SMALL CELL FACILITIES GUIDELINE – Canton, OH

Ref: City Ord. 962
ORC 4939

1. **Applications (962.04.A. thru C.; 962.12)**

   Small Cell Minor Permit $250
   -Removal/Replacement of small cell facilities on a wireless support structure w/o substantial change.
   Small Cell Substantial Permit $250
   -Installation of new small cell facilities or removal/replacement of small cell facilities constituting a substantial change.
   Wireless Support Structure Permit $250
   -Construct, modify, or replace a wireless support structure in right-of-way

   Applications to include, at minimum:
   a. Radio Frequency Compliance Affidavit
   b. Regulatory Authorization to locate in Public Right-of-Way
   c. Authorization from owner to locate on Wireless Support Structure (as needed). Attachment Certificate if collocating on city-owned wireless support structure.
   d. Site Plan and Structural Calculations by an Ohio registered Professional Engineer
   e. Equipment and Enclosure Specifications
   f. Statement of intent
   g. Bond or proof of financial mechanism to install, maintain, and remove facilities

2. **City Review of Applicaton** (by City Engineering) **(962.04.D.)**

   a. Small Cell Minor – 60 day review
   b. Small Cell Substantial – 120 day review
   c. Wireless Support Structure- 120 day review
   d. Tolling (suspension or extension) of review deadlines permitted under certain circumstances.

3. **Attachment Certificate (962.04.C.2, F.2., and H.1.; 962.12)**

   a. City Engineering reviews requests to collocate small cell facilities on city-owned poles
   b. Valid for 10 years, renewable 5 year terms
   c. Attachment to Municipal Pole $200 (Annual Fee)

4. **Permits (962.04.F. thru J.)**

   a. Non-transferrable
   b. 180 days to complete work authorized by permit
   c. Permits may be revoked for misleading information on application or failure to comply with permit or other provisions

d. Permit may expire if federal or state law mandating utilities in public right-of-way are invalidated.
e. Appeals are submitted to the city Board of Zoning Appeals.
   Waiver/Appeal Application fee $250

5. General Requirements (962.05)

a. City has right to inspect facilities in right-of-way; and further action if small cell facility is imminent threat to persons or property
b. Permittee must provide/maintain accurate contact information
c. Permittee indemnifies city
d. Permittee must cooperate with city of suspected radio interference with city signals
e. Small cell facilities and support structure must not interfere with use of other property
f. Facilities must be setback to avoid the traveled ways and not obstruct sight lines, pedestrian access, utility access, public transportation and appurtenances, fire hydrants, access to doors, gates, or points of ingress/egress, and fire escapes.
g. No placement of small cell facilities or wireless support structure directly in front of historic or architecturally significant structures in highly visible locations.
h. Location of facilities small cell facilities or wireless support shall not necessitate tree trimming or removal. Place outside of eventual mature tree dripline.
i. Permittee must maintain small cell facilities
j. Permittee must comply with radio frequency exposure standards
k. Place Service lines underground
l. Permittee must relocate for public improvements at permittee's cost
m. Permittee must remove facilities within 90 day of discontinued use; otherwise, the city may remove at owner's expense.
n. All owners must provide bond or proof of financial mechanism to install, maintain, and remove facilities

6. Design and Site Requirements (962.06)

a. <u>Location Priority</u>:
   1. Collocate on an existing wireless support structure within a *utility easement*
   2. Collocate on an existing wireless support structure within an *alley*
   3. Collocate on a new wireless support structure within a utility easement
   4. Collocate on a new wireless support structure within an alley
   5. Collocate on an existing wireless support structure in the city right-of-way, currently supporting a small cell facility
   6. Collocate on an existing pole within the city right-of-way
   7. Collocate on a new wireless support structure within city right-of-way

b. General Design and Installation Requirements:
    1. New wireless support structures shall be at least 750 feet from any existing small cell facility, unless otherwise approved (u.o.a.)
    2. Permittee to provide coordinates and elevation for each antenna, proposed and as-built
    3. Install all poles and equipment plumb, neat and orderly.
    4. Locate facilities to have the least impact on adjoining property
    5. Apply ambient noise suppression or place in a location that noise does not impact adjacent properties
    6. Vertical cable runs for the connection of power and other services on all small cell facilities collocated on new wireless support structure installations shall be concealed within the wireless support structure.
    7. The vertical cable runs for the connection of power and other services on all small cell facilities collocated on existing wireless support structure installations shall be concealed within the wireless support structure, unless it is determined not possible by city.
    8. The vertical cable runs for the connection of power and other services on all small cell facilities collocated on utility poles shall be mounted to the surface of the pole within conduit.
    9. Electric meters, telecommunications demarcation boxes, grounding equipment, power transfer switches, and cut-off switches shall be mounted on the same side of the pole as the small cell facilities common enclosure and shall match the color of the small cell wireless facilities and the color of the pole on which it is mounted. The city may approve an alternate mounting orientation or color.
    10. Power and other service cables, from their source to the small cell facility and wireless support structure, must be underground, u.o.a.

c. Small Cell Antenna
    1. Anchored to poles with corrosion resistant steel hardware
    2. No lights permitted within public view, unless required by FAA or FCC regulations
    3. Antenna and equipment must be concealed with a radome or cylinder matching color of the pole, u.o.a.
    4. Initial antenna on a pole must be top-mounted, u.o.a.
    5. GPS antenna in radome/cylinder or mounted directly above same, not to exceed 6 inches.
    6. Maximum 6 cubic feet volume for antenna and associated equipment

d. Small Cell Equipment
    1. Installed plumb, neat and orderly
    2. Anchored to poles with corrosion resistant steel hardware
    3. No lights permitted within public view, unless required by FAA or FCC regulations
    4. Small Cell Equipment *mounted on Wireless Support Structure*
        a. Equipment must be concealed within an enclosure capable for 2 small cell facilities
        b. Maximum 21 cubic feet volume enclosure (not including antenna)

c. Max. 90 inch height x 20 inch width x 20 inch depth
d. Must not extend more than 24 inches from pole
e. Minimum 10 feet clearance from grade to bottom of enclosure
f. Center enclosure on the vertical axis
g. Enclosure must be mounted on the side of the pole opposite the side from which the nearest traffic lane's direction of travel approaches the pole, u.o.a.
h. Enclosure Design Elements:
    i. Metal, Composite, or equivalent material approved by city.
    ii. Color must match the pole, unless the surrounding context of the small cell facility is better suited to another color, as determined by the city
    iii. The enclosure shall match the style, or lack thereof, of the pole on which it is mounted unless the surrounding context of the small cell facility is better suited to another style, as determined by the city
    iv. Common enclosures when located within 5000 feet of an existing common enclosure shall match the design elements of the existing common enclosure unless the surrounding context of the small cell facility is better suited to an alternate design, as determined by the city; considering nearby poles, design features of existing or proposed streetscape, historical context of a district or site, or to camouflage or conceal the enclosure from view.

5. *Ground Mounted* Small Cell Facility Equipment
    a. Must be placed underground
    b. Above grade ground mounted granted only with waiver

e. Wireless Support Structure
1. Align with other poles to achieve an in-line appearance
2. Minimum setback 2 feet from traveled ways
3. Attachments anchored to poles with corrosion resistant steel hardware
4. Minimum and Maximum of 2 small cell facilities per structure
5. No lights permitted within public view, unless required by FAA or FCC regulations
6. Maximum 40 feet overall height. 35 feet if zoning restricts building height to 35 feet or less.
7. Maintain 10 feet horizontal clearance from other facilities and improvements. Clearance from electric utilities as per industry standard.
8. Pole design elements:
    a. Aluminum or Galvanized Steel poles
    b. Black anodized coating; or Canton CBD Green within Cityscape Gateway Corridors or Downtown SID, or streets with existing poles painted CBD Green
    c. Diameter – 12 inch maximum
    d. Smooth round tapered profile; or fluted within Cityscape Gateway Corridors or Downtown SID, or streets with existing fluted poles.
    e. Trapezoidal pedestal base on a reinforced concrete foundation; Ornamental Base within Cityscape Gateway Corridors (City Ord. 921) or the Downtown

Special Improvement District, or streets with existing poles with ornamental bases; on a reinforced concrete foundation. At minimum, the base must cover anchor bolts

f. Self-supporting structures only
g. Exception: If the neighborhood context would be better served by a pole of a different material, color, style, or base as determined by city.

7. Attachment to City-Owned Wireless Support Structures (962.061)

a. The city will not authorize any attachments to city-owned infrastructure that negatively impacts the structural integrity, use or purpose of the associated infrastructure.
Decorative/Nostalgic Poles
b. *Requests for collocation on existing decorative/nostalgic poles within the City of Canton, Ohio are strongly discouraged*. Any design or modifications to the existing decorative/nostalgic poles will be inconsistent with the design of the existing fixtures. Such poles may not be able to accommodate new installations and are not suitable for replacement.
c. Traffic Signal Poles
    1. Location of antennas on traffic signal poles must be limited to the pole or the portion of its mast arm between the pole and the first signal head
    2. Attachment of an antenna to the pole or mast arm must be designed by an Ohio registered professional engineer and be included with Site Plan and Structural Calculation submittal.
    3. Attachment by strapping or other means which may damage the protective coating of the pole is not permitted on decorative poles or mast arms, u.o.a.
    4. Antennas (including enclosures) are preferred at 36" height x 12" width x 12" depth maximum, but in all cases shall not exceed six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an enclosure of not more than six cubic feet in volume.
    5. A maximum of one antenna per traffic signal pole.
    6. Attachment of wireless equipment, other than the antenna, to the signal pole is prohibited, unless it is contained within the antenna enclosure.
    7. All cables and wiring associated with small cell facilities must be concealed within the wireless support structure and *segregated* from existing cables or wires.
    8. The city may condition approval of the collocation on replacement or modification of the wireless support structure (traffic signal pole) at the applicant's sole cost if the city determines that replacement or modification is necessary for compliance with city standards. A replacement or modification of the wireless support structure shall conform to all applicable design guidelines and city specifications for the type of structure being replaced or modified. The city may retain ownership of a replacement structure.

d. Street Light Poles
    1. Location of antennas on street light poles must not interfere or block the illumination of the intended area to be illuminated.

2. Attachment of antennas to the pole must be designed by an Ohio registered professional engineer and be included with Site Plan and Structural Calculation submittal.
3. Attachment by strapping or other means which may damage the protective coating of the pole is not permitted on decorative poles or mast arms, u.o.a.
4. Antennas (including enclosures) are preferred at 12" height x 6" width x 6" depth maximum, but in all cases shall not exceed six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an enclosure of not more than six cubic feet in volume
5. A maximum of one antenna per street light pole.
6. Attachment of wireless equipment, other than the antenna, to the signal pole is prohibited, unless it is contained within the antenna enclosure.
7. All cables and wiring associated with small cell facilities must be concealed within the wireless support structure and *segregated* from existing cables or wires.
8. The city may condition approval of the collocation on replacement or modification of the wireless support structure (street light pole) at the applicant's sole cost if the city determines that replacement or modification is necessary for compliance with city standards. A replacement or modification of the wireless support structure shall conform to all applicable design guidelines and city specifications for the type of structure being replaced or modified. The city may retain ownership of a replacement structure.

6. Other City-Owned Wireless Support Structures.

1. Location of antennas on city structure must not interfere with the intended use of the structure and its attachments.
2. Attachment of an antenna to the structure must be designed by an Ohio registered professional engineer and be included with Site Plan and Structural Calculation submittal.
3. Attachment by strapping or other means which may damage the protective coating of the pole is not permitted on decorative poles or mast arms, u.o.a.
4. Antennas (including enclosures) are preferred at 24" height x 12" width x 12" depth maximum, but in all cases shall not exceed six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an enclosure of not more than six cubic feet in volume.
5. A maximum of one antenna per structure, unless approved otherwise by the Director of Public Service or his/her Designee.
6. Attachment of wireless equipment, other than the antenna, to the signal pole is prohibited, unless it is contained within the antenna enclosure.
7. All cables and wiring associated with small cell facilities must be concealed within the wireless support structure and segregated from existing cables or wires.

8. The city may condition approval of the collocation on replacement or modification of the wireless support structure (street light pole) at the applicant's sole cost if the city determines that replacement or modification is necessary for compliance with city standards. A replacement or modification of the wireless support structure shall conform to all applicable design guidelines and city specifications for the type of structure being replaced or modified. The city may retain ownership of a replacement structure.