

**SMALL CELL ACT PERMIT APPLICATION FORM**  
**REVISED JULY 24, 2019**

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\_\_\_\_\_  
**Name of Local Unit of Government (Authority)**

**APPLICATION FOR**  
**ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY**  
**SMALL CELL WIRELESS PROVIDERS**  
**UNDER**  
**SMALL WIRELESS COMMUNICATIONS FACILITIES DEPLOYMENT ACT**

**2018 PA 365**  
**MCL SECTIONS 460.1301 TO 460.1339**

**BY**

**[Name of Company]**  
**("APPLICANT")**

**Where to File:** Applicants should file copies as follows:

-- Three (3) paper copies (one of which shall be marked and designated as the master copy) with the Clerk at [insert address].

--One copy by email to the City/Twp/Village Clerk at

\_\_\_\_\_  
**Name of local unit of government**

**APPLICATION FOR**  
**ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY**  
**TELECOMMUNICATIONS PROVIDERS**

\_\_\_\_\_  
**By**  
**[Name of Company]**  
**("APPLICANT")**

*This is an application pursuant to Small Wireless Communications Facilities Deployment Act, 2018 PA 365 ((The "Small Cell Act") for access to and ongoing usage of the public right-of-way, or "ROW" which means the area on, below, or above a public roadway, highway, street, alley, bridge, sidewalk, or utility easement dedicated for compatible uses in the Municipality for one or more Small Cell Wireless Facilities. Public right-of-way does not include any of the*

*following: (i) A private right-of-way; (ii) A limited access highway; or (iii) Land owned or controlled by a railroad as defined in section 109 of the railroad code of 1993, 1993 PA 354, MCL 462.109.*

*Following receipt of an application, the Small Cell Act allows 25 days for a determination by the authority (municipality) that the application is complete, or not. The Act further provides 60-120 days for an authority to approve or deny access from the date a provider files an application for a permit for access to a public right-of-way." This application must be accompanied by a one-time application fee of \$200 in the event applicant intends to use an existing utility pole or, \$300 in the event the applicant intends to use a new or replacement of an existing pole, regardless of what entity actually replaces the pole. A bond of \$1000 per site is also required at the time of permitting. An annual rate of \$20 for collocated facilities or an annual rate of \$125 for facilities utilizing new support structures shall be paid in addition.*

## **1 GENERAL INFORMATION:**

1.1 Date: \_\_\_\_\_

1.2 Applicant's legal name: \_  
Mailing Address: \_\_\_\_\_

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Telephone Number:  
Fax Number: \_\_\_\_\_  
Corporate website: \_

Name and title of Applicant's local manager (and if different) contact person regarding this application: \_\_\_\_\_

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

Telephone Number:  
Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

1.3 Type of Entity: (Check one of the following)

- |       |                         |           |             |
|-------|-------------------------|-----------|-------------|
| _____ | Corporation             |           |             |
| _____ | General                 |           | Partnership |
| _____ | Limited                 |           | Partnership |
| _____ | Limited                 | Liability | Company     |
| _____ | Individual              |           |             |
| _____ | Other, please describe: |           |             |

1.4 Assumed name for doing business, if any:

1.5 Description of Entity:

1.5.1 Jurisdiction of incorporation/formation;

1.5.2 Date of incorporation/formation;

1.5.3 If a subsidiary, name of ultimate parent company;

1.5.4 Chairperson, President/CEO, Secretary and Treasurer (and equivalent officials for non-corporate entities).

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.

1.7 Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality? If yes, describe: \_\_\_\_\_

1.8 In the past three (3) years, has Applicant had a permit to install Small Cell Facilities in the public right of way revoked by any Michigan municipality?

*Circle: Yes No*

*If "yes," please describe the circumstances.*

1.9 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under any law or regulation related to the following:

1.9.1 A felony; or

1.9.2 A revocation or suspension of any authorization (including cable franchises) to provide personal wireless cellular services?

Circle: Yes      No

*If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.*

1.10 Please provide a copy of any and all licenses or permits held by the applicant to provide personal wireless services. [If Applicant provides a license to provide wireless service, no financial information needs to be supplied.] Whether privately or publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

1.10.1 If privately held, and if Municipality requests the information within 25 days of the date of this Application, the Applicant and the Municipality shall make arrangements for the Municipality to review the financial statements and obtain copies of those records necessary to support the financial ability of applicant to carry out the permit requested in a reasonable and timely fashion.

*If no financial statements are provided, please explain and provide particulars.*

## **2 DESCRIPTION OF PROJECT:**

2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide wireless services in this Municipality, County and State. If no authorizations are applicable, please explain.

2.2 Describe in plain English how Municipality should describe to the public the wireless services to be provided by Applicant and the wireless facilities to be installed by Applicant in the Public Ways.

2.2.1 Does the intended location of the wireless facility installation(s) involve particularly sensitive areas or districts of the community including: Recent Downtown Development/Renewal Streetscapes, Residential, Underground, historic or high end commercial? If so, please specify and, state what alternatives the applicant considered prior to application.

2.3 Attach route maps showing the location and detailed drawings, plans and specifications, of all wireless facilities and associated support structures as existing and as intended to be replaced, if applicable, and all other equipment intended to be installed in the public right-of-way. Please include whether such facilities are intended as overhead or underground and – if fiber or other lines are to be installed as related to this wireless facility, attach the Metro Act Permit or pending application regarding same.

These installation details must specifically identify the exact location intended including side of the street, height, width and weight of all such equipment and support structures.

Construction approval is a separate process and may require greater detailed engineering drawings and other information to insure the safety and protection of the public and existing infrastructure of other ROW users and occupants.

2.4 Please provide an anticipated or actual construction schedule and a total cost of the project including all fees paid to any other entities for attachment and make ready work.

2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways.

2.6 Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be installed on or in existing facilities in the Public Ways of existing public utilities or incumbent

telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant.

### **3 WIRELESS PROVIDER ADMINISTRATIVE MATTERS:**

*Please provide the following or attach an appropriate exhibit.*

- 3.1 Address of Applicant's nearest local office;
- 3.2 Location of all records and engineering drawings, if not at local office;
- 3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the wireless system;
- 3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:
  - 3.4.1 Worker's compensation;
  - 3.4.2 Commercial general liability, including at least:
    - 3.4.2.1 Combined overall limits;
    - 3.4.2.2 Combined single limit for each occurrence of bodily injury;
    - 3.4.2.3 Personal injury;
    - 3.4.2.4 Property damage;
    - 3.4.2.5 Blanket contractual liability for written contracts, products, and completed operations;
    - 3.4.2.6 Independent contractor liability;
    - 3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);
    - 3.4.2.8 Environmental contamination;
  - 3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.
- 3.5 Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways.
- 3.6 It is recommended that the applicant prepare a wireless facilities permit from the Clerk's office and attach same to this application with all attachments. Much of the information sought in this application will be required by completing the permit, which can substitute for providing the same information a second time here.

It is also recommended the applicant review the City/Twp/Village ordinance and or Policy concerning Wireless facilities in the ROW. See

**4 CERTIFICATION:**

*All the statements made in the application and attached exhibits are true and correct to the best of my knowledge and belief.*

**NAME OF ENTITY (“APPLICANT”)**

Date

By: \_\_\_\_\_

Type or Print Name:

Title



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