

PROCESS TO SUBMIT SMALL CELL APPLICATION [updated 11/22/19]

1. Go to: <https://cityview.southjordanutah.gov/cityviewportal/> and click *Apply for an Engineering Permit*



Engineering Department

[Apply for an Engineering Permit](#)

[Request an Inspection](#)

[Application Search](#)

[Upload Submittals](#)

2. Fill in all boxes for Step 1: Application Type (see below example) > then click *Next Step: Work Items*:

SOUTH JORDAN ONLINE PORTAL

Welcome Jeremy Nielson

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)



Engineering Permit Application - Description and Type

Required information is indicated with an asterisk (*).

Choose the application type: *

Please categorize the nature of the *
work being done:

Please describe the work being *
Limit 4000 characters

APPLICATION DETAILS

Building Use: *

Cancel

Next Step: Work Items

Save this Application for Later

3. Check the box for *Small Cell Pole Height* on the Work Items page > then click *Next Step: Description of Work*:

– * Small Cell Antenna Permit _____

Please choose as many work items as are appropriate.

Small Cell Pole Height

[Previous Step: Application Type](#) [Next Step: Description of Work](#) [Save this Application for Later](#)

4. Enter Pole Height > then click *Next Step: Location*:

– * Small Cell Antenna Permit Work Items _____

Small Cell Pole Height

LN FT: *

Please enter the quantity for this work item in the units specified

[Previous Step: Work Items](#) [Next Step: Location](#) [Save this Application for Later](#)

5. Enter the street address where the facility will be installed, if the location appears please select it from the list > then click *Next Step: Contacts*:

Engineering Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (*).

A valid address or parcel number within the city limits must be provided. If you are applying to build on a recently subdivided property and the parcel number has not been assigned yet, please contact the city Building Department.

[Find location in Map](#)

Location Type(s) to Search For:

Search for location:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Find Locations Near Me](#)

[Can't find address?](#)

The location you have selected:

[Add Another Location](#)

[Previous Step: Description of Work](#) [Next Step: Contacts](#) [Save this Application for Later](#)

6. Enter Contact information for **both the Carrier and the Consultant** (if applicable) > then click *Next Step: Upload Files*:

Engineering Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	SOUTH JORDAN CITY, Address: 1600 W TOWNE CENTER DR
Applicant	Jeremy Nielson, Address: 1600 W Towne Center Dr
<input checked="" type="checkbox"/> Utility Co	Verizon, Address: 1600 W Towne Center Dr

Include contact information for both applicant and carrier.

7. Upload Site Plan, NIER endorsement and FCC license as shown below > then click *Next Step: Review & Submit*:

Current Submittal

Submittal #1) Application Submittal (11/22/2019)

Type	Status	Date
Site Plan	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Provide a short description of this set of documents: <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>		
Small Cell Antenna Package	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Provide a short description of this set of documents: <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>		

Include the following in the 'Site Plan':

- Aerial showing site location
- Aerial showing all approved applications that carrier has in South Jordan.
- Photos of site and include details of how visual impact and ADA access was considered
- Full design details that conform with So Jordan City Small Cell Design Requirements.

Include the following in the 'Small Cell Antenna Package':

- Non-Ionizing Electromagnetic Radiation Report (NIER) certifying that radiation is at safe levels for the public – report to be endorsed by qualified professional
- Copy of FCC license or registration
- Statement from carrier indicating if applicant plans to allow other equipment to collocate on proposed wireless facility

8. Review application and click back if anything needs to be modified > then certify that design complies with the laws and ordinances governing this type of work (ensure that you have reviewed South Jordan City Small Cell Design Requirements- <http://www.sjc.utah.gov/wp-content/uploads/2018/12/Small-Cell-Design-Guide-Rev-D.pdf>) > then proceed with payment and final submission.

Summary of Shot Clock & Fees:

- Contractor must get an encroachment permit prior to starting any construction in the street. Encroachment permit will include review of traffic control plan and verification of insurance and bonds.
- Installation must be done within 270 days after application approval (otherwise application expires).
- Application is valid for 10 years.
- Permit fee is \$100 for each small wireless facility or \$250 for each freestanding installation. The system will automatically bill \$100 when submitting application, but then any balance remaining will be due prior to issuing final application approval.
- City will review application for completeness within 10 days
- City will approve or deny application within:
 - 60 days - for in-strand antenna
 - 60 days – for collocation of a small wireless facility
 - 150 days – for a new, modified or replacement utility pole
- If application is denied, carrier may cure deficiency within 30 days to avoid paying an application fee.