



## SMALL WIRELESS FACILITIES PERMIT APPLICATION

### Instructions:

Complete this Small Wireless Facilities (SWF) Permit Application Form and attach the *Required Supporting Materials* (collectively, the "Application"). Consolidated Applications otherwise known as Batch Applications, shall not exceed five (5) proposed SWF's. Payments are accepted by Check or Credit Card. Please make checks payable to "City of Papillion". Application fees are nonrefundable.

Method of application submission is by mail to the contact information below. Questions on permitting process are likewise fielded by this individual. For details on Application requirements, refer to Ordinance No. 1862 of the Papillion City Code (Added Chapter 207 Telecommunications, Article "Small Wireless Facilities," §207-1 to 207-15) hereinafter the "SWF Ordinance" and Neb. Rev. St. § 86-1201 et seq. hereinafter the "Nebraska Small Wireless Facilities Deployment Act."

Attn: Travis Gibbons  
Planning Director

City of Papillion  
122 East Third Street  
Papillion, NE 68048  
(402) 829-1182  
[tgibbons@papillion.org](mailto:tgibbons@papillion.org)

Applicant must provide notice to the Permits and Inspections Department per the Construction and Inspection Requirements in the SWF Ordinance at §207-10. Per that Section, the city's contact information is below:

Brad Sojka  
Chief Building Official

Building Department  
(402) 597-2072  
[bsojka@papillion.org](mailto:bsojka@papillion.org)

### Required Supporting Materials:

1. Written authorization from the owner of the utility pole or support structure on which the small wireless facility will be placed or attached, if not the city. For a utility pole or support structure owned or controlled by the Omaha Public Power District or other owner, the applicant shall provide proof of approval of the specific plans by that District or owner.

2. Detailed construction drawings of the proposed SWF(s), and any associated equipment and utility pole or support structure which show the location, dimensions, elevations, equipment specifications, and attachment methods for the SWF(s), all equipment, and the utility pole or support structure.
3. To the extent the proposed SWF(s) involves collocation on a utility pole or support structure, a structural report performed by a duly licensed engineer evidencing that the pole or support structure will structurally support the collocation (or that the pole or support structure will be modified to meet structural requirements) in accordance with applicable codes.
4. For any new above ground antenna equipment, a conceptual rendering of the said equipment, including accurate visual depictions and locations, if not included in the construction drawings.
5. A full description of any make-ready work to be performed by the city on city-owned poles in preparation for the proposed installation and use of the small wireless facility, associated equipment and utility pole or support structure.
6. Application Fee. This Fee covers all permits necessary to deploy SWF(s) including but not limited to excavation, electrical, and building permit(s).
  - a. \$500.00 for an application containing as few as one (1) or up to as many as five (5) SWF's, plus an additional \$100 for each additional SWF.
  - b. For an application of a new, modified, or replacement utility pole or support structure intended to support one or more SWF's and the associated SWF, a fee of \$250 per pole or structure. .
7. Bond and certificate of insurance. Bond and Insurance must be in the owner of the SWF name(s).

The following information must be provided for the application to be considered complete:

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

**CONSULTANT INFORMATION, IF DIFFERENT FROM APPLICANT:**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

**Attestation:** By signing below, Applicant attests that the SWF(s) contained herein shall be operational for use by a wireless service provider within nine (9) months after the later of the completion of all make-ready work or the permit issuance date, unless a delay is caused by lack of commercial power or communications transport facilities to the site, in which case the deadline shall be extended for up to nine (9) months or unless the Applicant and the city agree to an extension.

**Indemnification:** By signing below, Applicant agrees to indemnify, defend and hold the city harmless from all claims, costs, damages, demands, suits, judgments, court costs and costs of defense, including attorney fees, which arise out of, in whole or in part, permittee's acts or omissions pursuant to its permit or this article, or which arise out of, in whole or in part, the installation, construction, operation, or maintenance of the permittee's facilities, whether or not any act or omission complained of is authorized, allowed, or prohibited by the permit or this article. Permittee's indemnity shall not apply to any loss or damage resulting from the negligence or willful misconduct of the city or its employees, contractors, or agents.

\_\_\_\_\_  
Applicant Signature (or authorized agent)

\_\_\_\_\_  
Date

**SWF Location(s) – Can also provide on separate sheet if needed.**

	<b>Location(s) – Approximate Street Location &amp; X,Y Coordinates</b>	<b>Description(s) of the proposed work, purpose, and intent</b>	<b>Proposed attachment: (Utility) Utility Pole, (3P) Third Party Pole, or (City) City-Owned Pole</b>
1			
2			
3			
4			
5			

\*\*\*End of SWF Permit Form – Do Not Fill Out Beneath the Line Below\*\*\*

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**For City Use Only**

**Shot clocks:**

Date Application Received: \_\_\_\_\_

Application Complete? \_\_\_\_ Yes \_\_\_\_ No

If incomplete, date Applicant was notified in writing of Incomplete: \_\_\_\_\_

If incomplete, specific application requirement(s) was Applicant instructed to fix:  
\_\_\_\_\_  
\_\_\_\_\_

If incomplete, date of resubmission: \_\_\_\_\_

If incomplete, adjusted Date Permit Action is Due: \_\_\_\_\_

If Tolling period, Dates: \_\_\_\_\_

Date Permit Action is Due: \_\_\_\_\_

**Action Log:**

**Planning:**

**Public Works:**

(\_\_\_\_) Approved  
(\_\_\_\_) Denied

(\_\_\_\_) Approved  
(\_\_\_\_) Denied

\_\_\_\_\_  
Planning Director                      Date

\_\_\_\_\_  
Public Works Director              Date

**Finance:**

Occupation Tax Status: Does Applicant pay the city Telecommunications Occupation Taxes per Ordinance No. 1502 of the Papillion City Code at §175-8?

(\_\_\_\_) Yes, \$0 Annual Rental Rate

(\_\_\_\_) No, Annual Rental Rate is  
- \$20 for each SWF attached to a utility pole  
- \$250 for each SWF located anywhere else in ROW or City Property

Payment due on or before January 1, in advance of the ensuing year.

\_\_\_\_\_  
Finance Director                      Date