



## FRANCHISE PERMIT APPLICATION PROCEDURES

### -SMALL WIRELESS FACILITIES-

#### Franchise Definition

State Law reference— Authority to legislate on matters pertaining to municipal affairs, A.C.A. § 14-43-601 et seq.; general authority relative to streets and sidewalks, A.C.A. §§ 14-54-104, 14-54-601 et seq.

THE CITY IS THE FRANCHISE AUTHORITY FOR PERMITTING USE OF CITY RIGHTS OF WAY AND AIRSPACE, INCLUDING COORDINATING WITH EXISTING UTILITIES OUTSIDE PLANT.

#### **THIS APPLICATION IS NOT REQUIRED FOR ROUTINE MAINTENANCE AND REPLACEMENT**

NOTICE: This application conforms with the requirements of Little Rock, Ark., Ordinance No. 21,423 (June 6, 2017). It shall be submitted by a Wireless Services Provider or its duly authorized representative. A Wireless Services Provider is a person who provides any services, whether at a fixed location or mobile, provided it is using Wireless Facilities. Wireless Facilities means equipment at a fixed location that enables wireless communications between user equipment and a communication network, including: (i) equipment associated with wireless communications; (ii) radio transceivers, Antennas, coaxial or fiber-optic cable, regular and back-up power supplies, and comparable equipment, regardless of technological configuration. The term includes Small Wireless Facilities. ***The term does not include structure or improvements on, under, or within which the equipment is collocated, wireline backhaul facilities, coaxial or fiber optic cable that is between wireless support structures or utility poles or coaxial or fiber optic cable that is otherwise not immediately adjacent to, or directly associated with, an antenna.***

#### Submittal Procedures

##### Submit two (2) hard copies and 1 electronic copy on disk of the following:

1. Franchise application complete with requested information;
2. *Construction plans and drawings, detail descriptions of equipment and mounting, power/data sources, CLR standard details for infrastructure replacement, ADA clearance issues, utility conflicts;*
3. *Application fee: \$100 each for up to five (5) small wireless facilities and \$50 each for each additional small wireless facility.*

Applications should be provided to: **Little Rock Public Works Traffic Engineering**  
**Attn: Small Wireless Facility Franchise Administrator**  
621 S. Broadway St.  
Little Rock, AR 72201

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All requests for private use franchises will be received by the Franchise Administrator who will determine if the appropriate documentation has been submitted. Additional information may be requested if necessary.

- In conjunction with an approved Franchise, other permits (i.e. building, sign, street cut, barricade, etc.) may also be required.
- There are several entities that must approve the request and forward their response to this office. Your request is processed as quickly as possible and we appreciate your patience.

**NOTE:** The City shall notify the applicant whether the application is complete within ten (10) calendar days of receipt of the application. If not, the City shall specify what information is missing or incomplete. A final decision by the City to grant or deny the application shall be made within sixty (60) calendar days of the submission of a complete application.

- This franchise is required in addition to any street cut permit or barricade plan required for work in the traffic or pedestrian areas of right-of-way.
- Devices shall not be installed on any traffic signal or streetlight facilities (including but not limited to signal poles, mast arms, luminaire arms, etc.) Unauthorized devices will be removed and disposed of by City crews without prior notification and reimbursement to the owner.
- If ownership of the devices/facilities changes, the owner shall duly notify the City and all franchise agreement conditions shall apply to the new owner. If the devices/facilities are no longer in use or abandoned for any reason, the owner agrees to remove all such devices and make repairs to the location as required by City staff, at no cost to the City.
- Annual Rates: **\$20.00/year** per CLR owned wooden pole; **\$200.00/year** per all other CLR owned pole; **\$20.00/year** per for use of the rights-of-way for each Small Wireless Facility
- **Should this franchise be granted, it is understood that the City of Little Rock assumes no responsibility to maintain the installation or to replace any installation damaged or destroyed by Utility or City crews in their routine maintenance work. Also, the City assumes no responsibility should service related to franchised item be interrupted during City maintenance work or injury be inflicted on any one as a result of the presence or installation of the franchised item.**

**Should you have any questions concerning any part of the application, please contact Travis Herbner, telephone # 501-379-1805, e-mail [therbner@littlerock.gov](mailto:therbner@littlerock.gov)**



FRANCHISE APPLICATION  
SMALL WIRELESS FACILITY RIGHT-OF-WAY USE PERMIT

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1. APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

2. CONSULTANT'S NAME: \_\_\_\_\_

CONSULTANT'S REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

3. GENERAL DESCRIPTION: (A general description of the proposed work and of the purpose(s) and intent(s) of the small wireless facility and shall include a legal description of the location of each small wireless facility to be erected or constructed. The scope and detail of the description should be detailed with special emphasis on subservice utilities likely affected or impacted by the proposed work.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional description sheets provided (Yes/No): \_\_\_\_\_

4. AUTHORIZATION FROM APPLICANT FOR CONSULTANT TO SPEAK WITH CITY STAFF:

(Provide written authorization that any consultant shall speak with City staff, or City's designee, on the area of consultant chosen even if the applicant cannot be available) (Yes/No): \_\_\_\_\_

5. CODE VERIFICATION: (Provide verification from appropriate associated professional representing the applicant that the small wireless facility meets all applicable local, state, and federal codes) (Yes/No): \_\_\_\_\_

6. PUBLIC SAFETY EQUIPMENT CONFLICTS: (Provide information to assure that a small wireless facility shall not interfere with any public safety equipment) (Yes/No): \_\_\_\_\_

7. ZONING COMPLIANCE: (If applicant desires to construct or modify a utility pole, utility

equipment, or exceed the height or size limits set by the City, provide proof of compliance with City zoning requirements) (Yes/No): \_\_\_\_\_

8. **FIBER FRANCHISE:** The applicant...

\_\_\_\_\_ Has received a fiber franchise from the City which was approved in Little Rock, Ark., Ordinance No. \_\_\_\_\_ ( date ).

\_\_\_\_\_ Has applied for a fiber franchise from the City and the application is pending.

\_\_\_\_\_ Will install small wireless facilities pursuant to a fiber franchise that was previously granted to ( name of company ) in Little Rock, Ark., Ordinance No. \_\_\_\_\_ ( date ).

\_\_\_\_\_ Does not have a fiber franchise and is not operating under the franchise of another entity.

9. **APPLICATION FEE TOTAL:** (# of SWF) x \$100 plus (# of SWF >6) x \$50 = \$\_\_\_\_\_

Fee Collected (Yes/No): \_\_\_\_\_

10. **INFORMATION UPDATES:** The applicant is required to provide updates to City staff of any revision(s) from the filed application during the review process. The update(s) is required to be submitted no more than 30 days following the revision(s).

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10. **SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE OF FILING:** \_\_\_\_\_ **TIME OF FILING:** \_\_\_\_\_

11. **SIGNATURE OF CITY STAFF ACCEPTING APPLICATION:** \_\_\_\_\_