

DEPARTMENT OF PUBLIC WORKS
Initial Plan Submittal Requirements**Installation of New/Enhanced Telecommunication Systems within the Public Right of Way
(Trenching and/or Above Ground Facilities)**

The Department understands the importance of telecommunications infrastructure to the public but must ensure that the right of way is properly managed. Due to the size, nature, scope, and location of new installations within the public right of way, it is important that the submittal provide sufficient information and safeguards so the public health, safety, and welfare is protected during its implementation, as well as its operation.

Please do not limit your submittal to the items detailed below. You may submit any information that you feel may help the Department gain a clearer understanding of the scope of your project. Upon receipt of the requested materials, the Department will proceed with determining the completeness of your submittal. Please be aware that additional questions may be raised after review of the information requested.

Thank you for your cooperation. By providing the Department sufficient information, we can process this project so that it is built in an effective, timely manner that meets the objectives of the telecommunications provider and the City, as well as the end users of the right of way.

Initial Plan Submittal Requirements

1. *Deposit minimum of \$5,000 for plan checking and inspection deposit. Fees are actual cost. Based upon the size and scope of the project, additional deposits may be required or reduced deposits may be allowed.*
2. *Provide a written detailed description of the project and all construction in relation to this project over the next 24 months citywide.*
 - 2.1. *Describe how residents may be impacted and how these impacts will be mitigated.*
 - 2.2. *Describe how the telecommunications provider will contact the affected property owners during site placement and during construction.*
 - 2.2.1. *Provide any sample letters for site placement for above ground facilities to frontage property owners in residential areas.*
 - 2.2.2. *Provide sample construction notice to affected residents/and or businesses.*
 - 2.3. *Describe if any easements will be required from private property owners.*
 - 2.4. *Identify one person as point of contact who will act as Project Manager.*
 - 2.5. *Describe the entire scope of the project. All phasing should be submitted in one submittal, if applicant intends to construct in phases.*
 - 2.6. *Describe if any trees will need to be removed. Also, describe the minimum clearance required between any above ground facility and a tree.*
 - 2.6.1. *Show any trees on your plan that are within five feet of any proposed above ground facility or that are within the minimum clearance.*

- 2.7. Describe if it is believed that this project will necessitate any action required by CEQA. The project description must include all that will be required citywide for the project over a 24 month period.
- 2.8. Describe if the project will disturb more than 5,000 square feet of undisturbed soil. The project may require a Water Quality Management Plan under the City's NPDES permit with the State.
- 2.9. Describe the measure implemented during construction and associated best management practices that will be employed during construction to meet stormwater quality requirements and regulations (NPDES). Attach any general permits you may have with the State in this regard.
- 2.10. Describe if any of the equipment will generate noise. If so, provide the decibel range and how close this equipment will be located next to any residential structure.
- 2.11. Describe how any above ground facility can be identified visually (i.e. Will it have a unique identification number on the box?). Also, describe what information will go on the outside of the box such as telephone contact for damage/repair/graffiti.
- 2.12. Describe if the telecommunications provider has a monitoring plan for identifying graffiti and timeframe for subsequent removal of graffiti/stickers by the telecommunications provider.
- 2.13. Describe how you went about your underground research to avoid any potential conflicts in the field and which utilities you plan to contact.
- 2.14. Describe, if known at this time, who will perform the work.
3. If necessary to provide detail or upon request of the Department, provide aerial photographs of the project area. Show points of above ground structures, lines of excavation.
4. Provide 5 copies of plans for a proposed project (24" x 36") with sufficient detail shown including but not limited to:
 - 4.1. Scale 1" = 40' or as necessary to show adequate detail.
 - 4.2. Index map of all plans sheets.
 - 4.3. Vicinity Map & North Arrow.
 - 4.4. Benchmark Information, Horizontal & Vertical Control Datum
 - 4.5. Submit copies of your plan in AutoCAD .dwg format.
 - 4.6. Provide engineering base maps identifying existing underground and aerial utility facilities, poles, trench routes, and locations for above-ground equipment in the construction plan in both electronic (digital or otherwise as specified by the City) to the extent available and hard-copy form.
 - 4.7. Clearly show limits of construction.
 - 4.8. Reference on plans any applicable City Standard Drawings
 - 4.9. Reference all work to be in accordance with Standard Specifications for Public Work Construction (2006 Edition).
 - 4.10. Provide Emergency 24 Hour Contact Phone Numbers.
 - 4.11. Delineate on plans and show limits of all excavations including location of any boring pits.
 - 4.12. Provide estimated quantities of the following:
 - 4.12.1. R&R Sidewalk (SF)
 - 4.12.2. R&R Curb and Gutter (LF)
 - 4.12.3. Trench Paving (SF)

4.12.4. Above Ground Structure (EA)

4.13. Show Driveway Approaches

4.14. Show all locations of any above ground structure

5. Provide standard details/renderings of all proposed above ground structures including dimensions, color.

5.1. Provide color photographs of all proposed locations for distribution hubs and/or any type of above ground facility.

6. Supply a list of agencies if any within Orange County where similar system builds have occurred.

7. Provide a detailed bar chart schedule.

7.1. Show major tasks with duration. Provide a maximum duration from project start to completion. Show any phasing with reference to plan sheets if work is to be divided into sub areas. Note, this not only helps the Department determine the impact on the community but also provides information whether additional inspection resources will be necessary and how much deposit to collect for inspection fees.

8. For projects on arterial streets, provide traffic control and access plans demonstrating the protective measures and devices that will be employed to provide for safety and for access to public and private property during construction. Plans shall include site-specific hours of construction. All traffic control plans shall be stamped and signed by a properly licensed engineer.

Conditions of Approval

Depending on the size and scope of the work upon submittal, various terms may need to be covered in the Conditions of Approval and/or Encroachment Agreement executed prior to construction. Some sample topics may include:

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| <input type="checkbox"/> Grant of application for telecommunications encroachment permit—Prior notice to affected members of the public as to above-ground facilities. | <input type="checkbox"/> Liability insurance. |
| <input type="checkbox"/> Location of facilities. | <input type="checkbox"/> Financial security. |
| <input type="checkbox"/> Conditions of use of street and public rights-of-ways. | <input type="checkbox"/> Telecommunications carriers or its assignees subject to present and future ordinances and/or resolutions. |
| <input type="checkbox"/> Duty to remove telecommunications facilities from PROW and public property. | <input type="checkbox"/> Notices. |
| <input type="checkbox"/> Construction and maintenance standards. | <input type="checkbox"/> Severability. |
| <input type="checkbox"/> Reservation of right to inspect construction—Documents related to construction. | <input type="checkbox"/> Administration—Declaration of powers and authority. |
| <input type="checkbox"/> Construction default. | <input type="checkbox"/> Revocation and termination. |
| <input type="checkbox"/> Vacation or abandonment. | <input type="checkbox"/> Possessory interest. |
| <input type="checkbox"/> Facilities agreements. | <input type="checkbox"/> Violations. |
| <input type="checkbox"/> System location data. | <input type="checkbox"/> Effective date. |
| <input type="checkbox"/> Indemnity. | |