

# City of Port Jervis, New York



Building Department  
PO Box 1002  
20 Hammond Street  
Port Jervis NY 12771  
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[www.portjervisny.org](http://www.portjervisny.org)

## 5G Small Cell Wireless Facilities Permit Application Submittal Requirements:

- A. **Site Plans:** The applicant must submit scaled site plans prepared, sealed, stamped and signed by a Professional Engineer licensed and registered by the State of New York. Drawings must depict any and all:
1. Above and below ground utilities
  2. Existing pole(s) or proposed new pole(s):  
Each new or modified utility pole or wireless telecommunication support structure installed in the City rights-of-way shall not exceed the greater of:
    - a. Ten (10) feet above the tallest existing utility pole in the rights-of-way located within 500 feet of a new pole; or
    - b. Fifty (50) feet above ground levelNew small wireless facilities in in City rights-of-way shall not exceed the greater of:
    - a. More than ten (10) feet above an existing utility pole or wireless telecommunications support structure in the rights-of-way in place as of the effective date of this Chapter; or
    - b. Fifty (50) feet above ground level
  3. Curb lines or edge of pavement
  4. Trees
  5. Property lines
  6. Building footprints
  7. Utility and other easements as well as all other appurtenance within the project area.
  8. All freestanding underground-fed (electric or fiber optic) poles must show underground conduit paths, including the connection source point for both electrical and fiber.
  9. All existing or proposed small cell installations within 1,000 feet of proposed installation(s)
- B. **Elevation Drawings:** The applicant must submit scaled elevation drawings prepared, sealed, stamped and signed by a Professional Engineer licensed and registered by the State of New York. Drawings must depict all proposed equipment, clearance between any project equipment and ground, all underground foundation details. Drawings must include dimensions of all heights or any proposed structure, pole or equipment, whether on existing utility poles or on new proposed freestanding poles. All elevations must include structural calculation for both existing and proposed poles.
- C. **Photo Simulations:** For all applications, photo simulations from at least three reasonable line-of-site locations near the proposed project site. The photo simulations must be taken from the viewpoints of the greatest pedestrian or vehicular traffic. Angle of at least two of the photo simulations must be at least 90 degrees from one another and provide a full profile depiction. Photo simulations must be included in the application packet.
- D. **Equipment Specifications:** For all equipment depicted on the plans, the applicant must include:
1. The manufacturer's name and model number
  2. Physical dimensions including, without limitation, height, width, depth, volume and weight with mounts and other necessary hardware
  3. Technical rendering of all external components, including enclosures and all attachment hardware
  4. All freestanding poles must show foundation details, underground conduit paths, including the connection source for both electrical and fiber

5. Certification that the Network Antennas comply with FCC Regulations and will be placed into service no later than 60 days of construction and final testing.

**E. Additional Requirements:**

1. Proposed construction schedule and sequence
2. Traffic control plan during construction, if necessary
3. Proof of written notification to all property owners within a 250' radius of proposed installation

- F. Design Requirements:** Small wireless facilities must be designed so as to avoid unsightly or out-of-character deployments and subject to the approval of the Building Department

**G. Required Fees:**

1. \$500.00 for each of the first five (5) installations on an existing structure and \$100.00 for each installation after the first five (5)
2. \$1000.00 for any new pole installation
3. If the pole being proposed is owned by The City of Port Jervis, an annual attachment fee of \$270.00

**City of Port Jervis**  
**5G Small Cell Wireless Facilities Permit Application**

**SELECT PERMIT TYPE:**

**Small Cell Attachment to Existing Pole**

Number of antennas: \_\_\_\_\_

Pole Number \_\_\_\_\_

Pole Owner \_\_\_\_\_

**Small Cell attachment to New Pole**

Number of Poles to be Installed: \_\_\_\_\_

Number of antennas to be Installed: \_\_\_\_\_

**Antenna installation type:**

Existing City Owned Pole

Existing Third-Party Owned Pole

**REQUIRED INFORMATION:**

1. Is the proposed small cell infrastructure in  City,  State, or Federal Right-of-Way? Or  NA
2. Provide Pole Identification Number, address and intersection:

Pole ID: \_\_\_\_\_ GPS Location: \_\_\_\_\_ Address/Intersection: \_\_\_\_\_

Pole owner: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Certificate of Liability Insurance & Workman's Compensation Insurance (Attach to Application)**

**Licensed Electrician:**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Telecommunications Company:**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Fiber Provider:**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Annual Fee Billing Information (if Pole(s) are owned by the City of Port Jervis):**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of applicant/owner: \_\_\_\_\_

(For office use only)

Application approved \_\_\_\_\_ Application disapproved \_\_\_\_\_

Reason(s) for disapproval \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Issuing Officer**

Fee: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_ Permit # \_\_\_\_\_

\_\_\_\_\_