



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Small Cell Permit Application Instructions

Overview: The Small Cell Permit is required before installing small cells on existing or new utility poles in the public *right-of-way* in the City of Syracuse. *Right of way* is defined as the land and facilities that are maintained and regulated for public use, typically roads and sidewalks and the utilities and amenities on, under, or above them.

Application Contents:

- Permit Requirements
- Application Checklist, pages 1 to 2
- Submittal Instructions, page 2
- Annual Fee Schedule, page 2
- Small Cell Permit Application, page 3

Permit Requirements:

- Prior to installation, the telecommunications provider must secure a revocable permission or franchise agreement with this Small Cell Permit Application.
- Up to three small cells will be allowed per utility pole if technically feasible and if there are no safety or aesthetic concerns.
- No small cells will be allowed on ornamental street lighting poles.
- A new pole must not exceed 50 feet and may be required to be smaller in height if the initial proposal is deemed out of character with the neighborhood.
- The applicant is responsible for the revocable permission or franchise agreement to comply with all applicable laws, ordinances, resolutions, rules, regulations, and other directives of the City of Syracuse and any federal, state or local governmental authority having jurisdiction, and must abide by all its terms.
- Work cannot start until all parties have relocated to a new pole or replacement pole to prevent "Double Wood". In addition, if any double pole remains once work is completed, the abandoned pole must be removed before leaving the job site.
- The applicant must follow the requirements of the Small Wireless Facilities Master License Agreement, including City Right of Way Access Requirements, Small Wireless Facility Safety Standards, and City of Syracuse Small Wireless Facilities Aesthetic Design Standards. [Click here for more information.](#)

Application Checklist:

- Completed Small Cell Permit Application.
- Application Fee (see annual fee schedule, page 2). Check or Money Order payable to Commissioner of Finance.
- Certificate of Insurance for General Liability, Workers Compensation, and Employer's Liability per Section 12 of the Small Wireless Facility Master License Agreement, listing the City of Syracuse as additionally insured.
- Detailed Project Description: including the telecommunications services proposed and a description of facilities and equipment, attached as a separate page to the application.
- Map of proposed installation location, including pole heights, pole numbers (if applicable), and GPS coordinates for new poles.



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Application Checklist Continued:

- Photo of existing pole or location
- Temporary Traffic Control (TTC) Plan:
 - Must show all traffic control devices being used (signage, cones, barricades, etc.), as well as how the applicant will block off the street or sidewalk where the work is occurring.
 - Must show how the applicant plans to route pedestrian/vehicular traffic around the work.
 - Must show dimensions of street/sidewalk left open to pedestrian/vehicular traffic.
 - Must be in accordance with the Federal Manual of Uniform Traffic Control Devices (MUTCD) most recent addition.
- Pole Owner Approval Letter
- Passing structural analysis for the pole from a NYS licensed professional Engineer.
- Detailed engineering drawings, including full design plans signed and stamped. Drawings must include all utilities in work area up to 10 feet from the proposed pole.
- Radio Frequency (RF) Emissions letter proving the site will be in RF safety compliance
- Proposed Construction Schedule and Sequence
- Clear notes if no underground work is to be completed

Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fees, and documents must be submitted to:

City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-4754 | permits@syr.gov

Annual Fee Schedule:

Permit Application Fees for Existing Poles	\$500 (covers up to Five Small Wireless Facilities) \$100 (covers each additional facility after five)
Permit Application Fee for New Poles: Including Existing Pole Replacement	\$1,000 per pole
Small Wireless Facility Recurring Fee	\$270 per Small Wireless Facility per year

Except as provided in this Fee Schedule, the City shall not require any additional recurring fees. Failure to pay the annual fee will result in a 5% penalty fee per year (following a 30-day opportunity to make the payment), if necessary, and suspension or revocation of the Small Cell Permit.



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Small Cell Permit Application

Installation Contractor Name: _____

Address: _____

Contact Name: _____

Phone: _____ Cell Phone: _____ Email: _____

Name of Telecommunication Company Owner: _____

Number of Small Cells Requested: _____

Streets Requested: _____

Number of New Poles Requested: _____ Number of Existing Pole Locations Requested: _____

If existing poles, please list Pole Numbers: _____

Type of Small Cell Devices Proposed: _____

Please check type of closure required for installation:

- Partial Street Closure
- Full Street Closure
- Partial Sidewalk Closure – Applicant must verify there is 4 feet of uninterrupted sidewalk space for pedestrians.
- Full Sidewalk Closure

Is this a 4G or 5G Installation?

- 4G
- 5G

Notes: _____