

## GENERAL CONSTRUCTION IN CITY RIGHT OF WAY REVIEW CHECKLIST

This checklist has been designed to provide specific instructions to entities working in the public rights of way. All items are expected to be addressed and the application must be complete in the first submittal, unless otherwise indicated. Review the entire checklist and indicate compliance in the first column entitled “Initial Sub” (Initial Submittal).

Upon submission of the formal application, City staff will review it, determine whether it is complete, and determine if additional information and/or material is needed in accordance with this checklist and with: [Reg-02-19](#) Regulations for the Installations in Rights-of-Ways located within the Incorporated City Limits of Gaithersburg as provided by Chapter 2 of the City Code Entitled “Administration”. The application must include scaled and dimensioned construction drawings showing all proposed work.

### **APPLICATION SECTION**

Initial Sub.	City Rev.	
___	___	Completed Public Right of Way permit Application and Checklist
___	___	Complete set of Plans– (3) three hard copies and (1) one digital copy in PDF format

### **GENERAL**

___	___	___	Site plans must be to a scale of 1"=30', 1"=20' or 1"=10', provide North arrow
___	___	___	Numbered sheets and date prepared
___	___	___	Legend for all symbols used
___	___	___	Vicinity map with site identified (2000' scale) on first sheet
___	___	___	Name, address, phone number, email, company name/engineer of record
___	___	___	Title block: Plan description, addresses or range of properties affected
___	___	___	Miss Utility Note
___	___	___	All street names shown
___	___	___	Label non-City streets as Private, County, or State

### **EXISTING FEATURES**

#### **Existing topographic and physical details**

___	___	___	Paving – Edge of Pavement (EOP), curb and gutter, driveways, sidewalks and ramps
___	___	___	Storm drain systems - inlets, manholes, pipes, outfalls and drainage swales
___	___	___	Stormwater management facilities – structural and vegetative
___	___	___	Utilities-poles, fire hydrants, conduits, pipes, vaults, transformers, valves, cleanouts, etc.
___	___	___	Traffic Signal interconnect, fiber optics conduits, and associated equipment
___	___	___	Trees and shrubs
___	___	___	Streetlights and Traffic Signals (show height and foundation diameter)

#### **Existing right of way and easements (including Public Utility Easements)**

___	___	___	Clearly depict all public right of way lines
___	___	___	Clearly depict all Public Utility Easements (PUE), Public Improvements Easements (PIE), Washington Suburban Sanitary Commission (WSSC), and all other public and private easements and right of way with the copy of the record plat

**PROPOSED CONSTRUCTION**

Specify all proposed construction (installation, removal and relocation) and show the proposed construction satisfies the requirements per aforementioned Reg-02-19:

- \_\_\_ \_\_\_ \_\_\_ Manholes, poles, handholes, junction boxes, pedestals, street lights, vaults, conduit and pipe
- \_\_\_ \_\_\_ \_\_\_ New installation and/or relocation of poles shall be outside of sidewalks and ramps and preferably on the right of way property line
- \_\_\_ \_\_\_ \_\_\_ Above ground meter panels/boxes and underground meter vault for private use shall be installed on private property unless allowed under Regulation 02-19
- \_\_\_ \_\_\_ \_\_\_ The coordination of the utility construction schedule with the City’s Department of Public Works is essential to prevent conflict with the City pavement management program.

**Method of construction and work type (must be indicated)**

- \_\_\_ \_\_\_ \_\_\_ Excavation methods: trenching and directional boring, splicing cable through existing underground conduit and visual inspection, etc.
- \_\_\_ \_\_\_ \_\_\_ Aerial work such as removing/installing of overhead cable and attaching/detaching equipment on existing pole
- \_\_\_ \_\_\_ \_\_\_ Manhole inspection for the future repairs, as-builts and video inspections.
- \_\_\_ \_\_\_ \_\_\_ Poles, hand holes, equipment pedestals, junction boxes, vaults, conduit, pipe, trenching and boring routes, etc., dimensioned and associated details

**Traffic Control - Any proposed roadway lane interruptions and sidewalk closures must be specified and must comply with the MUTCD**

- \_\_\_ \_\_\_ \_\_\_ Provide a Traffic Control Plan (TCP) for roadway and pedestrian movements utilizing Montgomery County Standards found at [Temporary Traffic Control Standards](#) . TCP shall be site specific and shall accurately represent the project

**Additional Requirements for Wireless Facility - Proposed Construction**

- \_\_\_ \_\_\_ \_\_\_ Provide a copy of the Franchise Agreement with the City
- \_\_\_ \_\_\_ \_\_\_ In the case of a proposed attachment to a City-owned facility located in the City right-of-way, provide an executed Master License Agreement with the City
- \_\_\_ \_\_\_ \_\_\_ In the case of a proposed attachment to an existing investor owned utility pole located in the City rights-of-way; provide an executed Attachment/Replacement Agreement with the utility pole provider
- \_\_\_ \_\_\_ \_\_\_ Provide a copy of the Notification Letter sent to all adjacent property owners along with the addresses and proof of mailing (Reg-02-19 IV.Z.1.)
- \_\_\_ \_\_\_ \_\_\_ Provide a study/statement showing there is a need for the proposed facilities at the location proposed (Reg-02-19 III.1.B.1.)
- \_\_\_ \_\_\_ \_\_\_ Provide a statement describing the Applicant’s intent with respect to any collocation
- \_\_\_ \_\_\_ \_\_\_ Provide proof that the Facility will be utilized in the provision of personal wireless services
- \_\_\_ \_\_\_ \_\_\_ Provide a detailed deployment plan describing construction planned for the 12-month period following issuance of a permit, and a description of the completed deployment
- \_\_\_ \_\_\_ \_\_\_ Show that the Facility that is the subject of the permit, has been designed to minimize its intrusiveness upon the neighborhood, through design and concealment elements including size limits, coloration and shielding.
- \_\_\_ \_\_\_ \_\_\_ SLP (Streetlight Poles) - New Wireless Facility: Attachment to existing City owned Streetlights - will require antenna specifications, a structural engineering report/analysis and construction details, specifications and elevations with an Engineer’s certification.
- \_\_\_ \_\_\_ \_\_\_ TSP (Traffic Signal Poles) - New Wireless Facility: Attachment to existing City owned Traffic Signal Pole - will require antenna specifications, a structural engineering report/analysis and construction details, specifications and elevations with an Engineer’s certification.

- \_\_\_ \_\_\_ \_\_\_ IOP (Investor-Owned Poles) - New Wireless Facility: Attachment to existing Non-City owned Poles - will require antenna specifications, a structural engineering report/analysis and construction details, specifications and elevations with an Engineer's certification and shall have a certificate of review or letter of approval from the utility company's representatives.
- \_\_\_ \_\_\_ \_\_\_ Existing Wireless Facility: Co-location on, replacement of, or removal of an existing Small Cell Telecommunication Facility on a City owned Pole or a Non-City owned Pole - will require antenna specifications, pole specifications, a structural engineering report/analysis and construction details, specifications and elevations with an Engineer's certification. Work on a non-City owned pole shall have a certificate of review or letter of approval from the utility company's representatives
- \_\_\_ \_\_\_ \_\_\_ New Pole installation - New Wireless Facility: will require antenna specifications, pole specifications, a structural engineering report/analysis and construction details, specifications and elevations with an Engineer's certification.
- \_\_\_ \_\_\_ \_\_\_ In the case of an Applicant requesting the installation of a new pole, a statement of how the Applicant intends to meet the requirements of MD. Public Services and Utilities Code Ann., §8-103, as amended from time to time, which limits new pole construction to only those necessary for the purpose of supporting telephone lines to provide telephone service
- \_\_\_ \_\_\_ \_\_\_ Provide height of surrounding structures (poles, buildings, overhead wire at the poles, etc...)
- \_\_\_ \_\_\_ \_\_\_ Provide a certified analysis showing that the proposed Facility satisfies the Federal Communication Commission ("FCC")'s Radio-Frequency (RF) exposure guidelines applicable on an individual basis, and on a cumulative basis (considering all frequencies, and all emitting sources as may be required by FCC regulations
- \_\_\_ \_\_\_ \_\_\_ Prepare a statement/engineering study that the equipment cannot be placed underground, if they are not proposing underground facilities
- \_\_\_ \_\_\_ \_\_\_ Prepare a statement/engineering study that the equipment cannot be placed inside the pole, if it cannot be underground or in the pole
- \_\_\_ \_\_\_ \_\_\_ Provide a statement indicating the maximum power used by the installation expressed as both peak and average power consumption, or fused value
- \_\_\_ \_\_\_ \_\_\_ Provide a statement identifying any and all batteries used at a base station, their chemical composition and their storage capacity. Provide the required maintenance and replacement cycle for each type of battery
- \_\_\_ \_\_\_ \_\_\_ Provide a statement indicating the class of service as 4G voice, 4G data, 5G voice, and 5G data. Identify the operating frequencies and maximum power at each frequency along with how many transmitters can be installed
- \_\_\_ \_\_\_ \_\_\_ Provide documentation certified by a Maryland Professional Engineer that the pole or other structure to which the small wireless equipment is proposed to be attached is structurally adequate to support the small wireless equipment
- \_\_\_ \_\_\_ \_\_\_ Plans for approval must be signed and sealed by a Professional Engineer licensed in the State Maryland with Comar certification language

**ADDITIONAL INFORMATION REQUIRED**

- \_\_\_ \_\_\_ \_\_\_ If the applicant is party to an existing Rights of Way Use Agreement with the City, provide a copy of the executed agreement, an Insurance Certificate naming the City of Gaithersburg as additional insured, a Construction Estimate for the proposed work, and a Performance Surety Bond in an amount equal to the Construction Estimate.
- \_\_\_ \_\_\_ \_\_\_ Any necessary easements from adjacent property owners (if applicable)
- \_\_\_ \_\_\_ \_\_\_ Homeowner Association letter of approval (if applicable).

\_\_\_ \_\_\_ \_\_\_ Any required permits from Maryland Department of Forest and Parks for tree removal (if applicable).  
\_\_\_ \_\_\_ \_\_\_ Any required permits from Maryland Department of Natural Resources (if applicable).  
\_\_\_ \_\_\_ \_\_\_ If the project includes electrical work, a separate permit is required

**COMMENTS**

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**REFERENCES:**

- All information submitted with the Right of Way Permit Application shall be in compliance with: Regulation [Reg-02-19](#) – Regulations for the Installations in Rights-of-Ways located within the Incorporated City Limits of Gaithersburg as provided by Chapter 2 of the City Code entitled “Administration”, Chapter 19 - STREETS AND SIDEWALKS, Chapter 20 – SUBDIVISION OF LAND, and Chapter 24 - ZONING

It is agreed by the undersigned that the proposed construction described hereinabove shall be carried out in accordance with the provisions of Regulation [Reg-02-19](#) – Regulations for the Installations in Rights-of-Ways Located Within the Incorporated City Limits of Gaithersburg as Provided by Chapter 2 of the City Code Entitled “Administration.”, the applicable City Codes, County Codes, Design Standards, and Standard Specifications, and any further conditions specified herein subject to the inspection and approval of the Director of Public Works. All plans submitted by the applicant and approved by the Department of Public Works in connection with this application are hereby made a part of this application.

Date: \_\_\_\_\_

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

Applicant Name (Type or Print): \_\_\_\_\_

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

Business Name: \_\_\_\_\_