



FORT WAYNE
Public Works
In Your Neighborhood

ABOVE GROUND UTILITY POLE APPLICATION – NEW INSTALLATION, REPLACEMENT OR MODIFICATION

Application Date: _____

I. APPLICANT

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

II. CARRIER ON BEHALF OF WHOM APPLICANT IS FILED (IF APPLICABLE)

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Support Structure Owner _____

III. TYPE OF WORK (CHECK ONE)*

☐ *Replacement or modification* of existing structure/pole (complete sections IV, V, VII, VIII)
Pole ID # _____

☐ **Installation of new structure/pole** (complete sections IV, VI, VII, VIII)

** If modification to existing structure does not substantially alter or increase size of equipment, look of equipment or structure, then no review should be required. Substantially alter would mean increasing the height by more than 10% or 20 Ft. Please notify department if you are unsure. **

IV. GENERAL INFORMATION SITE NAME: _____

Please utilize links in the "Resources" section near the end of this document to provide most accurate address and GPS points

Location of Pole (Address)		
Coordinates	<i>Lat</i>	
	<i>Long</i>	
Pole Height		
Type of Pole/Color		

Note Specific Site Addresses for requested locations will be officially provided once reviews are completed and location has been approved.

General Information (Continued)

☐ Commercial Zoned ☐ Industrial Zoned ☐ Residential Zoned ☐ Downtown/Riverfront

* Additional documents/plans should be provided along with this application, including, but not limited to the following:

- ☐ Does antenna meet all compliance with FCC regulations, and EMF/RF exposure levels per Title 47 CFR § 1.1310. Any pole/antenna combination that is within 20' of a building or home shall submit a RF study showing compliance with FCC guidelines for human exposure.
- ☐ Is site within a Historic District? If located within a Historic District, a Section 106 Review will be required before final approval for placement to confirm compliance. Note, that *eligible* and *listed* areas and buildings for the National Register still require a Section 106 Review.

Links to identify Historic Districts can be found in the "Resource" Section near the end of this document

** Applicant understands that upon review, requested locations or conflicts may result in denial or modification of original application location. Alternate locations may be suggested or required and will be reviewed under the original application. It is recommended that underground utilities are identified on the site plan drawings and airport overlay districts are considered when selecting locations to avoid having to relocate in the field.*

V. REPLACEMENT OR MODIFICATION OF EXISTING STRUCTURE / POLE

The following application checklist items are requirements for a complete plan set. Applicant will be notified within 10 days if plans are considered complete. If Applicant is notified within the 10 days that modifications are needed for plans, the applicant will have 30 days to amend the submittal. Final determination of site will be provided within 60 days.

- ☐ Completed Application Form
- ☐ Title Sheet with date, location, applicant name, coordinates
- ☐ Scaled Site Plan drawing with dimensions, offsets, details, legends for each location
- ☐ Scaled Existing & Proposed underground utilities with dimensions from pole within 50'
- ☐ Elevation view of structure and equipment showing heights of antenna/equipment & details
- ☐ Support Structure type and color including equipment/facilities details on existing pole
- ☐ Antenna details such as size or orientation
- ☐ Electrical facilities details and elevations, including any ground mounted equipment details
- ☐ City Standard Details for restoration areas within the right-of-way
- ☐ City Standard Details for lighting fixtures if replacing a street light, including details on existing city lighting circuit location
- ☐ Apparent right-of-way lines and north orientation
- ☐ Foundation Details, including width, depth, conduit runs

VI. NEW STRUCTURE / POLE INSTALLATION

The following application checklist items are requirements for a complete plan set. Applicant will be notified within 10 days if plans are considered complete. If Applicant is notified within the 10 days that modifications are needed for plans, the applicant will have 30 days to amend the submittal. Final determination of site will be provided within 60 days.

The following application checklist items are requirements for a complete plan set.

- ☐ Completed Application Form
- ☐ Title Sheet with date & proposed address of new Structure
- ☐ Scaled Site Plan drawing with dimensions, offsets, details, legends for each location
- ☐ Scaled Existing & Proposed underground utilities with dimensions from pole within 50'
- ☐ Elevation view of structure and equipment showing heights of antenna/equipment & details
- ☐ Support Structure type and color, including equipment/facilities details on existing pole
- ☐ Photo depiction of site location showing "after" condition for proposed pole & equipment
- ☐ Antenna details such as size and orientation
- ☐ Electrical facilities details and elevations, including any ground mounted equipment details
- ☐ City Standard Details for restoration areas within the right-of-way
- ☐ Apparent right-of-way lines and north orientation
- ☐ Foundation Details, including width, depth, conduit runs

VII. STATEMENTS REGARDING COLLOCATION AND ADDITIONAL USERS

For New Poles or Replacement Poles, the following must also be filled out per location in order for a plan set to be considered complete.

- ☐ Explain why collocation, modification, or replacement of an existing structure/pole is not viable, technically feasible or an economic burden.

- ☐ If the proposed structure/pole or site does not allow at least one additional user thereof, or if the Applicant will not allow an additional user or structure, provide a statement explaining reasons the structure and site does not allow and additional user, or why the Applicant will not allow an additional user of the structure/pole.

VIII. STATEMENTS REGARDING DESIGN STEALTH / COMPLIANCE

Explain what methods were used for design to comply with surrounding environment to meet city standards on screening, camouflage, or stealth design. (Note City Design Standards)

IX. GROUND MOUNTED EQUIPMENT

- ☐ Will this site be using ground mounted equipment such as equipment cabinets?
- ☐ Will the cabinets generate any kind of noise outside of the site area? (such as from a generator or fan equipment)

Describe what methods will be used to help screen ground mounted equipment

X. WAIVER OF STANDARDS

- ☐ Will this site be requesting a waiver of City Standards for Small Cell Facilities?
(Such as above 50' in height, placement in an underground district, etc.)

List Below the requested waiver of design standards for the proposed site

1. _____
2. _____
3. _____
4. _____

REVIEW PROCESS

**Please note that new pole installations will be reviewed by various city departments and will include review of historical districts, zoning requirements, existing underground facilities, existing above ground utilities, coordination with area projects and developments, aesthetics that are consistent with the environment.*

If the requested location is within a Residentially Zoned area, the application may also be reviewed for platted underground utility districts.

Application Notification for Completeness

Applicant notified within 10 days that application is considered complete or needs amended

Application Approval

Applicant will be notified within 60 days if location is approved or denied for new or replacement structures

Applicant will be notified within 45 days if location is approved or denied for a collocation

Application Tolling

A tolling agreement may be made by either party if additional information is required or timelines for approvals or re-submittals cannot be met

Permitting

No permitting for construction until site has been reviewed and approved

If Locations fall within the Downtown Improvement District, a historically designated neighborhood or area, or are adjacent to or located within a residential property or area, additional review considerations will be made to ensure conditions are consistent with the surrounding area.

The following corridors are subject to special review within the City of Fort Wayne:

- Calhoun Street – South of Main Street to Rudisill Boulevard
- Wells Street – North of Main Street to State Street
- North Anthony Boulevard – Crescent Avenue to Coliseum Boulevard
- Fairfield Avenue - Main Street to Rudisill Blvd
- Broadway Avenue – Main Street to Rudisill Boulevard
- Main Street – Rockhill Street to Clay Street

See the “Resources” section for links to identify Historic Districts

- (a) Additional Permitting will be required for installation from the following Departments.
- Building Department
 - Right of Way Department
 - This Above Ground Utility Pole Application, related Construction Documents, and the Review Form will need to be submitted with any permits for construction and excavation work.

Resources

Applications, Guidelines, & Ordinances

Please review often for most up-to-date documents & requirements

City of Fort Wayne ROW: <https://www.cityoffortwayne.org/publicworks/right-of-way/cell-utility-towers.html>

Property / Location information (ie. Addresses, Parcels, Historic Districts, Utilities, Lighting, Zoning, and more)

City of Fort Wayne GIS “City Interactive” Map: <https://maps.cityoffortwayne.org/maps/map.htm>
iMap Allen County Indiana: <http://www.acimap.us/dps.html>

National Register of Historic Sites

IDNR Indiana Historic Buildings, Bridges, and Cemeteries:
<https://gisdata.in.gov/portal/apps/webappviewer/index.html?id=5f2c93ba15a6423b906fec4a2e986b85>

This application is for review purposes only by various departments. The application does not constitute approval for locations. After reviews are completed, applicant will be notified stating whether the application has been approved, needs to be modified, or is denied.

Rev. 01/09/2025