



PRIVATE UTILITY SITE PLAN REVIEW CHECKLIST

(Required for any facility using metered power, ex. 5G/Small Cell Antenna or Cell Towers, Sewer Lift Stations, Communications Network Hubs/Vaults, etc.) A Right-of-Way Permit will not be issued until the utility site plan has been approved.

Site Plan Number: _____

Date: _____ Facility/Project Name: _____

Project Address: _____

Owner Name: _____

Owner Address: _____

Phone Number: _____ Owner Email: _____

Project Description: _____

PRIVATE UTILITY SITE PLAN REQUIREMENTS

This checklist presents the minimum required elements of a utility site plan. A utility site plan will be required for any new small cell/5G, or any other facility requiring metered power such as a communications hub, lift station, etc. Each element presented in this list shall be checked "Yes", as applicable to the site. Checks placed under the "No" column shall be justified in a written statement attached to this checklist. Elements of the plan that are not applicable for the site shall be marked as "N/A".

- Yes No N/A **1. Date of plan and date of any revision(s) on plan sheets.**
- Yes No N/A **2. Seal/signature of responsible plan preparer.**
- Yes No N/A **3. Vicinity map including: North arrow, adjacent roadways, site boundary lines, and latitude/longitude.**
- Yes No N/A **4. Scale drawings which clearly show the following items (IF GRADING IS PROPOSED):**
- a. The following lines with accurate bearings and distances:
 - Property boundaries
 - Lot lines
 - Right-of-way lines of streets.
 - Utility access or other easements
 - b. Existing topographic contours in GRAYSCALE line style.
 - c. Proposed topographic contours presented at a 2-foot interval in a BOLD line style.
 - Spot elevations or 1-foot contour intervals where 2-foot contours do not adequately depict the grading.
 - For sites over 1 acre contour intervals based on site specific surveyed topographic data.
- Yes No N/A **5. Plan view drawings depicting other utilities, collocated facilities, as well as any proposed meter locations.**
- Yes No N/A **6. A vertical profile or elevation drawing of any proposed tower or antenna.**
- Yes No N/A **7. The profile drawing shall include attachment heights of all proposed equipment.**



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- Yes No N/A **8. Maintenance of Traffic Plan**
- Yes No N/A **9. Structural drawings/design calculations. (poles/towers, etc.)**
- Yes No N/A **10. Detail sheets for fixtures such as pull boxes, cabinets or other items.**
- Yes No N/A **11. Three printed copies on 11x17 sheets and one PDF version, maximum 100 feet per inch scale.**

SUBMITTED BY:

Print Name: _____

Company Name: _____

Address: _____

Phone Number: _____ **Email:** _____

Signature: _____