GUIDANCE FOR SMALL CELL FACILITIES IN THE CITY OF PITTSBURGH

I. Overview and Purpose

Pittsburgh’s Code of Ordinances §411.01.b.3 states that the Director of the Department of Mobility and Infrastructure (DOMI) “shall establish and administer policies as necessary for the implementation of this Article, including, but not limited to, operating procedures, permits, forms, rules, and regulations, to ensure the management of the right-of-way (ROW) for the public good.” City Code also authorizes the Director to “establish regulations regarding the construction, reconstruction, operation, maintenance, dismantling, testing or use of any telecommunications system established by a ROW Use Agreement” (§427.09.c).

As such, this document provides guidance on the location, design, and construction of new or replacement small cell facilities that provide telecommunication service in the public right-of-way (ROW). It also includes a section on design guidance meant to serve as a supplement to the City’s Small Cell Aesthetic Standards. This document outlines a process for ensuring consistency in the review of permit submissions.

This guidance applies to the public ROW under the stewardship of DOMI. It does not extend to any public lot, park, other public property, or private property.

Unless otherwise noted, all provisions in these guidelines shall go into effect as of the effective date on this document.

II. Definitions

The following definitions apply in this document. Defined terms remain defined terms whether or not capitalized. Words not defined shall be given their common and ordinary meaning.
**Accessory Equipment.** Any equipment serving or being used in conjunction with a Small Cell Facility. Accessory equipment includes but is not limited to utility or transmission equipment, power supplies, generators, batteries, cables, equipment buildings, cabinets and storage sheds, shelters, or similar structures.

**Antenna.** Telecommunications equipment that transmits and receives electromagnetic radio signals used in the provision of all types of wireless telecommunications services.

**Block-face.** The portion of the public right-of-way stretching from one intersection to the next, along one side of the street.

**Code.** The Pittsburgh Code of Ordinances.

**Collocation or Collocate.** To install, mount, maintain, modify or replace small cell facilities on an existing Utility Pole or other Wireless Support Structure.

**Director.** The Director of the Department of Mobility and Infrastructure of the City of Pittsburgh or designee.

**Eligible Facilities Request.** Any request for modification of an existing Small Cell Facility that does not substantially change the physical dimensions of such tower or base station involving: (1) Collocation of new transmission equipment; (2) Removal of transmission equipment; or (3) Replacement of transmission equipment.

**Height:** Unless otherwise specified, the height of a small cell facility or pole above grade.

**Municipal Pole.** A Utility Pole owned, managed, or operated by or on behalf of the City of Pittsburgh.

**New Wireless Support Structure or Utility Pole.** A pole installed where one does not currently exist or an existing pole relocated more than 60 inches from its original location for the purpose of supporting a Small Cell Facility.

**Notice of Incompleteness.** A written notice provided within ten (10) days of the City of Pittsburgh’s receipt of an application for a Small Cell Facility or such other period of time required in accordance by applicable federal or state laws, issued by the Director, informing an applicant that an application for a Small Cell Facility is incomplete and clearly identifying the information required to render the application complete.

**Pole.** When not otherwise specified, “pole” shall apply to “New Utility Poles” and “Replacement Utility Poles”.

**Replacement Utility Pole.** The replacement of a Utility Pole for the purpose of meeting the necessary support or upgrades to provide telecommunications service. Unless otherwise
authorized by the department, the replacement Utility Pole shall be constructed no more than 60 inches from the existing Utility Pole location.

**Prior Approved Design.** A design for a Small Cell Facility that has been reviewed and deemed to be in accordance with this Design Manual and approved for construction by the City.

**Right-of-Way.** The surface and space above and below any real property in which the City has an interest in law or equity, including, but not limited to, any public street, boulevard, road, highway, freeway, lane, alley, court, sidewalk, parkway, swale, river, tunnel, viaduct, bridge, park, or any other place, area, or real property, other than real property owned in fee by the City.

**Small Cell Facility.** The equipment and network components, including Antennas, transmitters, and receivers used by a wireless provider that meet the following qualifications:

1. Each antenna associated with the deployment is cumulatively no more than three cubic feet in volume.

2. The volume of all other equipment associated with the small cell facility, whether ground-mounted or pole-mounted, is cumulatively no more than 28 cubic feet. Any equipment used solely for the concealment of the small cell facility shall not be included in the calculation of equipment volume under this paragraph.

**Stealth Technology.** Camouflaging methods applied to Small Cell Facilities and accessory equipment that render them more visually appealing or blend the proposed Facility into the existing structure or visual backdrop in such a manner as to render it minimally visible to the casual observer. Such methods include but are not limited to architecturally screened roof-mounted antennae, building-mounted antennae painted to match the existing structure, and facilities constructed to resemble trees, shrubs, and light poles.

**Technically Feasible.** By virtue of engineering or spectrum usage, the proposed placement for a Small Cell Facility or its design or site location can be implemented without a material reduction in the functionality of the Small Cell Facility. Unless otherwise noted, all of the design, location, and other requirements in this document shall be met unless the applicant can demonstrate with clear and convincing evidence that it is not technically feasible.

**Utility Pole.** A pole or similar structure that is or may be used, in whole or in part, by or for telecommunications, electric distribution, lighting, traffic control, signage or a similar function, or for Collocation. The term “Utility Pole” includes the vertical support structure for traffic lights but does not include wireless support structures or horizontal structures to which signal lights or other traffic control devices are attached.

**Wireless Support Structure.** A freestanding structure, such as a guyed or self-supporting monopole or tower, electrical transmission tower, water tower, or other structure not classified as a wireless support structure that could support the placement or installation of
wireless telecommunications facilities if approved by the City.

For a complete list of other pertinent definitions used in this document, please see Pittsburgh’s Code §427.03.

III. Location Guidance

A. Preservation of the ROW

It is the City’s policy to keep the public right-of-way open and unobstructed whenever possible for public safety, accessibility, and aesthetic purposes. No Small Cell Facility shall be located within any portion of the public ROW in a manner that compromises public interest, public accessibility, public safety, condition of the right-of-way, existing equipment in the right-of-way, or future City plans for public improvements.

As such, Small Cell Facilities shall follow siting and location hierarchy established by Section 427.19(e) and Section 327.19(f) of the City of Pittsburgh Code of Ordinances.

B. Character of Historic Districts

The Director may, in their sole discretion, require reasonable, technically feasible, nondiscriminatory and technologically neutral design or concealment measures for small Wireless Communication Facility (WCFs) proposed for location in any Historic District or on any Historic Building.

C. Protection of Street Trees

No street tree shall be removed or have its protected root zone impacted to accommodate installation of Small Cell Facilities (see III.F for clear distance requirements). No street tree shall be pruned related to the installation or functioning of Small Cell facilities without prior approval from the City Forester.

D. Impact on Businesses and Residential Development

Small Cell Facilities should be located, to the extent possible, to minimize impact on businesses and residential development by avoiding placement directly in front of building entrances, windows, primary entry walks, or delivery zones, or entrances. To the maximum extent possible, Small Cell Facilities shall be installed, collocated, or replaced with a minimum 10-foot setback from residential buildings and 20 feet from commercial buildings.

E. Furnishing Zone

All Utility Poles must be located in the furnishing zone. In some areas where there are existing tree pits, decorative streetlights, and other furnishings, Utility Poles shall be aligned with existing furnishing as applicable in order to maintain a visual and physical organization of structures within the right-of-way. Placement of Utility Poles shall not interfere with a clear, unobstructed, or continuous pedestrian path.
F. Clear Distance Requirements

New or replacement Utility Poles should seek to maintain desired clear distances from or around adjacent features. Where desired distances cannot be met, the City shall have the discretion to waive the desired clear distance to a minimum distance. Distances shall be measured from the edge of pole unless otherwise noted.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Desired Distance</th>
<th>Minimum Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Ramp</td>
<td>No less than 18”</td>
<td>18”</td>
</tr>
<tr>
<td>Standalone telecommunication pole</td>
<td>100’ radially between centerpoints</td>
<td>100’ radially measured from centerpoints</td>
</tr>
<tr>
<td>Telecommunication antenna</td>
<td>40’ radially between centerpoints</td>
<td>40’ radially measured from centerpoints</td>
</tr>
<tr>
<td>non-telecommunication pole (utility, streetlight, traffic)</td>
<td>25’ between centerpoints</td>
<td>25’ between centerpoints</td>
</tr>
<tr>
<td>Face of curb</td>
<td>No less than 18”</td>
<td>18”</td>
</tr>
<tr>
<td>Bus stop</td>
<td>15’ measured from the post or nearest shelter edge, whichever is closer</td>
<td>8’</td>
</tr>
<tr>
<td>Fire hydrant or standpipe</td>
<td>No less than 3’</td>
<td>3’</td>
</tr>
<tr>
<td>Emergency exit, fire escape ladder landing</td>
<td>No less than 3’</td>
<td>3’</td>
</tr>
<tr>
<td>Street furniture (e.g. benches, bike racks, planters)</td>
<td>6’</td>
<td>3’</td>
</tr>
<tr>
<td>Micromobility or bike corral station</td>
<td>Utility Poles shall not interfere with the operation of micromobility docks and stations. For fixed stations, this requires a min 4’ of clearance from the rear wheel of a docked bicycle, 5’ distance from each end of a station.</td>
<td>3’</td>
</tr>
<tr>
<td>Transformer vaults and subway grates</td>
<td>No less than 3’</td>
<td>3’</td>
</tr>
<tr>
<td>Street trees</td>
<td>No less than 15’</td>
<td>Min 15’ measured from the surface of the tree trunk to the center of point of the Utility Pole.</td>
</tr>
</tbody>
</table>
Curb cuts 10’ from the edge of any curb cut or driveway or directly opposite any driveway where it may preclude use of the curb cut. 3’

IV. **Design Guidance**

**A. Conformity with Small Cell Aesthetic Standards**

All proposed Small Cell Facilities must conform to the City’s *Small Cell Aesthetic Standards* (see Appendix A). New and Replacement Utility Poles shall be designed to match the character of nearby Utility Poles.

Infrastructure that does not comply with these standards must receive approval from the Art Commission prior to submission of a permit application to the Director. The Art Commission approval process shall be in conformance with federal laws and timeframes, so applicants with non-conforming designs are encouraged, but shall not be required to pursue the necessary approval from the Art Commission before applying for permits.

Applications that do not conform to the aesthetic guidelines will be denied by DOMI. In these cases, the applicant should reapply for permits once the Art Commission approves the design.

**B. Additional Design Standards**

1. All Small Cell Facilities shall be installed in and maintained in a workmanlike manner in compliance with the National Electric Safety Code (NESC), Occupational Safety & Health Administration (OSHA), design, construction and safety standards of pole owners, and all applicable laws, ordinances and regulations for the protection of underground and overhead utility facilities, as applicable.

2. Small Cell Facilities shall not obstruct vehicular, pedestrian, or cyclist traffic or sight lines in an unsafe manner.

3. All Small Cell Facilities shall comply with applicable federal and state standards and City policy regarding pedestrian access and movement.

4. All Small Cell Facilities shall be designed and constructed in an effort to minimize the impact on the aesthetics of the ROW as well as on the use of the ROW by the public, to the extent technically feasible.

5. No Small Cell Facilities shall extend beyond the boundaries of the ROW unless approved on a case-by-case basis by the Director of the Department of Mobility and Infrastructure prior to permits being issued.

6. All Small Cell Facilities shall be designed to withstand the effects of wind gusts and ice
to the standard designed by the American National Standards Institute as prepared by the engineering departments of the Electronics Industry Association and Communications Industry Association (ANSI/TIA-222, as amended), or to the industry standard applicable to the structure.

7. All streetlight attachments to Small Cell Facilities must be compliant with *Pittsburgh City Code, Title 12: Lighting Code*. Any change to an existing streetlight luminaire including but not limited to, type of luminaire, height, location, or position of streetlight, will require a photometric calculation and luminaire specification sheet to be submitted with the application.

8. All Small Cell Facilities must be designed to operate within permissible decibel levels stated in *Pittsburgh City Code, Title 6: Conduct, Article I: Regulated Rights and Actions, Chapter 601.04: Noise Control*. At the time of application, applicants will certify that the facility is designed to be operated within permissible decibels. DOMI reserves the right to request a noise report from permit holder. The report must be complete with the manner of measurement and instrumentation outlined in City Code. The City will require the applicant to install noise attenuating or baffling materials if it is determined that a Small Cell Facility, or any accessory equipment of a Small Cell Facility, emits noise levels that exceed the limits set forth in Section 601.04.

9. Antenna Standards
   a. Any Antenna associated with a Small Cell Facility shall not exceed 3 cubic feet in volume.
   b. The installation of a Small Cell Facility shall, on an existing Utility Pole shall not extend more than 60 inches (5 feet) above the existing Utility Pole.
   c. All pole-top Antennas shall be flush-mounted as close to the top of the Utility Pole as technically feasible.
   d. All Antennas shall be of a design, style, and color that matches the Utility Pole or other Utility Pole upon which they are attached.
   e. Any necessary pole-top extension shall be of the minimum height necessary to achieve separation from the existing pole attachments.
   f. If mounted on an existing structure, no Antenna shall impair the function of said structure.
   g. Antenna placement shall not materially impair light, air, or views from adjacent windows.

10. Accessory Equipment Standards
    a. Accessory Equipment shall not exceed 11 cubic feet in volume. Equipment utilized solely for the minimization or mitigation of the aesthetic impact of the Small Cell Facility shall not be included in the Accessory Equipment volume calculation.
    b. Accessory Equipment shall be mounted flush to the side of the Utility Pole, or as near
flush to the side of the Utility Pole as technically feasible.

c. To the extent technically feasible, Accessory Equipment shall comply with National Safety Electric Code (NSEC) minimum of clearance from ground level, when mounted. In no case, shall accessory equipment be mounted less than 11.5 feet from ground level, unless such lesser clearance is required for access by the utility provider.

d. Accessory Equipment shall be of a color that matches the Utility Pole upon which such Accessory Equipment is mounted.

e. All Accessory Equipment, with the exception of disconnect switches and electric meters required to be accessible to utility workers, shall be contained within a single equipment shroud or cabinet. Such equipment shroud or cabinet shall be of the smallest dimensions technically feasible.

f. All Small Cell Facilities shall post a sign in a readily visible location identifying the owner’s permit number and the name and phone number of a party to contact in the event of an emergency. The only other signage permitted shall be that required by the FCC or any other federal or state agency.

g. Accessory Equipment placement shall not materially impair light, air, or views from adjacent windows. To the extent technically feasible, all Accessory Equipment shall be placed facing away from adjacent windows and the primary pattern of pedestrian and vehicular traffic. All equipment must face the “field” side, that is, over the sidewalk.

h. No Accessory Equipment shall feature any lighting, including flashing indicator lights, unless required by state or federal law.

11. Wiring Standards

a. Exposed wiring is prohibited on any Small Cell Facility, Accessory Equipment, or Accessory Equipment enclosure.

b. Transmission, fiber, power cables, and any other wiring shall be contained within any Utility Pole for which such concealment is technically feasible. If wiring cannot be contained within the Utility Pole, all wiring shall be contained within conduit or U-guard that is flush-mounted to the Utility Pole.

c. All wiring shall be installed without excessive slack or extra cable storage on the Utility Pole.

d. Any conduit or U-guard shall be of a color that matches the Utility Pole to which the Small Cell Facility is attached.

e. Loops of extra wiring shall not be attached to any Utility Pole.

12. Replacement Utility Poles

a. The height of a replacement wooden Utility Pole and Antenna shall not exceed the height of surrounding similar wooden Utility Poles by more than 5 feet. The Director may, in their sole discretion, permit the maximum height of a Small Cell Facility on a utility pole.
replacement Utility Pole up to 50 feet upon a showing by the Applicant that such height is necessary for the functioning of the Small Cell Facility.
b. Overall height of the replacement Utility Pole must not impede access to existing/transferred service lines, transformers, streetlights, or other attachments.
c. Any replacement Utility Pole shall be of comparable materials and design to the existing Utility Pole being replaced.
d. Any replacement Utility Pole shall not deviate from the predominant pattern of existing adjacent Utility Poles.
e. Any replacement Utility Pole shall be placed within a 60-inch radius of the existing Utility Pole being replaced.
f. Any replacement Utility Pole shall be designed to accommodate all uses that existed on the Utility Pole being replaced.
g. As part of an application for a Small Cell Facility, the applicant shall provide documentation from a licensed Professional Engineer in the Commonwealth of Pennsylvania confirming that the replacement Utility Pole, Small Cell Facility, and prior existing uses are structurally sound and compliment with standards in IV.B.1.

13. New Utility Poles
a. The maximum height of any new Utility Pole shall not exceed the height of surrounding Utility Poles. If no Utility Poles or streetlights are present, the maximum height of the Small Cell Facility shall not exceed 39 feet. The Director may, in their sole discretion, permit the maximum height of a Small Cell Facility on a new Utility Pole to be up to 50 feet upon a showing by the Applicant that such height is necessary for the functioning of the Small Cell Facility.
b. Any new Utility Pole shall be installed in accordance with the predominant pattern of existing adjacent Utility Poles.

14. Requirements for use of Municipal Poles
a. The height of replacement Municipal Poles shall not increase the height of the existing pole being replaced by more than 15%, and in no case shall the replacement of the Municipal Pole exceed 50 feet. The Director may, in their sole discretion, permit the maximum height of a Small Cell Facility on a replacement Municipal Pole to be up to 50 feet upon a showing by the Applicant that such height is necessary for the functioning of the Small Cell Facility.
b. Collocation on municipal poles shall be permitted in the following order of priority, from most preferable to least preferable:
   1. City trolley poles without traffic control devices. *Excludes trolley poles being used to mount traffic control devices, see option 5.*
   2. Streetlight poles
   3. Overhead lane designation poles
   4. Non-standard trolley pole or metal pole being used to mount pedestrian crossing signal
   5. Ornamental streetlights poles
   6. Traffic signal or any pole with a traffic control device attached
c. The following additional requirements shall apply for collocations on traffic control devices (options 3, 4 and 6) or replacement of traffic control devices (options 3, 4 and 6):

1. Collocation of Small Cell Facilities on overhead lane designation poles, non-standard trolley poles or metal poles being used to mount pedestrian crossing signals, or traffic signals or any pole with a traffic control device attached shall be permitted only when more preferable options are shown as technically infeasible. The applicant must provide an explanation detailing why Collocation of the Small Cell Facility on a higher priority municipal pole is technically infeasible as part of a complete initial application.

2. Pole applications for collocation on traffic control devices must receive sign-off from the City Municipal Traffic Engineer, who during the review of the application will identify conditions of pole installation to prevent the facility from hindering travel or public safety within the ROW. Such standards may include:
   i. ADA Improvements
      1. Pedestrian countdown signals for all crossing movements
      2. Accessible pedestrian signals all crossing movements
      3. Base-mounted controller cabinet
   ii. Pedestrian Safety Improvements
      1. Controller to accommodate pedestrian/motorist friendly signal phasing operation, as specified by the City Municipal Traffic Engineer.
   iii. Luminaire Arms with LED Streetlights
   iv. Motorist Efficiency Improvements
   v. Radar or 360-degree camera detection
   vi. General Infrastructure Improvements
      1. New signal poles which meet existing City of Pittsburgh standards
      2. Overhead or underground signal wiring
      3. Communication Improvements

3. All applications for signal upgrades must be prepared by a licensed professional engineer in the Commonwealth of Pennsylvania. City of Pittsburgh Traffic Bureau will sign-off on design plans at the 30% and 90% design stages. Once final design plans are approved by the Municipal Traffic Engineer, the carrier can begin construction of the traffic signal upgrade.

4. All traffic signal construction projects are to be completed by an electrician with active PennDOT ECMS Class P credentials in good standing with the City. The applicant will reimburse City of Pittsburgh for Construction Management/Construction Inspection services.

5. Upon approval of the application, the permit holder must comply with inspections by the City for work related to signals.

6. During construction, the City will turn over signal maintenance and operation to the permit holder. This is standard whenever signal revisions are implemented by parties other than City of Pittsburgh’s Traffic Control Shop. During this signal “turnover” the permit holder will be required to hire a PennDOT certified Traffic Signal Electrician who is available 24/7 to respond to service calls.

7. After satisfactory completion of a post-construction inspection by the City of Pittsburgh staff, the applicant will submit as-built drawing and a 30-day test
period will begin. If the 30-day test period elapses without failure, all traffic signal maintenance and operation responsibilities will be accepted by the City of Pittsburgh.

d. The following additional requirements shall apply to modifications to City streetlights:
   1. Collocation of Small Cell Facilities on or Replacement of City streetlights (options 2, 4 and 5) shall be permitted only when more preferable options are shown to be technically infeasible. The applicant must provide an explanation detailing why Collocation of the Small Cell Facility on a higher priority municipal pole is technically infeasible as part of a complete initial application.
   2. Pole applications must receive sign-off from DOMI's Operations Manager. The Operations Manager will also identify mitigations for detrimental impacts that might result to the lighting of the public ROW during and after construction. This may include:
      1. Provide temporary street lighting through construction.
      2. Replacement, at the contractor's expense, to city standard fixture.
      3. The permit holder must comply with post-construction inspection and submission of as-builts to turn the streetlight back to the City.

e. Additionally, for all permits issued for municipal poles, the following provisions shall apply:
   1. Permit holder will transfer, replace or install City streetlight.
   2. Permit holder will seek Art Commission approval for non-standard designs and must outline to the Art Commission what aspects of the design are non-compliant.
   3. No boring or drilling into existing municipal poles shall be permitted as part of the Collocation of a Small Cell Facility.
   4. Power to the Small Cell Facility shall be separate from power to the municipal pole.
   5. Collocation of Small Cell Facilities on municipal poles shall be permitted only if such Collocation will not cause structural or safety deficiencies to the municipal pole, as determined by the City.

f. Make-ready work.
   1. It is the City’s preference that all make-ready work be performed by the Applicant, unless expressly directed otherwise by the City.
   2. For any make-ready work performed by the City, the City will provide a good faith estimate for any make-ready work necessary to enable the municipal pole to support the requested collocation by a wireless provider, including pole replacement, if necessary, within 60 days after receipt of a complete application.
   3. Make-ready work, including pole replacement, shall be completed within 60 days of written acceptance of the good faith estimate by the applicant.
   4. Municipal Poles may be replaced only upon approval by the City.

g. Pole Ownership
   1. Permits for municipal pole replacements shall be treated as new poles for the
purpose of application and annual renewal fees.

2. The City will retain ownership of all municipal pole replacements unless expressly directed otherwise by the City, and agreed to by the telecommunications provider.

C. Accessibility

Placement of Small Cell Facilities shall not impede, obstruct, violate, conflict with, or hinder any mode of travel over or access to any public street, bridge, tunnel, highway, lane, path, alley, sidewalk, or driveway. New Small Cell Facilities, Replacement Utility Poles or tension lines required to support Small Cell Facilities should maintain the existing sidewalk clearway.

This infrastructure must adhere to current ADA standards, including maintaining a clear landing at the top of curb ramps at crosswalks. Applications for facilities that violate the ADA’s access requirements will be denied.

Small Cell Facilities shall also comply with all applicable requirements relating to streets and sidewalks as established by Article I of Title Four of the City Code.

D. Overhead Lines

Where there are existing Utility Poles on the same block-face as the proposed new Utility Pole, the new Utility Pole shall be placed in-line with the existing Utility Poles and furnishings to the extent technically feasible, and all aerial cables and wires shall be installed parallel to existing telephone and electric lines.

E. Underground Lines

All lines connecting to a Small Cell Facility, including but not limited to power, transport facilities, and connections for City streetlights, shall be underground in those areas of the City where cable, telephone and electric utilities are underground at the time of installation.

Where there are no existing telephone or electric utility wires or where aerial cables and wires cannot be installed parallel to existing telephone and electric lines, all new cables and wires should be placed underground, unless otherwise directed by the Director.

V. Application Guidance

A. Eligibility

No person shall construct, operate, or continue to operate a telecommunications system that occupies the streets, public ways, and public places within the City without having been issued a Telecommunications ROW Use Agreement or license by the Department.
A fully executed Telecommunications ROW Use Agreement is required.

B. Adherence to City Standards and Permitting Process

All Small Cell Facilities must comply with the requirements of the City Code, including but not limited to Chapter 427, “Telecommunications Systems in the Right-of-Way.”

All Small Cell Facilities must comply with the City’s Small Cell Aesthetic Standards.

All construction in the ROW must be done in accordance with DOMI’s standards and should adhere to the department’s ROW Procedures Manual. These documents can be found on DOMI’s Policies and Standards page.

Applicants also must follow DOMI’s permitting process. The Rules and Regulations Guiding Permits, Licenses, and Plan Reviews can be found at https://pittsburghpa.gov/domi/rules-regulations. For more information on the permitting process, visit https://pittsburghpa.gov/domi/row-info.

All work in the ROW is subject to DOMI’s inspection.

C. Type of Application

An applicant will submit an application to DOMI to modify, collocate, or relocate an existing Small Cell Facility or to replace, collocate, or construct a new Small Cell Facility. An application will be considered fully submitted upon receipt of all required application materials and confirmation by the Director of receipt of all required application fees.

There are four categories of wireless siting applications for attachments in the ROW:

- **New Utility Pole** – A proposal to install a new Utility Pole where none exist and to attach Small Cell Facilities on the new Utility Pole.
- **Replacement Utility Pole** – A proposal to replace an existing Utility Pole without wireless facilities with a new Utility Pole and to attach Small Cell Facilities on the Replacement Utility Pole.
- **Eligible Facilities Request** – A modification of an existing Small Cell Facility; the modification does not Substantially Change the size of the structure or wireless facilities or otherwise expand the wireless facilities beyond the permissible dimensions of a Small Cell Facility.
- **Collocation** – An initial deployment on an existing Utility Pole or an application for modifying an existing Small Cell Facility that does not qualify as a minor modification.

D. Application Requirements

The chart below indicates the required submittals that must accompany an application for
a Small Cell Facility. The submittal requirements are identified for each application type. Document Standards for Application Submittals are provided in Appendix B.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>New</th>
<th>Replacement</th>
<th>Eligible Facility Request</th>
<th>Collocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Application Checklist</td>
<td>To be published no more than 45 days after the effective date of this policy</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Construction Drawing</td>
<td>Stamped by a Pennsylvania P.E.</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Map</td>
<td>Attach map of the general area, calling out the location of the site</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Manufacturer Specifications</td>
<td>Upload manufacturer’s cut-sheets for all proposed radios, antennas, and accessories listed in application</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Structural Analysis</td>
<td>Stamped by a Pennsylvania P.E.</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Certification of Need</td>
<td>Self-certification that the filing and approval of the application is required by the Applicant to provide additional capacity or coverage for wireless services.</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>RF Propagation Studies</td>
<td>1. Provide copy of RF propagation contour maps showing site with/without calculated signal levels in color at the target signal level, and ± 5 dB 2. Include a legend that shows what signal each color represents 3. Include maps showing coverage at the proposed antenna elevation and at 10 feet below the proposed elevation 4. Maps must be legible and in sufficient detail</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Owner Consent</td>
<td>1. Attach pole attachment agreement or other evidence that the owner has provided consent to use their structure for the proposed Small Cell Facility 2. Include unique pole number</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Photos / Photo simulations</td>
<td>For all applications, photo simulations from at least three reasonable line-of-site locations near the proposed project site must be included. The photo simulations must be taken from the viewpoints of the greatest pedestrian or vehicular traffic. Angle of photo simulation separation must be at least 90 degrees or greater and provide a full profile depiction.</td>
<td>x</td>
<td>x</td>
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<td>x</td>
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<tr>
<td>RF Analysis (EME Report)</td>
<td>Required unless the RF analysis is categorically excluded</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Noise Certification</td>
<td>At the time of application: Self-certification that the facility is designed to be operated within permissible levels</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Noise Measurement Report</td>
<td>As requested during the inspection: Must follow the manner of measurement instrumentation in code</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Photometric Study</td>
<td>When making any change to an existing streetlight luminaire including but not limited to, type of luminaire, height, location, or position of streetlight, require a photometric calculation and specification sheet submitted with the application.</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Luminaire Specification Sheet</td>
<td>When making any change to an existing streetlight luminaire.</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Aesthetic Standards Checklist</td>
<td>To be published no more than 45 days after the effective date of this policy</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Small Cell Infrastructure Checklist</td>
<td>To be published no more than 45 days after the effective date of this policy</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Demonstration of Technical Infeasibility for Collocation</td>
<td>To be published no more than 45 days after the effective date of this policy</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Standards Checklist</td>
<td>To be published no more than 45 days after the effective date of this policy</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Public Notice</td>
<td>Per standards in Section VI</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
E. Permission to Collocate

Before the City will approve an application for the Collocation of a Small Cell Facility on an existing Utility Pole, the applicant must first obtain permission from the Utility Pole owner. If the Utility Pole on which the Small Cell Facility will be mounted is owned by any entity other than the City or the applicant, a copy of any license, lease, agreement, or other documentation evidencing that the owner of that Utility Pole authorizes the Small Cell Facility to be attached must be included with the application.

F. Application Submittal

All applications must be filed through OneStopPGH. An application shall not be deemed complete until the applicant has submitted all documents, information, forms, checklists, and fees specifically enumerated in this Guidance for Small Cell Facilities, the Small Cell Aesthetic Standards, Chapter 427 of the City Code, and in the application form.

If DOMI determines that an application is incomplete, the department shall issue a Notice of Incompleteness to the applicant of this determination through OneStopPGH within 10 business days of receipt of the application. Such Notice of Incompleteness shall clearly identify all documentation and/or fees needed to complete the application.

If an applicant resubmits application materials in response to an initial Notice of Incompleteness, and the City determines that the resubmitted application material is still incomplete, the City will issue a subsequent Notice of Incompleteness to the applicant within 10 days of receipt of the resubmission. The applicable shot clock timeframe for review of the application shall toll from the date one day after the City issues such subsequent Notice of Incompleteness until such time that an applicant resubmits application materials in response to the Notice of Incompleteness.

If an applicant does not respond to a Notice of Incompleteness within 90 days, an application will automatically be considered withdrawn.

If there is mutual consent between the City and the applicant, an application can be “tabled,” pausing the shot clock and the review of an application.

If an application is denied by the City, the Director shall notify the applicant in writing of the denial. Such notice shall document the basis for the denial, including the specific provisions of applicable codes on which the denial was based.

If an application is denied by the Director, the applicant may resubmit the application within 30 days of receiving the written basis for the denial without being required to pay an additional application fee. The Director shall then approve or deny the revised application within 30 days of the application being resubmitted for review. Any review of a resubmitted application shall be limited to the deficiencies cited in the denial.

G. Permit Dates

At the time of application, applicants are required to select preferred start and end work
dates. Permits for Small Cell Facilities are valid for one year. After one year, if the work has not started, the application shall be deemed closed and the applicant will need to apply under a new permit.

The applicant is responsible for selecting the work dates required to complete all work, including the permanent restoration of the base. The effective date of the permit shall be the date that the permit is used.

H. Application Review

Upon receipt of a complete application and subject to applicable tolling procedures as established by federal regulations and state law, the Department will conduct a review of the engineering documents to determine:

1. Compliance with requirements under this Guidance;
2. Inclusion of appropriate design of stealth components necessary to comply with aesthetic requirements for attachments as outlined in the Small Cell Aesthetic Standards;
3. Compliance with any other applicable requirements of the City, including but not limited to those established by Chapter 427 of the City Code.

The Department will conduct an additional review of the application for new or Replacement Utility Poles to determine:

- The demonstrated need for placing the Utility Poles at the requested location and geographical area in order to deliver or enhance personal wireless service. The applicant shall demonstrate that there are no other effective technological means for delivering the service;
- The visual impact of placing the Utility Poles or facilities in the subject area;
- The character of the area in which the Utility Poles are requested, including surrounding buildings, properties, and uses;
- Whether the appearance and placement of the requested Utility Poles is aesthetically consistent with the immediate area;
- The applicant’s or provider’s network coverage objective and whether the applicant or provider should use available or previously unconsidered alternative locations to place the Utility Pole or Small Cell Facility.

As appropriate, the Director shall require the applicant to make design modifications in order to comply with applicable contractual, regulatory, or legal requirements. Failure to make the requested design modifications shall result in an incomplete application and may result in denial.

I. Exemption to Design Guidance

A. Relief from Design Requirements.

Applicants may request relief from the design requirements established in this Guidance
and the City Small Cell Aesthetic Standards. As part of any such request, the applicant shall clearly detail why such relief is necessary and why strict adherence to the City’s design requirements is technically infeasible. The applicant shall further provide justification that the non-compliant design offers public benefit and/or is more desirable or less impactful than a compliant design. The cost of construction or installation to the standard is not justification. The Department may, at its sole discretion, grant such request for relief from the design requirements established in this Guidance. Applications will be referred to Art Commission where the application is requesting deviation from Art Commission standards.

The City will consider requests to deviate from wiring design standards in this document and codified in City code if the applicant can demonstrate other power runs are required by the power supplier. Deviations to wiring standards are at the sole discretion of the Department.

B. Height Waiver.

An applicant may request a waiver of the height requirements established in this Guidance, which may be granted at the sole discretion of the City. The height waiver request will be reviewed by the Department and Art Commission and may be granted at the sole discretion of the City.

VI. Public Notice Responsibilities

A. Responsibilities of the Applicant

a. At the time of application, applicants shall submit a Small Cell Fact Sheet, in the format developed by the City, and plan set which will be made available to the public on the City’s website.

b. Within ten (10) business days of the application being deemed complete, the applicant shall mail the Small Cell Fact Sheet to all addresses located within 150 linear feet of the proposed Small Cell Facility, and send by certified mail the fact sheet to the property that directly abuts the proposed site.

   i. Prior to permit issuance, the applicant shall provide to DOMI proof of mailing.

The City of Pittsburgh’s Department of Mobility and Infrastructure reserves the right to amend this policy at any time. Any revisions to this policy shall take effect immediately upon posting of the revised policy.
Approved: Kimberly Lucas Acting Director
(signature)

Effective Date: 1/21/2022
Amendment Date(s): __________________________
Superseded By: __________________________
Supersession Date: __________________________