



PARK CITY MUNICIPAL CORPORATION
WIRELESS FACILITY within PUBLIC RIGHTS OF WAY and
ENCROACHMENT PERMIT APPLICATION & AGREEMENT

445 Marsac Ave, Park City, UT 84060

Phone (435) 615-5057

Email: melanie.jackson@parkcity.org

(City use only) Application #

The Following Items Must be Included with Each Proposed Wireless Facility Site (Small Cell) listed on this Application

All lines must be completed, applicable documents labeled property and application must be signed before application can be accepted

Plans with the following; A scaled site plan, A scaled Elevation view, showing Site Dimensions	Traffic Control Plan (TCP)	Copy Of State Contractors License
Plans showing Site Distance from streets, subdivisions, and showing all ADA standards	Work Area and Best Management Practices (BMPS)	If Applicable, Encroachment Permit information filled out per site.
Pole Load Analysis	Certificate of Insurance with PCMC named additionally insured	If applicable, Proof of Franchise Agreement
Copy of Approved Master License Agreement with the City	Required NEPA Documentation: Categorical Exception, Environmental Assessment, EIS	

* All Digital files must be in PDF format, and labeled with the Small Wireless **Company Name, Address of Small wireless cell location, and submittal type** (i.e. Park City _ 445 Marsac Ave_ traffic control plan) **Up to 25 sites can be submitted on one application if contractor and owner information is to remain the same with each small cell location. If using a separate contractor or if work is for different owners then a separate application is required for each.**

OWNER INFORMATION

Application Date:	Owner Name:	Master License Agreement Number:
-------------------	-------------	----------------------------------

Name of Project/Development/Utility:			
Phone #:	Email:		
Mailing Address:	City:	State :	Zip:
24 Hour Owner Contact:	24 Hour Owner Phone #:		

CONTRACTOR INFORMATION

Contractor:	License # :
Mailing Address:	City: State: Zip:
phone #:	Email:
24 hour Contact Name:	24 Hour Email: 24 Hour Phone #:

WIRELESS FACILITY (SMALL CELL) & STREET CUT/ENCROACHMENT INFORMATION Site _____ / 20 on Application

Type of work, Fill in all that applies

Address of Proposed Small Cell Location:			Franchise Agreement #:		
Collocate Existing Pole:	City Owned Pole:	Pole Replacement:	New Pole:		
Owner of Existing or Future Pole:				Pole #:	
Anticipated Start Date:			Anticipated Duration of Work:		
Overall Area Of Work:	Length:	Width:	Materials to be used, Check all that apply.		
Street Cut:	Length:	Width:	Concrete:	Asphalt:	Other:
Boring:	Length:	Width:	Boring with Pot Holes? Y N		How Many:
Sidewalk Cut:	Length:	Width:	Description Of Work Being Completed:		
Curb and Gutter Cut:	Length:	Width:			
Park Strip/ Other:	Length:	Width:			
Manhole Access?	How Many?				

(City Use Only) Permit #

CONDITIONS OF APPROVAL

Work in the Right-of-Way Guarantee	\$2,000.00 held for 1 year after final inspection.
ROAD CLOSURES REQUIRE ADDITIONAL PERMIT & PRIOR AUTHORIZATION FROM CITY	

- All small cell (AKA Wireless Facility in public Right of Way) applications may take up to 30 (thirty) days for initial review and processing.
- Applicant will be sent an invoice for the required bond and fees after the application is accepted and reviewed. Payment is required prior to issuing of permits.
- Applicant is required to consult with the utility companies and Blue Stakes, within the project area, prior to the start of the encroachment. In granting this permit to encroach upon its Public Rights of Way, Park City Municipal Corporation makes no representation as to the location of utility facilities within the work area, or the effect of the permitted encroachment on the said utilities. In addition, no authorization is given or inferred by this permit to allow access onto private property. Owner’s written permission is required to be attached to the permit application, if a work plan includes access onto private property, including private lanes.
- In consideration for the granting of a small cell and encroachment permit by Park City Municipal Corporation, the above noted applicant hereby promises (1) to perform the small cell install and encroachment work in a professional manner, in conformance with the ordinances of Park City Municipal Corporation and (2) to hold harmless the Park City Municipal Corporation, its officers, agents, employees or servants from all other costs, damages and liabilities that may accrue or be claimed to accrue by reason of any work performed under a permit issued, pursuant to this application.

• 72 HOUR ADVANCE NOTICE REQUIRED •

• CONTRACTOR MUST NOTIFY INSPECTOR WHEN WORK IS TO BE STARTED, WHEN WORK IS COMPLETED AND WHEN MATERIALS ARE TO BE INSTALLED

- Max permit duration = 10 Days Extensions by written Requests
- **ENGINEERING INSPECTOR MAY BE REACHED AT (435)-615-5071**

By submitting this form electronically, you agree your electronic signature is the legal equivalent of your manual signature on this form as if actually signed by you in writing. By submitting this form electronically, you consent to be legally bound by this form's terms and conditions.

SIGNATURE OF APPLICANT:	PRINT NAME:	DATE:

SIGNATURE BELOW GRANTS PERMISSION FOR THE ABOVE-MENTIONED APPLICANT TO ENCROACH ON PARK CITY PROPERTY AND/OR ITS PUBLIC RIGHTS OF WAY, AS DESCRIBED IN THE ABOVE APPLICATION, AND INDICATES APPROVAL OF ATTACHED WORK AREA & BMP MAP (PAGE 6).