



FOR OFFICE USE ONLY	
Permit No.: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____

NODE AND PUBLIC RIGHT(S)-OF-WAY CONSTRUCTION PERMIT

PERMIT IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:

Number of Nodes being installed:

- 5 or less (\$500 application fee)
- More than 5

Number of Nodes over 5 _____ (\$500 + \$250 application fee per node above 5)
(A)

- Pole Installation (\$1000 application fee per pole)

Proposed number of Poles _____
(B)

Application fee calculation:

$$\$500 + \frac{\text{_____}}{(A)} \times \$250 + \frac{\text{_____}}{(B)} \times \$1000 = \text{_____}$$

Total Application Fee

- Application provided by City of Amarillo completed in full. Please attach and indicate the number of pages if additional information is provided. _____
- Plans detailing required Facility and Construction Information
 - If required by law, two (2) sets of plans prepared by a licensed Professional Engineer
- The attached Completeness checklist with all items checked off or a brief explanation of why they are not, _____

Information being submitted prior to the commencement of the proposed work as follows:

- Five (5) business days for projects that:
 - Requires no permanent structure
 - Include less than 1000 linear feet of Facilities
- Ten (10) business days for all other projects

Network Provider: _____ **Network Provider Project No:** _____

Network Provider Contact: _____ Phone: _____

Network Provider Second Contact: _____ Phone: _____

Contact email: _____

Sub-Contractor Company: _____ Phone: _____

Sub-Contractor Contact: _____ Phone: _____

Contact email: _____

Network Provider Annual Billing Information : _____

Address: _____

Telephone: (____) _____ Email: _____

I understand that the Annual Network Node site rental rate will be \$250 per node due at the beginning of each fiscal year (Oct. 1 of each year). The first year fee will be prorated from the date the application is approved until the last day of the fiscal year.

Signature of Facility Owner

Date

Refer to City Ordinance NO. 7689

PROJECT LOCATIONS FOR ALL THAT APPLY

Project Location: _____

Project Type: _____

Node/Pole Location: Paved Street Unpaved Street Street Parkway Paved Alley Unpaved Alley
Easement New Development Historic/Design District Other

Project Start Date: _____ **Project Completion Date:** _____

Project Duration: _____ **Preconstruction Meeting Date:** _____

Project Location: _____

Project Type: _____

Node/Pole Location: Paved Street Unpaved Street Street Parkway Paved Alley Unpaved Alley
Easement New Development Historic/Design District Other

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Project Duration:_____ **Preconstruction Meeting Date:**_____

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Project Start Date:_____ **Project Completion Date:**_____

Project Duration:_____ **Preconstruction Meeting Date:**_____

Project Location: _____

Project Type: _____

Node/Pole Location: Paved Street Unpaved Street Street Parkway Paved Alley Unpaved Alley
Easement New Development Historic/Design District Other

Project Start Date:_____ **Project Completion Date:**_____

Project Duration:_____ **Preconstruction Meeting Date:**_____

THIS PORTION FOR INTERNAL USE ONLY:

Permit Number: _____	Permit Approved <input type="checkbox"/>
	Permit Rejected <input type="checkbox"/>
_____ Signature	_____ Date

INSPECTION:	
City Project Representative: _____	Phone: _____
Concrete Inspection Date: _____	
Asphaltic Concrete Inspection Date: _____	
Extension Request Date: _____	
Extension Date: _____	
Project Completion Date: _____	
Project Acceptance Date: _____	
Project Notification by Engineering Department to other City Departments (Police Dept, Fire Department, Transit, Solid Waste, Emergency Management and Ambulance Service)	

NODE AND CONSTRUCTION INFORMATION REQUIREMENTS:

- The proposed location and route of all Facilities to be constructed or installed and the design plan for Public Right(s)-of-Way Construction.
- Detail of the location of all right-of-way and utility easements which applicant plans to use.
- Detail of all known Facilities in approximate relationship to applicant's proposed route.
- Detail of what applicant proposes to install, such as Conduits, Ducts, pipe and Duct size, number of interducts, valves, pull boxes, etc
- Detail of plans to remove and replace asphaltic concrete, brick or concrete in streets, alleys, and easements. Plans will include City of Amarillo standard construction details.
- Drawings of any bores, trenches, handholes, manholes, switchgear, transformers, pedestals, etc. including depth located in Public Right(s)-of -Way.
- A vicinity map showing the location of the project
- Handholes and/or manholes typical of the type of manholes and/or handholes applicant plans to use or access.
- Complete legend for drawings submitted by applicant, or a legend standard may be filed with City Engineer.
- The Construction methods to be employed for the protection of existing structures, fixtures, and facilities within or adjacent to the Public Right(s)-of-Way.
- Dates and times work will occur. All methods, dates, times, etc. are subject to approval of the City Engineer.
- The node is within a Municipal Park and/or Residential Area as described in the Design Manual.
- The node is within a Historic or Design District.
 - Proposed concealment measures provided with permit application.
- The node is within 300 feet of a Historic Landmark.
- The node has Undergrounding Requirements per municipal ordinances, zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing aboveground structures in public right-of-way.
- The network node is being attached to:
 - Existing telephone or electrical lines between existing utility poles
 - Existing Utility Poles
 - Municipal Service Poles
 - Non-decorative street lights with a height of more than 20 feet
 - Traffic signal structures
 - Street signage
 - Other municipal Service pole
 - New node support poles
- The network node facilities, Node Support Poles and related ground equipment is within 2 feet of the outer edge of the Right-of-Way.
- The network node attachment protrudes towards the street.
 - Meets the 16 feet minimum per the Design Manual.
- The network node attachment DOES NOT protrude towards the street.
 - Meets the 8 feet minimum per the Design Manual.
- Protrusions from the outer circumference of the existing structure or pole meet the 2 feet maximum per the Design Manual.
- (If applicable) The New Node Support Pole meets the 300 feet minimum per the Design Manual when placed in the proximity of a Utility Pole or another Node Support Pole.

- (If applicable) The New Node Support Pole, or Modified Utility Pole, does not exceed the lesser of:
 - 10 feet in height above the tallest existing utility pole located within 500 linear feet of the new pole in the same public right-of-way.
 - 55 feet above ground level.
- (If applicable) Pole's location meets the minimum 3 feet away from all city utilities; sewer, water, and storm drainage lines.
- The Ground Equipment meet the minimum 75 feet away from a street corner or intersection per the Design Manual.
- The Ground Equipment is NOT in a right-of-way within a Park or within 250 feet of the boundary line of a Park.
- The Fiber Optic cable will cross another subsurface utility or structure,
 - The Fiber Optic cable meets the 12 inch vertical clearance minimum per the Design Manual.
 - The Fiber Optic cable DOES NOT meet the 12 inch vertical clearance minimum,
 - The Fiber Optic cable is encased in steel pipe.
- The Fiber Optic cable will be along side another subsurface utility or structure,
 - The Fiber Optic cable meet the 4 feet minimum from the center line of any Sewer line, Water line, or Storm Drainage line.
- Traffic plan has been or will be submitted to the City Engineer at least 15 days prior to construction.

PERMIT CONDITIONS:

1. All work done under this permit shall comply with the requirements of Chapter 4-6, Article IV of the City of Amarillo Municipal Code, Subsection 4.01 of the City of Amarillo Standard Specifications, City of Amarillo Design Manual for Installation of Network Nodes and Node Support Poles, and any other requirements as may be imposed.
2. Any work done under this permit affecting or endangering any underground structures or facilities belonging to others shall be immediately reported to the owners thereof.
3. Before placement of any concrete base or other required base by other than City forces, the excavation shall be inspected and approved.
5. Before placement of asphaltic concrete surface by other than City forces, the concrete base shall be inspected and approved.
6. Requests for inspections shall be made to the City Engineering Department at 378-9334. A notice of at least four (4) business hours is required for all inspections. Business hours are from 8:00 a.m. to 5:00 p.m. on any business day.
7. If City forces are to make the pavement and/or base repairs, notice must be given to the City Street Department that the excavation is ready for repair.
8. Applicant understands that if a permit is issued, then all provisions of the City ordinances and state laws must be complied with whether herein specified or not. This approval does not permit the violation of any city or state law.

How to Submit an Application

You have three options for application submittal:

Please note that effective 04/02/2021, new FTP site instructions have been uploaded and the host and login information have changed

1. Email (with all required attachments) to development@amarillo.gov. *Preferred - less than 9 MB*
2. (For large files - more than 9 MB) Electronic submittal via the [File Transfer Protocol \(FTP\) site](#).

Please follow the [Document Preparation Guidelines](#) for uploading to the FTP Site.

To access the FTP site from Filezilla you'll need to enter the following information:

Protocol: SFTP – SSH File Transfer Protocol

Host: amarillo.hostedftp.com (you can also use this as a web browser link if you are on a computer without filezilla.)

Username: AmarilloDevelopmentServices-Public

Password: public

Make sure to place your documents **inside** the Development Services Folder, otherwise we will not be able to view your file!

Please make sure to e-mail development@amarillo.gov once you have uploaded all of this to the FTP site so we will know it's there!

3. Physically delivering the application to the Development Services counter - Please check in with the front desk or call 806-378-5263 to make arrangements.

Please note that payment of any application fees is required before an application can be deemed completed and eligible for review. Payment may be submitted through US mail, hand delivery, or credit card (may be taken over the phone or in person).

Note: Applications are available [here](#)