



City of Chandler Annual Right-of-Way Use Fee Schedule Small Wireless Facilities

Effective February 9, 2018 through June 30, 2019

Annual Right-of-Way Use Fees for Small Wireless Facilities

Small Wireless Facility (SWF) on a City-owned Pole in the ROW

The annual attachment fee for the collocation of a SWF on a City-owned streetlight, traffic signal pole or other City-owned wireless support structure shall be \$50 per site for the use of the City-owned pole or wireless support structure per calendar year. In addition, the annual ROW use fee shall be \$50 for each site per calendar year. The total annual use fees for each SWF on a City-owned pole or wireless support structure per Site License shall be \$100 per calendar year.

Small Wireless Facility on a Third Party-owned Pole in the ROW

The annual use fee for a SWF on a Third Party-owned utility pole or wireless support structure in the ROW shall be \$50 for each site per calendar year. The Wireless Provider must provide documentation from the Third Party owner that the Third Party owns the utility pole or wireless support structure and consents to the use of the site as a SWF.

Annual Payment Schedule and Prorated Initial Fee Amount

The annual use fee invoice for each Small Wireless Facility will be sent to the Wireless Provider or its payment designee by December 15th of each year, with payment due by January 15th of the following year (payment due in 30 days).

Since Small Wireless Facility applications will be submitted each month of the year, the following pro-rated schedule shall apply:

SWF Permit Application Submitted January 1 - June 30:	Full Payment of Annual Fee
SWF Permit Application Submitted July 1 – December 31:	50% of Total Annual Fee

Instructions
Effective February 9, 2018
Annual Right-of-Way Use Fee Schedule for SWF

The Annual Right-of-Way Use Fee Schedule for Small Wireless Facilities (SWF) in the categories above shall be administered according to the following rules:

- 1) The ***Annual Right-of-Way Use Fees for Small Wireless Facilities*** shall apply only to SWF approved by the City after February 9, 2018 for the installation of any antennas, antenna structures, ground equipment, electronics, cabinets and other appurtenances required or associated with the operation of a SWF as defined in A.R.S. §9-591(19).
 - A) Any SWF in the ROW sites that was approved and permit issued by the City prior to February 9, 2018 will be eligible for this Annual Right-of-Way Use Fee Schedule at the first annual billing anniversary. No refunds or pro-rated credits shall apply.
- 2) Calculating Ground Equipment Size – The ground equipment measurement is calculated by the size of a flat, four- sided "box" (parallel sides of equal length) with a top panel that is parallel to the ground so that the box will cover the ground equipment from the top of the equipment to the ground (non-improved dirt surface), and from side-to side, including any foundation or pad for the equipment. For situations where there is more than one ground equipment fixture or cabinet (adjacent to each other or within the same use area), the equipment fixtures, and cabinets are deemed to be part of the same contiguous ground equipment space and will be measured together within the same box. Any Remote Radio Heads or Remote Radio Units mounted to a cabinet, post or wall in the same area with the ground equipment shall be included in the measurement for the ground equipment. Electrical meters and telecom pedestals are not considered ground equipment.
- 3) The SWF in the ROW Permit Application Fee are as follows:
 - A) Small Wireless Facility, as defined in A.R.S. §9-591(19)
Application Fee is \$750 as allowed under A.R.S. §9-592(L)
- 4) The Annual ROW Use Fee and the Permit Application Fee are due when the Wireless Provider submits a SWF application for final site plan approval. No application shall be accepted without payment of the Annual ROW Use Fee and Permit Application Fee.
 - A) Any payment of the Annual ROW Use Fee and Permit Application Fee for a site is not refundable and will not be used as credit to another application.
- 5) An invoice for the subsequent years' Annual ROW Use Fee will be sent to the person and address provided on the Site License.
- 6) The Annual ROW Use Fee does not include fees for any other approvals, permits, plan review, permits, inspection fees, or any other services or approvals that may be required by the City.



REPORT

Proposal New Application Fee for Small Wireless Facilities in the City's Right-of-way

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Small Wireless Facility in the ROW
\$750 Application Fee – Justification and Calculations

The process to have a Small Wireless Facility (SWF) in the Right-of-way (ROW) approved for installation requires the Wireless Provider to 1) obtain Preliminary Site Plan Approval, and then 2) obtain Building and Encroachment Permits from the City. According to A.R.S. §9-592(L), the total application fee for a SWF in the ROW “may not exceed seven hundred fifty dollars.” The City of Chandler has established fees for the Plan Review, Building Permit, Encroachment Permit and Inspection that, when applied to wireless facilities, exceed the seven hundred fifty (\$750.00) dollar maximum; therefore, the City’s Application Fee for a SWF in the ROW shall be set at seven hundred fifty (\$750.00) dollars, effective February 9, 2018 to coincide with statutory requirements for this fee.

Preliminary Site Plan Approval

- The process for approving a preliminary site plan generally takes 6-8 hours (cumulative) of Staff time per site. The steps to approve a proposed wireless site includes:
 - Initial meeting with City Staff and Wireless Provider site team to review proposed site locations and utilizing City’s Geographic Information System (GIS) layers to determine right-of-way (ROW), easements, city utilities and other private utilities that may pose a conflict at the site.
(Note: This normally takes about 15-20 minutes per site.)
 - After the initial meeting, if a site is deemed to be a viable candidate, then in most cases, a site walk will be conducted with City Staff and Wireless Provider to verify that each proposed location has minimum clearance to install the pole, ground equipment, underground conduit, electrical meter pedestal and to also check on clearance from sight visibility triangles, existing signage and landscape areas.
(Note: This normally takes about 45-60 minutes per site.)
 - Upon verbal agreement that a site is viable to move to preliminary design, the Wireless Provider will have their engineering contractor develop a plan set and obtain documents that meet the requirements of the “Preliminary Site Plan Approval” checklist that will be reviewed by City Staff.
 - City Staff reviews and comments on the request for Preliminary Site Plan Approval. If the site plan meets the requirements of the review, then the site receives approval to proceed to construction drawings for plan review, building permit, encroachment permit and inspections.
(Note: This normally takes about 90-120 minutes per site.)
- City Staff who are engaged in the Preliminary Site Plan Approval process include:
 - Regulatory Affairs Manager
 - Development Project Administrator or Coordinator
 - Transportation Engineer
 - Streets Operations (Streetlight) Supervisor
 - Water Utility Engineer
- Based upon the average number of hours (6-8 hours), the cost to the City for staff time to have a site taken from conceptual proposal to have the preliminary site plan approved is approximately \$600-\$800 (based upon a \$100 per hour loaded rate minimum per staff person for each meeting on a specific site).

Building Plan Review and Building Permit

The total cost of a building permit and plan review for a SWF is determined by two factors:

- 1) Building Permit – this fee is based on the reported value of the improvements, and
- 2) Plan Review – this fee is based on a percentage of the value of the improvements.

- **Building Permit Fee** – the cost of a building permit is based upon a valuation-based fee schedule adopted annually by the City Council.
 - The fee for a Building Permit to construct a SWF is calculated from the valuation of the following elements:
 - Site Acquisition Costs
 - Wireless Provider’s Staff Time
 - Site Acquisition Contractor (if used)
 - Cost for Other Contractors
 - Design & Engineering
 - Creation of Preliminary Site Plan
 - Title and Survey of ROW
 - Engineering of Foundation and Pole
 - Soil and Environmental Work
 - Development of Construction Drawings
 - All Wireless Equipment
 - Hardware Costs
 - Pole Foundation
 - Antennas
 - Electronic Equipment
 - Telecommunications Interface
 - Equipment Screening
 - Electrical Meter and Pedestal
 - Pole or Wireless Support Structure
 - Cables, Wires, Brackets, Mounting Equipment
 - Shrouds to Conceal Cable and Wires
 - Remote Radio Heads or Remote Radio Units
 - Foundation or Mount for Ground Equipment
 - Costs for the Construction and Installation of Site
 - Pole Foundation
 - Antennas
 - Electronic Equipment
 - Telecommunications Interface
 - Equipment Screening
 - Electrical Meter and Pedestal
 - Pole or Wireless Support Structure
 - Cables, Wires, Brackets, Mounting Equipment
 - Shrouds to Conceal Cable and Wires
 - Remote Radio Heads or Remote Radio Units
 - Foundation or Mount for Ground Equipment
 - Painting of SWF and Associated Equipment
- **Building Plan Review Fee** – the plan review fee, as adopted by City Council is calculated at a rate of sixty-five (65) percent of the value of the project.

Encroachment Permit and Inspections

There are three items included in the Encroachment Permit and Inspections fees of \$238; they are:

- 1) Streetlight (or Traffic Signal) Pole Inspection Fee of \$41
- 2) Encroachment Permit (Permission to Work in the ROW) of \$97
- 3) Electrical Meter Inspection of \$100

Three Examples of Total Plan Review, Building Permit, and Encroachment Permit & Inspection Fees

For building permits ranging in value from \$25,001 to \$50,000, the following formula applies:

The fee is \$355.50 for the first \$25,000 plus \$9.00 for each additional \$1,000.00

Example 1

SWF with a Total Value of \$30,000

Building Permit Fee:

Base Fee = \$355.50
Added Fee = 45.00 (\$9.00 x 5)
Total Building Permit Fee = \$400.50

**Total Building Permit and
Plan Review Fee = \$660.83**

Plan Review Fee:

Total Building Permit Fee = \$400.50
Plan Review Fee Percentage = X 65%
Total Plan Review Fee = \$260.33

Encroachment Permit Fees:

Streetlight Pole Inspections = \$ 41.00
Permission to Work in the ROW = \$ 97.00
Electrical Meter Inspections = \$ 100.00
Total Encroachment Permit Fees = \$238.00

Total Permit Cost for SWF in the ROW with a Value of \$30,000 = \$898.83 (\$660.83 + \$238.00)

**Total Cost of City Staff Resources to Process a SWF ranges from \$1,498.83 to \$1,698.83
(\$898.83 + \$600-\$800 in City Staff costs for the Preliminary Site Plan Approval)**

Example 2
SWF with a Total Value of \$40,000

The fee is \$355.50 for the first \$25,000 plus \$9.00 for each additional \$1,000.00

Building Permit Fee:

Base Fee = \$355.50
Added Fee = 135.00 (\$9.00 x 15)
Total Building Permit Fee = \$490.50

**Total Building Permit and
Plan Review Fee = \$809.33**

Plan Review Fee:

Total Building Permit Fee = \$490.50
Plan Review Fee Percentage = X 65%
Total Plan Review Fee = \$318.83

Encroachment Permit Fees:

Streetlight Pole Inspections = \$ 41.00
Permission to Work in the ROW = \$ 97.00
Electrical Meter Inspections = \$ 100.00
Total Encroachment Permit Fees = \$238.00

Total Permit Cost for SWF in the ROW with a Value of \$40,000 = \$1,047.33 (\$809.33 + \$238.00)

**Total Cost of City Staff Resources to Process a SWF ranges from \$1,647.33 to \$1,847.33
(\$1,047.33 + \$600-\$800 in City Staff costs for the Preliminary Site Plan Approval)**

Example 3
SWF with a Total Value of \$50,000

The fee is \$355.50 for the first \$25,000 plus \$9.00 for each additional \$1,000.00

Building Permit Fee:

Base Fee = \$355.50
Added Fee = 225.00 (\$9.00 x 25)
Total Building Permit Fee = \$580.50

**Total Building Permit and
Plan Review Fee = \$957.83**

Plan Review Fee:

Total Building Permit Fee = \$580.50
Plan Review Fee Percentage = X 65%
Total Plan Review Fee = \$377.33

Encroachment Permit Fees:

Streetlight Pole Inspections = \$ 41.00
Permission to Work in the ROW = \$ 97.00
Electrical Meter Inspections = \$ 100.00
Total Encroachment Permit Fees = \$238.00

Total Permit Cost for SWF in the ROW with a Value of \$50,000 = \$1,195.83 (\$957.83 + \$238.00)

**Total Cost of City Staff Resources to Process a SWF ranges from \$1,795.83 to \$1,995.83
(\$1,195.83 + \$600-\$800 in City Staff costs for the Preliminary Site Plan Approval)**

Small Wireless Facility in the ROW
\$50 Annual Right-of-Way Use Rate – Justification

A.R.S. 9-592(D)(4) allows the City to assess an annual amount, up to \$50, for a Small Wireless Facility to be installed in the right-of-way and utility easements. The City will assess the \$50 rate for each site in the right-of-way at the time of initial permit payment and, in January of each year thereafter, send an invoice to the Wireless Provider for the total number of sites installed in the right-of-way and utility easements.

Small Wireless Facility in the ROW
\$50 Annual City Pole Use Rate – Justification

A.R.S. 9-595(C) allows the City to assess an annual amount, up to \$50, for a Small Wireless Facility to be installed on a City-owned pole or City-owned wireless support structure in the right-of-way and utility easements. The City will assess the \$50 rate for each site in the right-of-way at the time of initial permit payment and, in January of each year thereafter, send an invoice to the Wireless Provider for the total number of sites installed on a City-owned pole or City-owned wireless support structure.