contamination
<input type="radio"/>	(A.3) Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents
<input type="radio"/>	(B) Certificate of compliance with Federal Communications Commission rules related to radio frequency emissions from a small cell wireless facility.

STIPULATIONS

(*): Required fields. If a section heading is marked as required, all subsection fields are required.
(+): If a field does not have sufficient space to properly communicate listed requirements, please include an attachment with the necessary information. Attachments should clearly indicate the section of the permit application (for example: Section 3 of 4 - Administrative Matters), the page number of the section (for example: Page 1 of 2), the sub-section of the section (for example: Contractors and Subcontractors), and the name of the field (for example: Brief Description) for which the information is being provided.
(1): If this is the same address that is listed for the Permit Owner in Section 1 - Permit Owner, please mark "YES".
(2): Please enter this information regardless of whether this is the same individual(s) that is listed in Section 1 - Primary Contact and Emergency Contact Information.
(3): If an attachment is not required due to any conditions within this section, documentation must still be submitted stating the purposeful omission of an attachment. This documentation must note the Section of the permit application (for example: Section 1 of 4 - General Information) and attachment letter (for example: Attachment (A.1)).

ENGINEERING DEPARTMENT USE ONLY

Wireless Provider:	
Permit Number:	
Bond Number:	
Note:	

City of Southfield, MI --- SMALL CELL WIRELESS PERMIT APPLICATION FORM

Section 4 of 4 - Disclosure and Certification (Page 1 of 1)⁽⁺⁾	
GENERAL QUESTIONS*	
Is the permit owner aware of any present or potential conflicts of interest between the permit owner and the city? If yes, describe:	<input type="radio"/> YES <input type="radio"/> NO
In the past three (3) years, has the permit owner had a permit to install Small Cell Facilities in the public right of way revoked by any Michigan municipality? If yes, describe:	<input type="radio"/> YES <input type="radio"/> NO
In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against the permit owner under any law or regulation related to the following:	
A felony? If "YES," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.	<input type="radio"/> YES <input type="radio"/> NO
A revocation or suspension of any authorization (including cable franchises) to provide personal wireless cellular services? If "YES," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such	<input type="radio"/> YES <input type="radio"/> NO
CERTIFICATION*	
All statements made in this application and attached exhibits are true and correct to the best of my knowledge and belief. The below signer has the express permission of the permit owner to apply for this Small Cell Wireless Facility Permit and accept a permit granted by the city for the work proposed within this application. By signing and submitting this application, the permit owner agrees to the terms and conditions contained therein.	
STIPULATIONS	
<p>(*): Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p>(+): If a field does not have sufficient space to properly communicate listed requirements, please include an attachment with the necessary information. Attachments should clearly indicate the section of the permit application (for example: Section 4 of 4 - Disclosure and Certification), the page number of the section (for example: Page 1 of 1), the sub-section of the section (for example: General Questions), and the name of the field (for example: Question 2) for which the information is being provided.</p>	

ENGINEERING DEPARTMENT USE ONLY	
Wireless Provider:	
Permit Number:	
Bond Number:	
Note:	