



**RIGHT-OF-WAY  
TELECOMMUNICATION  
FACILITIES**

City of Tyler  
Permit Center  
423 W. Ferguson  
Tyler, TX 75702  
(903) 531-1175  
(903) 531-1170 fax

**PROCESS**

Refs. City Code of Ordinances  
Design Manual

- A. All applications for network nodes, node support poles, transport facilities, micro network nodes, and other wireless telecommunication facilities located in the public right-of-way must be filed in the City of Tyler Permit Center located at 423 West Ferguson, Tyler, TX. A filing fee must be received with the completed application form as follows:
1. Network Node: \$500 for the first five nodes, \$250 for each additional node, not to exceed thirty nodes.
  2. Network Support Pole: \$1,000 each
  3. Transport Facility: No application fee
- B. The City shall review Applications for Network Nodes, Node Support Poles and Transport Facilities for conformity with applicable law and City Code and shall issue such Permits on nondiscriminatory terms and conditions subject to the following requirements:
1. Completeness Review: Within 30 days of receiving an Application for a Network Node or Node Support Pole, or 10 days for a Transport Facility, the City shall determine and notify the Applicant whether the Application is complete; or if incomplete, the City must specifically identify the missing information in such notification.
  2. The City shall make its final decision to approve or deny a complete Application no later than (i) 21 days after receipt of a complete Application for a Transport Facility, (ii) 60 days after receipt of a complete Application for a Network Node; and (iii) 150 days after receipt of a completed Application for a new Node Support Pole.
  3. The City shall advise the Applicant in writing of its final decision, and, if denied, the basis for that denial, including specific provisions of City Code or applicable law on which the denial was based, and send the documentation to the Applicant on or before the day the City denies the Application. The City shall approve or deny the revised Application within 90 days of receipt of the amended Application.
  4. If the City fails to act on an Application within the review period specified in Paragraph B(2) above, the Application shall be deemed approved.
  5. An Applicant seeking to Collocate Network Nodes may, at the Applicant's discretion, file a consolidated Application and receive Permits for up to 30 Network Nodes. However all Network Nodes within a single Application must be approvable for any node to be Permitted. The City will not authorize the segmenting of an Application that has already been deemed complete.
- C. Annual or monthly fees must be paid once annually from the date of initial operation of the Network Node. Fees are pursuant to City Ordinance.
- D. Network Node Facilities placed on City-owned poles must first obtain an agreement from the City in order to do so.
- E. Network Nodes and Node Support Poles located within Historic Districts and Design Districts as set forth in the Design Manual must be concealed.

## APPLICATION

A. Requesting: (One Check per Application)

- Network Node x \_\_\_\_\_ (number of nodes, 30 max. per application)
- Node Support Pole
- Transport Facility x \_\_\_\_\_ (number of network nodes served by facility)
- Other

B. Required documentation and drawings:

- Geographic coordinates of all facilities on NAD\_1983\_StatePlane\_Texas\_North\_Central\_FIPS\_4202\_Feet projection.  
  
Scaled construction and engineering drawings prepared by a professional engineer licensed in the State of Texas, and for facilities proposed to be attached to a Service Pole, a Decorative Pole or other City-owned or controlled structure, a certification from the engineer that the existing Pole or structure and its foundations have sufficient structural stability to support the proposed Network Node and can bear the wind load without Pole modification.
- Scaled dimensional construction and engineering drawings indicating the public right-of-way line and showing any proposed underground conduit and equipment and its spacing from the City's existing utility facility. Such drawings shall also show a sectional profile of the public right-of-way and identify all existing utilities and existing conflicts.
- Drawings or pictures of the proposed attachments of the Network Node to the existing poles or structures as well as any other proposed wireless facility, indicating the spacing from existing curbs, driveways, sidewalks, other existing or proposed poles and adjacent zoning.
- Scaled dimensional drawings of proposed facilities and their locations on poles for conformity with sizing requirements.
- Disclosure of the proposed facility or facilities being located within a Municipal Park or adjacent to residential properties.
- Any concealment or camouflage as required by the City Design Manual or by separate agreement must be detailed and shown.
- Sealed engineering drawings for the electrical service providing power to the proposed Network Node, which must include the conduit size, circuit size, calculations for amp, and distances running. Provider shall use 240 voltage when connecting to any City Service Pole or Decorative Pole and shall provide a key to meter upon inspection.
- A certificate that the Network Node complies with applicable regulations of the Federal Communications Commission.
- Certification that the proposed Network Node will be placed into active commercial service by or for a Network Provider not later than the 60<sup>th</sup> day after the date the construction and final testing of the Network Node is completed.
- If the location of the proposed wireless facility lies within right-of-way adjacent to a state or federal highway, the Provider must provide evidence of a Permit from the state or federal government.
- If a Network Node is proposed to be installed on a private Utility Pole, the Applicant must submit documentation demonstrating the right to access said Utility Pole.
- Proof of insurance pursuant to limits set forth in City Ordinance.

## APPLICANT INFORMATION

I understand and agree to comply with all City requirements related to network nodes, node support poles, transport facilities and other wireless telecommunications facilities pursuant to City Ordinances and State Law. I understand that this application form does not serve as a complete representation of the requirements set forth in City Ordinance and the adopted City Design Manual for such facilities.

*(Please print all but signature)*

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Agent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_