



# Small Cell Permit Application

111 E Maple P.O. Box 1019 Independence, Mo 64051  
Phone: (816) 325-7401 Fax: (816) 325-7770

To be completed by office staff:

**Project Information**

Permit Number \_\_\_\_\_ Application Date \_\_\_\_\_

Project Address	Pole Type	Start Date	Class of Work	Electrical Service Required	Service Size Amps Volts Phases	*Pole Number if existing	**Traffic Control Required
	Existing		New	Yes	Amps		Yes
	New		Repair	No	Volts		No
	Existing		New	Yes	Phases		Yes
	New		Repair	No	Amps		No
	Existing		New	Yes	Volts		Yes
	New		Repair	No	Phases		No
	Existing		New	Yes	Amps		Yes
	New		Repair	No	Volts		No
	Existing		New	Yes	Phases		Yes
	New		Repair	No	Amps		No
	Existing		New	Yes	Volts		Yes
	New		Repair	No	Phases		No
	Existing		New	Yes	Amps		Yes
	New		Repair	No	Volts		No
	Existing		New	Yes	Phases		Yes
	New		Repair	No	Amps		No
	Existing		New	Yes	Volts		Yes
	New		Repair	No	Phases		No
	Existing		New	Yes	Amps		Yes
	New		Repair	No	Volts		No
	Existing		New	Yes	Phases		Yes
	New		Repair	No	Amps		No

\*If you need to establish an address for a new pole, contact Kathy Robertson (GIS Coordinator) at 816-325-7412

\*\*See the Traffic Control Requirements in the attached Public Works Right-of-Way agreement

**Fees and Information**

**Independence Power & Light Permit Fees and Information**

\*\*\*Fees are applicable to the 2019 invoice and are subject to annual 2% increases each subsequent January 1 thereafter\*\*\*

**Permit Application Fee** – \$85.00 per application (up to 10 poles) and \$245.00 per pole

**Inspection Fee** – \$85.00 per application (up to 10 poles) and \$122.00 per pole

Example of fees- (Attaching to 8 poles)	<u>Permit Application Fees</u>	<u>Inspection Fees</u>	<u>Total</u>
	\$85.00 + \$1960.00 (8x\$245.00)	+ \$85.00 + \$976.00 (8x122.00)	= \$3106.00

**Figure your Power and Light portion of the permit submittal fees here:**

FEE	VALUE	EACH	TOTAL
Application Fee	1	85.00	85.00
Per Pole Attachment Fee		245.00	
Inspection Fee Per Application	1	85.00	85.00
Inspection Fee Per Pole		122.00	

**Insurance Requirements**

The applicant must submit all applicable certificates of insurance pursuant to Article 18 of the Small Cell Wireless Pole Attachment Agreement to the Community Development Department with each application.

**Public Works Permit Fees**

\*\*\*Fees are effective as of July 1, 2017. All fees are subject to periodic review and adjustment\*\*\*

**Base Fee for each cut or each 200 contiguous feet** – \$90.00

**Re-inspection** (min .5hr charge) - \$40.00

**Inspection outside normal business hours** -\$55.00

**Pavement degradation fee** - \$40.00

**Temporary Traffic Control Authorization** - \$55.00

**Non-special event street lane closure** - \$10.00

**Post-Construction Permit Fee** – 2 x all fees listed above that are applicable (if permit not obtained in advance of work)

\*\*\*The re-inspection of a facilities cut is required if there is a delay in getting the final facilities cut repaired. It is also required for pavement cuts for each linear feet of contiguous pavement opening. The limit for each inspection is 200 linear feet\*\*\*

**Figure your portion of the Public Works permit submittal fees here:**

FEE	EACH	MULTIPLIER	TOTAL
Each 200 contiguous feet of cut		X 90.00	
Temporary Traffic Control Authorization		X 55.00	
Re-inspection (minimum .5 hr charge)		X 40.00	

**Heritage Commission Fees**

Applications for installation in a designated historic district may be subject to additional review by the Heritage Commission. This will be determined during the plan review process. The fee for certificates of appropriateness is effective as of July 1, 2017, and is subject to periodic review and adjustment by the City of Independence.

\*\*\*To determine if your project is in a historic district, please contact Wendy Shay at 816-325-7419\*\*\*  
**Certificates of Appropriateness to Heritage Commission - \$25.00**

**Applicant/Design Professional Information**

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**General Contractor/Subcontractor Information**

General Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Electrical Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*\*All contractors require a city business license and city contractor license before a permit can be issued\*\***

**Submittal Requirements**

**Submittal Requirements:**

- 1) Submit one complete set of stamped sealed paper plans and specifications and one CD or thumb drive containing plans and specifications in expandable pdf form, with each subsection as its own pdf, for each project.
- 2) Application, plans and fees outlined below must be submitted by mail or in office at City of Independence -ATTN: Building Inspections, 111 E Maple Ave Independence, MO 64050.

**Insurance Requirements:**

The applicant must submit all applicable certificates of insurance pursuant to Article 18 of the Small Cell Wireless Pole Attachment Agreement. Email for information here: <https://www.ci.independence.mo.us/pl/contactusform>

**Notice to Applicant:** Your signature is required to validate this form. Upon signing you assume all responsibilities and authorizations established by Code for work authorized there-in.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date



## Right-Of-Way Permit Application

**Public Works Department  
City of Independence  
111 E Maple  
Independence, MO 64050  
(816) 325-7600**

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FOR OFFICE USE ONLY:  
Permit# \_\_\_\_\_

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*Note: Any entity that uses the right-of-way for the purpose of work, excavation, provision of services, or to install, maintain, construct, repair facilities, equipment or structures thereon or adjacent to, for which a right-of-way permit and/or a temporary traffic control permit is required must first register as a right-of-way user pursuant to Section 17.05.004 of the City Code of the City of Independence. The application fee to register as a ROW user is \$350 with an annual renewal fee of \$70, subject to periodic review and adjustment by the City of Independence. Please contact the Public Works Department for additional information on registering as a ROW user.*

### **Section 1 : Information**

ROW User #: \_\_\_\_\_

Application Date: \_\_\_\_\_ Approximate Work Start Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business License#: \_\_\_\_\_

Mobile Phone (Field Supervisor): \_\_\_\_\_

Applicant Full Name: \_\_\_\_\_

Field Supervisor Full Name: \_\_\_\_\_

Project Address (Attach list if more than one, include Supervisor numbers for each)

**Section 3: Temporary Traffic Control (TTC)**

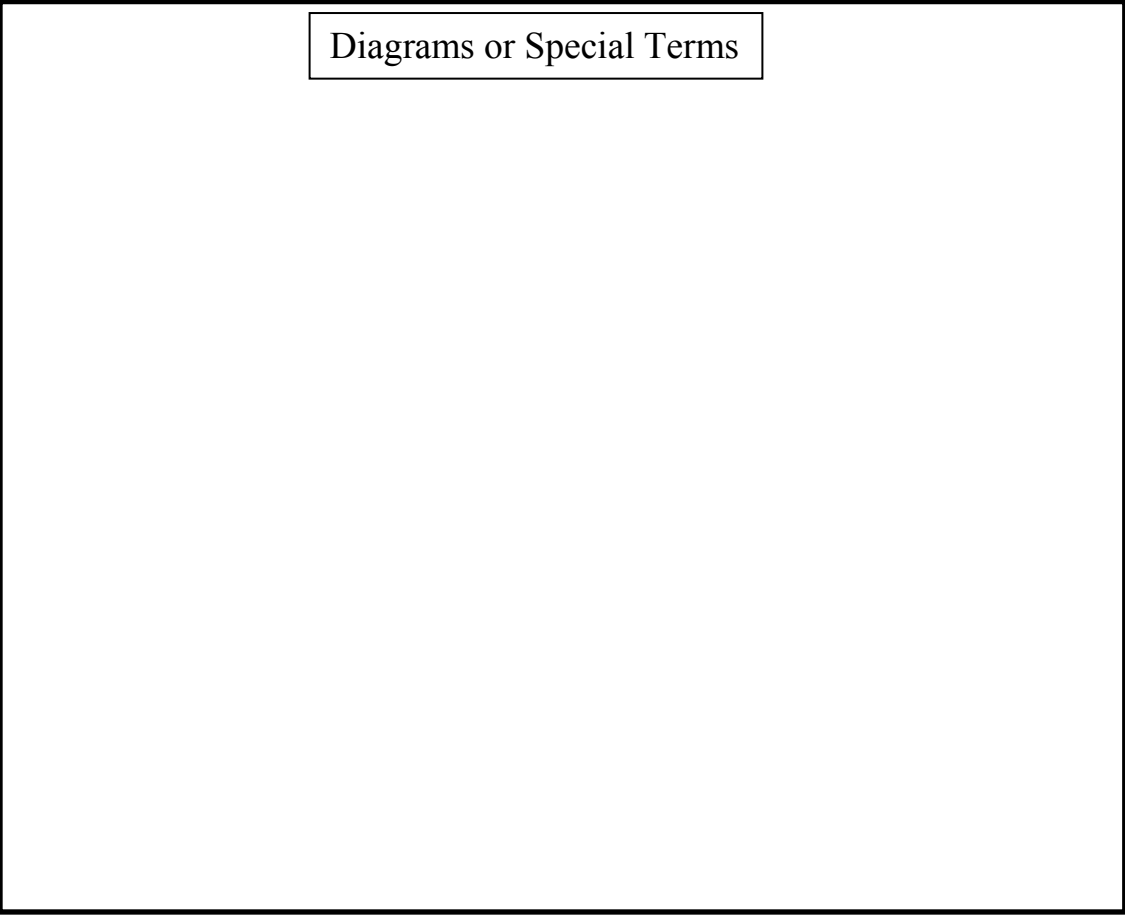
If Temporary Traffic Control is needed, a plan must be submitted for approval prior to the issuance of the permit. Requires 48 hours advance notice.

**\*\*\*\*IF MORE THAN ONE PROJECT IS APPLIED FOR, AND SEPARATE TRAFFIC CONTROL IS REQUIRED, A SEPARATE TTC SHEET SHOULD BE SUPPLIED FOR EACH.\*\*\*\***

TTC Contractor: \_\_\_\_\_  
Description: \_\_\_\_\_  
Street Name: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_  
Sidewalk Closed?      Yes                      No  
Number of Lanes \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Special Terms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*If more than one, attach complete list and description, number of lanes, start date, end date, hours closed and special terms.\*\*\*

Diagrams or Special Terms



**Section 4: Notice to Applicant**

Missouri State Law requires utility locates for any underground excavation. Go to, [www.molcall.com](http://www.molcall.com) or call 1-800-344-7483.

Missouri One Call Ticket # \_\_\_\_\_

Missouri One Call does not mark City of Independence underground traffic signal equipment. Please contact Independence Power & Light dispatch at 816-325-7574 before working in any intersection.

Dumpsters may not be placed near intersections, causing a sight obstruction, or block any neighboring driveway. No inspection required for a dumpster. Dumpsters shall not be placed on street where parking is restricted.

Your signature is required to validate this form. Upon signing you assume all responsibilities and authorizations established by the City Code for the work authorized therein. Please read **Inspection Requirements & General Construction Standards** included in this Appendix and sign below.

**INSPECTION REQUIREMENTS:**

Inspections are required for all permits for curb, sidewalk and commercial driveway construction or reconstruction. **Additionally, an inspection is required prior to backfilling by the plumbing inspector for Sanitary Sewer at: 816-325-7401.**

Contact the Construction Inspector at **(816) 325-7617** for curb, commercial driveway, sidewalk, or street opening inspections. The Water Department can be contacted at **(816) 325-7700** for service connections and backfilling. **A 24-hour lead time is requested for street opening, curb, sidewalk, commercial driveways, and backfilling.** Copies of construction and pavement replacement details will be provided at the applicant's request.

**This permit expires on** \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

R/W Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

TTC Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## **GENERAL CONSTRUCTION STANDARDS**

**\*\*\*For More Detailed Information see The City of Independence Public Works Manual\*\*\***

**All street openings shall be backfilled with approved granular material. Street openings in asphalt must be saw cut 12 inches on all sides beyond the excavation limits. Pavement is to be replaced with a minimum of 8 inches of Portland cement concrete base and 2 inch of asphaltic concrete surfacing. Streets shall not be closed to through traffic without express authorization indicated on the approved Right-of-Way permit.**

1. Contractors and subcontractors are responsible for obtaining a business license prior to performing work.
2. The contractor shall be required to repair all areas disturbed during work activities to equal or condition.
3. Backfill material under areas to be paved, and existing pavement shall meet specifications for APWA untreated aggregate base or MoDOT type I base and be compacted to 95% maximum density. Sidewalks and driveways are considered paved areas. Backfill material not under pavement or sidewalk shall be earth fill compacted to 90% maximum density.
4. 3/8" clean rock shall be used for bedding and cover of sanitary sewer laterals. 4" bedding in soil and 6" in rock. Cover for gas lines may be 6" earth backfill.
5. Sidewalk replacement-entire panel is to be replaced-4" thickness and matched with existing size and pattern, concrete mix is to be MCIB A-618-1-4, compaction as stated above.
6. Driveway replacement-concrete drive - entire panel is to be replaced. Concrete mix is to be MICB A-618-1-4, compaction as stated above for residential or commercial.
  - (a) Residential drive-6" thickness to right of way. Property owner has the option for welded wire fabric.
  - (b) Commercial drive - 8" thickness and welded wire fabric entire driveway required.
7. Asphalt street cut repair requires a one (1') foot cut back on all four sides of original work area (disturbed soil) and 10" depth, patch consists of 8" MCIB A-618-1-4 concrete with a 2" APWA type III asphalt cap, concrete base is to be uniformly coated with emulsified asphalt (tack coat) prior to placing asphalt cap.
8. Concrete street cut shall be saw cut full depth and doweled using 5/8 smooth dowels on 18" centers (eliminating the required one foot cut back for asphalt streets), patch consists of 8" MCIB A-618-1-4 concrete.
9. Street openings of 8" or less do not require one foot cut back. Backfill shall be flowable fill. The patch shall be 8" concrete with a tack coat and 2" cap.
10. Uncompleted street openings shall have a temporary cold patch or a secured street plate. Any street plate used between November 1st and March 31st shall have a lighted barricade placed along the roadway and the location of the plate shall be reported to the Director of Public Works at 816-325-7600 or to Street Maintenance at 816-325-7627 or fax 816-325-7637.
11. Cold weather concrete. When the ambient temperature is 40 degrees or less concrete shall be in accordance with MCIB specifications for cold weather concrete. If calcium chloride is used it shall be added in solution form not exceeding 2 per cent of weight of concrete.
12. A re-inspection fee of \$40.00 will be assessed for street cuts not repaired within 15 days unless prior arrangements are made, weather conditions are the exception.
13. Damage done by contractor to public infrastructure, including traffic signals shall be paid and repaired by the contractor in compliance with City standards and supervision