



Small Cell Node Permit Application

Please fill out one (1) permit application form per network node.

Owner/Applicant	
Business Name:	
Contact Name:	Email:
Office #:	Cell #:
Address:	City/State/Zip:

Contractor	
Business Name:	
Contact Name:	Email:
Office #:	Cell #:
Address:	City/State/Zip:

Annual Billing Information	
Business Name:	
Contact Name:	Email:
Office Phone:	Cell Phone:
Address:	City/State/Zip:

REQUIRED INFORMATION

1. Is the proposed small cell infrastructure located in the following Right-of-Way? City, State Federal NA

2. Is the proposed small cell infrastructure located in an identified design district, park or residential district as defined by Ord. No. 17-08-1056, Sec. 16.05.106? Yes No

3. Provide pole ID number, address or intersection, latitude and longitude (accurate up to 6 decimal points).

Pole ID:	Address/Intersection:
Latitude:	Longitude:

INTERNAL OFFICE USE ONLY		
Permit Received By/Date	Permit Issued By/Date	
Building Plans Approved By	Date Approved	
Permit Number	Permit Fee	Payment Method

Customer Service Department
 206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4127
 Email: customerservice@murphytx.org Website: www.murphytx.org

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Select Permit Type:

A. Network Node Permit (i.e. small cell attachment to existing pole)

Installation Type:

Existing city owned pole Existing third-party pole Existing transfer facility

B. Node Support Pole Permit (i.e. stand alone for small cell)

C. Transfer Facility Permit (i.e. fiber/line connection between small cell and cellular network’s switching location)

D. Collocation of network nodes on City-owned service poles

All services identified above are subject to the fees outlined in Appendix A Fee Schedule from the City of Murphy Code of Ordinances, Section A9.013 – A9.018

REQUIRED DOCUMENTS	Applicant Check or mark N/A	Staff
Certificates/Certifications		
Certificate of Insurance: Attach to application - \$1,000,000 in general liability coverage (<i>Ord. No. 17-08- 1056, Sec. 16.05.105 C (5).</i>)		
A certificate that the network node(s) complies with applicable regulations of the Federal Communications Commission (<i>Sec. 16.05.036(c) (4) Murphy Code of Ordinances</i>)		
From the Network Provider: analysis that the proposed network node shall not cause any interference with City public safety radio system, traffic signal light system, or other city safety communications components in accordance with Chapter 284, Sec.284.304. (<i>City of Murphy, Texas Design Manual for the Installation of Network Nodes and Node Support Poles, Sec. 4 (B) (3) (a)</i>)		
Certification that the proposed network node(s) will be placed into active commercial service by or for the network provider not later than the sixtieth (60th) day after the date of construction and final testing of each network node is completed. (<i>Sec. 16.05.036(c) (4) Murphy Code of Ordinances</i>)		
Permits		
City Facilities Small Cell License Agreement, if applicable		
Oncor or FEC pre-approval letter, if applicable		
City, State or Federal Right of Way permit, if applicable		
Location Details		
Aerial map of project location		
Street view image indicating location		
Construction Details		
Route of Conduit (Show existing infrastructure such as sidewalks, roadways and other utilities with 100’ of proposed location.		
Pole Elevations – meeting height requirements		
Equipment Details to show strict conformity to size limitations shown in Texas Local Government Code Section 284		
Electrical riser diagram		
Traffic Control Plan – including pedestrian safety per the MUTCD (<i>Manual on Uniform Traffic Control Devices</i>)		

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General	Applicant Check or mark N/A	Staff
300 – foot distance analysis exhibit – verifying small cell distance separation		
Industry standard pole load analysis - certified by a registered engineer		
Documentation of frequency (ies) for each small cell node		

Sec. 16.05.042 Indemnity

As provided in section 284.302 of chapter 284, a wireless network provider shall indemnify, defend, and hold the city harmless from and against all liability, damages, cost, and expense, including reasonable attorney's fees, arising from injury to person or property proximately caused by the negligent act or omission of the network provider accessing a public right-of-way under chapter 284. The city and the network provider, as applicable, shall promptly notify each other in writing of any known claim or demand against the other related to or arising out of the network provider's use of the public right-of-way under chapter 284. After such notice, the network provider shall defend the claims. The network provider shall have the right to defend and compromise the claims. The city shall cooperate in the defense of the claims. The foregoing indemnity obligations shall not apply to claims arising solely from the negligence of city; however, they shall apply in the case of all claims which arise from the joint negligence of the network provider and the city; provided that in such cases, the amount of the claims for which the city shall be entitled to indemnification shall be limited to that portion attributable to the network provider. Nothing in this section shall be construed as waiving any governmental immunity available to the city under state law or waiving any defenses of the parties under state law. Further, the indemnification provided by chapter 284 is solely for the benefit of the city and the network provider and does not create or grant any rights, contractual or otherwise, to any other person or entity. (Ordinance 17-08-1056 adopted 8/29/17)

(Initial)

_____ I hereby certify that I have read and examined the application and know the same to be true and correct. All provisions of laws and ordinances (including all regulations in Ordinance No. 17-08-1056) governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction, or the use of land including ROW or structure.

By signing below, I acknowledge and agree to the following:

1. In the event of pavement damage, please refer to the Construction Standard Details via www.murphytx.org
2. All Right-of-Way shall be restored to original or better condition.
3. Repair all damage caused to other utilities including irrigation.
4. Provide Traffic Control Plan (TCP) to maintain traffic per MUTCD. (*Manual on Uniform Traffic Control Devices*)
5. Provide Certificate of Liability Insurance naming provider.
6. Provide detailed copy of plans with this application for review.
7. Contractor must have permit on the job site at all times.
8. Must adhere to the city's noise ordinance.

Applicant Name	Applicant Signature	Date
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SMALL CELL NODE FEE CHECKLIST

PERMIT NUMBER: _____

GENERAL INFORMATION	
Address:	
Owner/Applicant:	
Responsible Party for Annual Billing	
Contact Name:	Email:
Office Phone:	Cell Phone:
Address:	City/State/Zip:

PERMIT FEES				
	FEE	FREQUENCY	APPLICABLE/ NOT APPLICABLE	STAFF /DATE CHARGED
Network Node Permit	\$100.00	ONE TIME		
Network Node in Public ROW	\$250.00	ANNUAL- Finance	Quantity: _____	
City Owned Utility Pole	Per TUC, Section 54.024	ANNUAL- Finance	Quantity: _____	
Node Support Pole Permit	\$100.00	ONE TIME		
Transfer Facility Permit	\$100.00	ONE TIME		
Transfer Facility in Public ROW	\$28.00	ANNUAL- Finance	Quantity: _____	
Collocation of Network Nodes on City-Owned Service Poles	\$20.00	ANNUAL- Finance		
Electrical Segment	\$100.00	ONE TIME		
Contractor Registration		ANNUAL- CS		
Code Enforcement Fee		ONE TIME		
Other		ONE TIME		
Total Due at Submittal:		Payment Type:	Date Paid:	

OFFICE USE ONLY			
Received By:	Received Date:	B.O. Fee Review:	Date:
Date of Final Inspection:	Emailed to Finance by:		Emailed Date:
Notes:			

Permit Submittal

- 1) Submit permit application packet to Customer Service Department
 - a. Small Cell Node Permit Application
 - i. Site plan (2 copies)
 - ii. Engineering Drawings (2 copies)
 - iii. Construction Drawings (2 copies)
 - iv. Certificate confirming the Network Node(s) comply with applicable regulations of the Federal Communications Commission
 - v. Certification that the Network Node will be placed into service no later than the sixtieth day after the date of construction and final testing of each Network Node
 - vi. Certificate of Insurance providing that the Network Provider and its Contractor has at least \$1,000,000.00 in general liability coverage.
 - vii. TxDOT approval
 - b. Right of Way/Easement (ROW) Permit Application
 - c. Signed annual agreement if applicable
- 2) Pay applicable permit fees (Appendix A Fee Schedule, Sec A9.013 – A9.018)

Permit Process

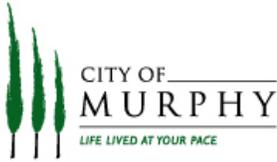
- 1) Complete Permit Application Packet Received.
- 2) Small Cell Node Permit plan review/approval process
- 3) Permits for collocating new nodes or installing new node support poles in an area of the City that has been zoned as a Design District must be approved by the City Council.
- 4) Small Cell Node Permit Issuance. Note - no work allowed until ROW Permit has been issued and line locates have been complete. See item 5-7 below.
- 5) Contractor calls Customer Service inspection line for ROW Permit line locates (972-468-4050)
 - a. Calls received on the inspection line are processed weekdays at 3pm. Any calls after 3 pm will not be processed until the following business day.
 - b. Allow 48 hours for line locate process, excluding holidays and weekends.
 - c. Line locates are good for 14 days, so do not schedule too early.
- 6) Customer Service Schedules line locates with Public Services
- 7) Public Services issues ROW Permit
 - a. Contractor will receive a copy of the issued permit.
 - b. When the building and ROW permits are issued and posted on the job site, the contractor can begin work.
 - c. After 14-day period, if ROW permit work is not complete the contractor is required to request line locates again. This pattern will need to continue until work has been completed.
 - d. Upon completion, a final inspection from Public Works will need to be scheduled by calling 972-468-4050. At this point, ground should be returned to same, if not better, condition than prior to construction.

Annual Fees

Annual fees will be billed by the City of Murphy Finance Department to the address provided on the Small Cell Node Permit application. For a full listing of these fees, please refer to the City of Murphy Code of Ordinances, Appendix A Fee Schedule, Sec A9.013 – A9.018.

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RIGHT OF WAY/EASEMENT PERMIT

206 N. Murphy Road · Murphy, Texas 75094
(972) 468-4100 Office · (972)-468-4104 fax

Permit No. _____

Location of Work _____

Work will be in State Highway/ROW _____ Drainage Easement _____
(Attach Approved TxDOT Permit) Public Street/ROW _____ Utility Easement _____
Other _____

Company Owning Utility _____ Contact _____
Email _____ Phone No. _____

Installation Contractor _____ Contact _____
Email _____ Phone No. _____

Description of Work _____
(Attach 1 drawing) _____

Method of Installation Bore _____ (**No Boring Permitted on Fridays**) Trench _____
Depth _____ Line Size _____ Pipe Diameter _____

Line Locate Dig Test Yes _____ No _____
Receive Notification from Cable, Gas, Power, Telephone
Water/Sewer: City of Murphy 972-468-4378 Yes _____ No _____
NTMWD 972-442-5405 Yes _____ No _____

THE PERMIT HOLDER SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING EXISTING UTILITIES

Work Schedule From: _____ To: _____

Streets Street Closure and/or Obstruction Required Yes _____ No _____
(Street closures require lane closure plan) Location _____
Schedule _____

I UNDERSTAND AS THE PERMIT HOLDER I AM RESPONSIBLE FOR PROVIDING AND MAINTAINING THE NECESSARY TRAFFIC WARNING DEVICES IN ACCORDANCE WITH THE LATEST EDITION OF TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. I ALSO UNDERSTAND THAT A SEPARATE BUILDING PERMIT MAY BE REQUIRED FROM THE CUSTOMER SERVICE DEPARTMENT BEFORE BEGINNING WORK.

Signature: _____ Date: _____

Company: _____ Phone: _____

CITY OF MURPHY PUBLIC WORKS DEPARTMENT

Approved By: _____ Issue Date: _____

Conditions: _____

Please call all inspections/locates into 972-468-4050.

All requests will be processed within 48 hours notice excluding holidays and weekends.

Right of Way/Easement Permit Guidelines

- Right of Way (ROW)/Easement Permits are to be submitted through the Customer Service Department.
- ROW/Easement Permits are to be pulled by the Contractor performing the work/digging.
- Once the contractor is near ready to begin work, line locates shall be called in to the City's Inspection Line, 972-468-4050. ****Please note that all line locates and Public Works Inspections need 48 hours advance notice.***
- Line locates are valid for 14 days. An additional line locate(s) will need to be requested every 14 days up until the work has been completed and a final inspection requested.
- The contractor is responsible for calling in all inspections (Locates and Final Inspections). The type of inspection must be identified in the request.
- The ROW/Easement Permit will not be issued until the first line locate has been completed.
- Work shall not commence until contractor has received copy of issued permit.

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