

**Small Cell Wireless Facilities Permit  
Application**

City of Evanston  
2100 Ridge Avenue  
Evanston, IL 60201  
(847) 448-4311  
[www.cityofevanston.org](http://www.cityofevanston.org)

Permit #: _____
Permit Fee: \$ _____
Account. No: 100.40.4105.52126
Approved by: _____
Start Date: _____ Expires: _____



**APPLICANT INFORMATION**

Applicant Name:		Date:
Applicant is a: <input type="checkbox"/> Carrier/Wireless Provider <input type="checkbox"/> Representative <input type="checkbox"/> Other:		
Company Name:		
Address:		
City:	State:	ZIP Code:
Phone:	Email:	

**PROPOSED SITE LOCATION**

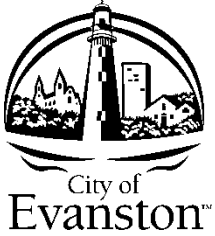
Property Address:		
City:	State:	ZIP Code:
Closest Intersection (Distance and Direction from):		

**EXISTING POLE/STRUCTURE INFORMATION**

New Pole/Structure Construction? Yes <input type="checkbox"/> No <input type="checkbox"/> Service Provided (i.e., 4G, 5G):		
Pole/Structure ID Number:	Height of Pole/Structure (feet):	Pole Color:
Existing Attachment(s) on Pole/Structure? (e.g., banners, light fixtures) Yes <input type="checkbox"/> No <input type="checkbox"/>		
Existing Structure Owner:		
Name of Structure Owner Representative:		
Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	Fax:

**PROPERTY OWNER INFORMATION**

In the event that the proposed small wireless facility is to be attached to an existing pole owned by an entity other than the City, the wireless provider shall provide legally competent evidence of the consent of the owner of such pole to the proposed collocation. Permission has been granted by property owner? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name:		
Address:		
City:	State:	ZIP Code:
Phone:	Email:	



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### APPLICATION REQUIREMENTS

The following documents must be attached or included for the Application to be complete:

- Completed Application
  - Site specific structural integrity, AND for a municipal utility pole, make-ready analysis prepared by a structural engineer
  - The location where each proposed small wireless facility or utility pole would be installed
  - Photographs of the proposed site location and its immediate surroundings
  - Specifications and drawings prepared by a structural engineer for each proposed small wireless facility
  - The equipment type and model numbers for the antennas and all other wireless equipment associated with the small wireless facility
  - A proposed schedule for the installation and completion of each small wireless facility, if approved
  - Proof of permission granted by property owner, if existing pole not owned by the City
  - **CERTIFICATE OF INSURANCE** valid for permit period, \$1,000,000 naming the "City of Evanston" as additional insured and **BOND** as required by City Engineer
  - **TRAFFIC CONTROL PLAN** for safe movement of pedestrians and vehicles
- Any changes to operations set forth in this application without the prior approval of the City Engineer, may result in citation and fine**
- Provide the X, Y location of the utility pole that the small cell wireless facility is attached to in accordance with the EPSG:3435 – NAD83 / Illinois East (ftUS) Illinois State Plane Coordinate System

### ACKNOWLEDGMENT & SIGNATURE

**Permit Acceptance and Liability Waiver (to be signed by authorized company representative or homeowner)**

I request permission to excavate and/or occupy the public right-of-way in the City of Evanston in accordance with Section 7 of the City Code. For consideration of such permission, I agree to indemnify, hold harmless and defend the City of Evanston, its officers, agents and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with such excavation and occupancy. I further agree to do all work in accordance with the conditions, regulations and city standards provided with this application. **A copy of this permit shall be available for review at the job site at all times when work is occurring in the right-of-way.**

Signature of Applicant:

Date:

Printed Name of Applicant:

Title:

### \*\*FOR ADMINISTRATIVE USE ONLY\*\*

Date Application was submitted:

Application is:    Complete     Incomplete

If incomplete, date the Applicant was notified:

Missing documents or information:

**MUNICIPAL OFFICIALS SHOULD REVIEW THIS DOCUMENT WITH RETAINED LEGAL COUNSEL OR OTHER QUALIFIED ATTORNEY.**

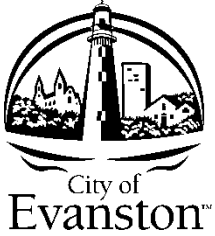
Fee Schedule (Check One)

\_\_\_\_\_ Single Small Cell Wireless Facility \$650

\_\_\_\_\_ Multiple Small Cell Wireless Facilities (up to 25) \_\_\_\_\_ x \$350 = \$ \_\_\_\_\_  
(number)

\_\_\_\_\_ Single Small Cell Wireless Facility with New Utility Pole \$1000

- Permit shall be valid for 5 years. Application/Fee required for each 5-year period
- A \$200 annual rate will be charged beginning one year from permit issuance date and each subsequent year for each antenna location



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**City of Evanston  
Right of Way Permit Fee Schedule**

**Permit Extension/Cancellation Fee** \$ 50.00

**Driveway**

Commercial	\$100.00
Residential	\$ 50.00

**Street Opening**

7-4-3.3 PAVEMENT DEGRADATION FEE RATE TABLE:

<u>Street Resurfacing Condition</u>	<u>Pavement Degradation Schedule</u>
One (1) to three (3) years	\$550.00 with an additional \$16.00 per square feet of Impacted Street Area over twenty-five (25) square feet per location
Four (4) to seven (7) years	\$450.00 with an additional \$12.00 per square feet of Impacted Street Area over twenty-five (25) square feet per location
Eight (8) years and above	\$150.00 per twenty-five (25) square feet per location

Winter Street Opening – an additional \$250.00/25 s.f. for street opening between November 15th to April 1st (City to complete the final surface restoration in the Spring)

**Sidewalk/Parkway Opening** \$50.00 per opening

**Meter Bags** \$15.00/day/meter

**Obstruction Fee**

Permits for the closure of streets, alleys, or sidewalks/parkways shall be paid in accordance with the following schedule:

Sidewalk/Parkway	\$1.50/linear feet/week (\$50 minimum)
Parking Lane	\$1.50/linear feet/week (\$50 minimum)
Traffic Lane or Alley	\$1.50/linear feet/week (\$50 minimum)

**Dumpster / Container Fee is based on Obstruction Fee schedule for closures.**

Per City Franchise agreement, dumpsters must be provided by Groot Waste Management, 1 (800) 244-1977

**Sidewalk Sign Fee** \$100.00/ year

PENALTIES: The penalty shall be \$500 per day if the permit expires and the obstruction remains; however, the Director of Public Works may extend the permit upon request by the applicant. The penalty shall be \$500 per day for obstructing the public way without a permit (except in cases of emergency); however, if all permit requirements are subsequently met and a permit is issued, the penalty may be reduced to an amount equal to the first month's permit fee using the schedule above.