

WIRELESS FACILITY WITHIN CITY RIGHT-OF-WAY



PRE-APPLICATION SUBMISSION CHECK LIST

updated 11/30/2020



This check list is intended to assist both the applicant and PBOT staff to encourage completeness of submissions and minimize possible review delays. To be completed by PBOT Vertical Infrastructure staff and a duly authorized representative of a wireless carrier granted authority by the City of Portland under an existing, valid Right-of-Way Agreement to place wireless communication facilities in City streets. Failure to provide items noted on this check list may result in application rejection or denial.

Applicant		COP Staff
<i>Completed</i>	<i>Requested items</i>	<i>Confirmed</i>
Primary Documents		
	Intake request forms completed? (includes site walk, pole reservation, pre-design meeting requests)	
	Wireless provider information? (franchised carrier, billing address and primary contact information)	
	Site Name or Job Number?	
	Proposed location?	
	Proposed scope of work attached? (PDF of construction planset)	
	Supporting documents? (boundary and site specific survey maps; photo of location and photo-sim of completed infrastructure)	
	3rd Party "make-ready" pole replacement or "no work" letter? (a separate street opening permit will be required from pole owner)	
	Public Notification and Outreach documentation?	
	Radio frequency exposure -FCC OET Bulletin 65 Compliance?	
	Copy of radio frequency report? (signed by an Oregon Licensed RF Engineer)	
	Radio frequency propagation map showing coverage area of wireless facility?	
	Site walk requested? (VOLUNTARY participation)	
	Pole reservation requested? (VOLUNTARY participation - City owned assets only)	
	Pre-application review meeting requested? (VOLUNTARY participation - City owned assets only)	

The City of Portland is committed to meaningful access. To request translation, interpretation, modifications, accommodations or other auxiliary aids or services, contact 503-823-6868, Relay 711. Service 711.

WIRELESS FACILITY WITHIN CITY RIGHT-OF-WAY

Applicant		COP Staff
Completed	<i>Requested items</i>	Confirmed
Scope of Work Details		
	Is this a modification or alteration of an existing wireless facility? (6409 Request)	
	Pole type identified? (3rd Party asset or City signal/street light pole)	
	Pole owner identified?	
	Does the existing pole meet attachment standards? ("make-ready" process required for poles not meeting current standards)	
	If pole requires "make-ready" process, do you agree to suspend 60 day shot clock?	
	Power supplier identified? (a separate street opening permit will be required from franchised utility)	
	Fiber supplier identified? (a separate street opening permit will be required from franchised utility)	
	ADA ramp impacted?	
	Potential street tree impacts? (street tree impacts may require review and concurrence of Urban Forester)	
Equipment Details		
	Proposed equipment type?	
	Number of proposed antennas?	
	Volume of antennas?	
	Description of ancillary equipment?	
	Volume of ancillary equipment?	
	Pole height upon completion of installation?	
	Power supply details provided?	
	Fiber connection details provided?	
Design Criteria Requirements		
	Signals & Street Light Design Check Sheet reviewed and all items required for review provided?	
	Civil Design Check Sheet reviewed and all required items for review provided?	
	Structural Design check sheet reviewed and all items required for review provided?	

SHOT CLOCK NOTICE: Proposed installation of wireless communications facilities on City-owned assets are subject to FCC shot clock time limits. Failure to provide all forms fully completed with requested attachments may result in your project being either determined to be incomplete.