



WIRELESS COMMUNICATIONS FACILITY/ WIRELESS SUPPORT STRUCTURE APPLICATION INFORMATION

City of Conway, Arkansas - Planning & Development

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Effective on and after August 14, 2018

NOTE: This document does not include all requirements for Wireless Communications Facilities/Wireless Support Structures. **Please refer to Ordinance #O-18-80 for complete requirements.**

In the City of Conway, utility poles and street lights are owned and controlled by Conway Corporation (ConwayCorp). Traffic control signals/infrastructure and civil defense sirens are owned and controlled by the City of Conway (City).

Basic Definitions and Regulations (Refer to #O-18-80 for detailed definitions)

1. **Wireless Communication Facility (WCF)** is equipment at a fixed location in the right-of-way that enables wireless communications between a retail user's equipment and a communication network. A WCF does not include Wireless Support Structures.
 - A WCF may not be placed on any City of ConwayCorp facility without a permit.
 - A WCF permit shall only be issued to a wireless service provider, or an affiliate duly authorized to act on behalf of a wireless service provider.
 - A WCF shall not impede or prevent the provision of light, electricity, or operation of electrical equipment or other existing services.
 - A WCF shall be accessible for a street with a bucket truck.
 - A WCF shall not be energized until it has passed post construction inspection.
2. **Wireless Support Structure (WSS)** is a freestanding structure designed to support or be capable of supporting Wireless Communication Facilities. A WSS does not include a City of ConwayCorp Pole. Typically, a WSS is a new wireless service provider owned freestanding pole or structure.
 - A WSS may not be placed within the public right-of-way when suitable utility poles or WSS are available for attachments in the public right-of-way within one hundred feet (100') of the proposed location.
 - A WSS shall not be taller than thirty-five feet (35') in height above the ground.
 - A WSS shall not be placed in any location that impedes or prevents the provision of lighting, electric distributions, communication, or other existing services.
 - A WSS shall not be placed in the Asa P. Robinson Historic District without approval of the Conway Historic District Commission.
 - A WSS shall not be placed within twenty-five feet (25') of an intersection.
3. **Pole** is a Decorative Pole, Distribution Pole, Streetlight Pole, or Traffic Pole.
 - Decorative Pole is a non-wooden owned and controlled by the City or ConwayCorp that enhances the aesthetic appearance of the surrounding area. A WCF on or within a Decorative Pole shall be treated as a non-standard application.
 - Distribution Pole is a pole owned and controlled by ConwayCorp to provide electricity and/or communications service.
 - Streetlight Pole is a non-decorative pole owned and controlled by ConwayCorp to provide street lighting.
 - Traffic Pole is a traffic signal vertical support pole owned and controlled by the City.

Guidelines for making an application (Refer to #O-18-80 for detailed information)

- Applicant must hold an active Federal Communication Commission (FCC) license to provide cellular or broadband personal communication service or have evidence that he or she is authorized to act on behalf of an entity holding such a license.

- WCF/WSS are only allowed in the public right-of-way. Any commercial wireless facility and/or structure outside of the public right-of-way will require a conditional use permit review and approval by the Conway Planning Commission and Conway City Council. Please contact the Planning & Development Department for additional information.
- A maximum of 25 WCF/WSS may be included on one application. These 25 WCF/WSS must be of the same type for each application. *For example, a permit **may not** include a mix of WCF and WSS. The permit **may not** include a mixture of City owned traffic signal installed WCF and ConwayCorp owned pole mounted WCF.*
- Only one application may be submitted at one time. No applications will be accepted until the current application is approved.
- **Application for WCF Attachment Permit.** (City property or ConwayCorp property attachment) Wireless Providers shall submit a complete application which shall include:
 - A survey and details plans for the proposed attachments.
 - Each attachment must be referenced to City and/or ConwayCorp pole identifier and XY georeferenced.
 - A description of any necessary make-ready work to accommodate the attachments, certified by a licensed professional engineer.
 - Professional Engineer review of the required engineering design and pole loading analyses calculations. Wireless Service Providers shall utilize generally accepted industry standard software for the pole loading analysis, including SPIDA Calc.
 - A detailed description of the WCF proposed to be installed.
 - Type of equipment.
 - Certification as to approval of FCC equipment compliance.
 - The installation design.
 - RF interference studies and documentation (data sheets and technical specifications of the antenna system) that confirms all RF emission comply with applicable laws governing RF exposure levels, including FCC OET Bulletin 65.
 - A safety briefing for the type of proposed wireless installation, if not previously approved.
 - Each application shall include a proposed attachment submittal of each device or design that has not been previously approved, which shall be considered a non-standard application.
 - Emergency contact information.
- **Application for Installation of WSS in Public Right-of-Way.** (Freestanding pole) Wireless Service Provider shall submit a complete application which shall include:
 - Accurate description of the location, dimensions, and appearance of any WCF or WSS to be installed in the public right-of-way.
 - Each location must be XY georeferenced.

Fees (Refer to #O-18-80 for all fee information)

- **Standard Application Fee - \$1,000 per WCF or WSS**
This fee applies to each WCF or WSS proposed location in an application that complies with design standards set forth in Appendix B. *Example: Permit includes 10 standard WCF utility pole installations, 10 x \$1,000 = \$10,000.*
- **Non-Standard Application Fee - \$2,000**
This fee applies to each WCF or WSS proposed location in an application that does not comply with design standards set forth in Appendix B. *Example: Permit includes 10 non-standard WCF decorative pole installations, 10 x \$2,000 = \$20,000.*
- **ROW Fee - \$25 per year**
A annual fee applied to each WCF or WSS installed in the public right-of-way. *Example: A freestanding pole in the right of way.*
- **Attachment Fee- \$200 per year**
A annual fee applied to each WCF attached to a City of ConwayCorp Facility. *Example: A WCF attached to a ConwayCorp utility pole.*