

## PROCESS TO SUBMIT SMALL CELL APPLICATION [updated 3/12/20]

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 Select a new document for this requirement: <input type="button" value="Browse..."/> 5G Site Plan.pdf Provide a short description of this set of documents:	Pending	
Small Cell Antenna Package Select a new document for this requirement: <input type="button" value="Browse..."/> NIER.pdf FCC License.pdf Carrier Collocation Statement Provide a short description of this set of documents:	Pending	

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.

**\* Please Note** – once application and encroachment permit are approved, Applicant will also need to get a Building Permit to cover the new power meter connection (RMP will not hook up without this inspection). To do this, go to <https://cityview.southjordanutah.gov/cityviewportal/>



## Building Department

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For Step 1: Application Type choose 'Power Meter New/Upgrade Only'



## Permit Application - Description and Type

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Choose the application type: \*

Please categorize the nature of the \*  work being done:

Please describe the work being \*  done:

Then proceed through each step as prompted online. If you have any questions about this permit or the inspections, please contact the building department (Cory Day, Suzanne McArthur or Ty Montavo – 801.254.3742).