
Department of Public Works

A. Special Process for Wireless Projects; Estimates for Excavation Permits.

The Department of Public Works, pursuant to Glendale Municipal Code, Title 12.08, is implementing this policy to clarify how the 2021-2022 fee schedule for encroachment permits applies to wireless facilities, and how excavation fees are calculated. It also wishes to make clear that an applicant for a wireless facility permit may choose to pay either: (1) the \$1093.00 fee under the 2021-2022 schedule, plus the cost of expert review or (2) as explained below, a flat fee of \$1600.00 per wireless facility, plus additional amounts, as required to address incomplete applications, if the permit applications submitted are timely deemed to be incomplete.

B. Definitions.

Terms, phrases, words and their derivations utilized in this document have the same meaning as the terms, phrases, words, and their derivations as defined in the Glendale Municipal Code, and particularly Section 12.08.037(A). Nothing herein contradicts or replaces the terms and requirements set out in Glendale Municipal Code.

C. Authority.

This administrative guide is provided by the Director for the Department of Public Works pursuant to his authority granted pursuant to the Glendale Municipal Code.

D. Wireless Application Processing Fees.

A person who seeks to place wireless facilities in the public rights-of-way under the 2021-2022 fee schedule must pay a Wireless Communications Facility Application Processing Fee of \$1093.00 per wireless facility, plus, at City's discretion, up to an additional \$606.00 as a Wireless Communication Facility Encroachment Permit Expert fee. The City also offers an option of a flat fee of \$1600.00 to applicants in lieu of the wireless application processing and optional expert fee to those who submit applications directly to the expert retained by the City. An application that remains incomplete based on a timely notice of incomplete application, as defined by applicable federal and/or state law, may be rejected, or subject to an additional fee, in addition to the \$1600.00 for review based on the hourly rate of the consultant. There may be other charges associated

with the review of a wireless application as provided in the fee schedule, or by agreement.

E. Encroachment Fees

In addition to the Wireless Communications Application Processing Fee, an applicant placing wireless facilities in the public rights-of-way is required to pay the construction - encroachment permit fee. The 2021-2022 fee is \$1903.00 per permit. The number of construction – encroachment permit fees will depend on the project, as explained below.

In most, but not all cases, installation of nodes, or wireline facilities serving nodes will involve excavation. Excavation fees are based on the estimated time required for the City to inspect a site from beginning of the project until all affected property is restored. Those fees are distinct from the encroachment permit fees and are discussed below.

1. The Wireless Telecommunications Facility Encroachment Application Form requires an applicant for a wireless facility to provide information regarding:

1.1. The Node

1.2. All of the following features related to or associated with the proposed Node: (i) equipment cabinets, (ii) poles, (iii) antennas/antenna canisters, (iv) each continuous run of fiber optic lines and connections from the Node to a splice point, termination point (e.g., another Node) or other point where network fibers converge or diverge (to be clear, Node-associated fiber does not include fiber backbones or bridges); and (v) associated power conduits required to provide electrical service to the Node. The goal is to permit the City to do a full analysis required to issue an encroachment permit for the Node and those facilities. The specific requirements are in the application form. There is a single construction – encroachment permit fee charged.

1.3. If an applicant proposes to build fiber from a hub to Node A, and fiber from Node A to Node B, two encroachment permits would be required, and two fees would need to be paid.

2. Limits on Encroachment Permits

2.1. An encroachment permit, and the associated fees are not in lieu of aerial/street permits, which are based on the number of days and total square footage occupied by the contractor for the proposed work. An encroachment permit does not eliminate and is not a substitute for Code requirements for providing notices (posting notice and mailings to the public), which notices will

be provided by, and paid for by the applicant itself or an outside vendor of its choosing (City does not post or mail the notices). Permit fees associated with an encroachment permit do not cover other amounts that may be charged to a permittee that, e.g., causes damage or fails to comply with conditions of a permit. The permit and permit fees do not cover costs, or obviate the need to obtain approvals from the Glendale Water and Power Department (GWP) for particular installations on street lights, strand or other GWP structures. Encroachment permits only are covered.

2.2. Other Encroachment Permit Charges. Except as the fee schedule approved by the City Council may otherwise provide, an applicant for an encroachment permit may be subject to the following additional fees, where an application is not rejected as incomplete:

2.2.1. If plans fail to include power supplies, or any element for which an encroachment is required, the applicant must pay the standard encroachment permit fee schedule applicable when it submits the application for the new element.

2.2.2. If there is a substantive change in the materials presented in the application such as a change in fiber routing, an additional fee may be charged based on the reasonable time required to review the revised feature of the application, as established by the hourly rate for the reviewer based upon the class of employee responsible for reviewing the reviewer under the fee schedule in place at the time the change is made.

2.2.3. If application must be refiled for deficiencies (e.g., failure to properly identify locations, inaccurate engineering, etc.) applicant must pay the same fee required for the initial filing.

2.2.4. If applicant appeals a decision on an application to the City Council, applicant must pay the fee required for appeals under Glendale Municipal Code Chapter 2.88.

2.2.5. The City may charge an additional fee where the additional fee represents: (i) actual costs incurred, or a reasonable approximation of costs, (ii) those costs themselves are objectively reasonable, and (iii) where the City must retain or assign additional staff resources to meet

applicable deadlines, or where City must retain an expert to address issues raised by applications.

2.3. Applications must be on forms approved by the Department of Public Works, and if there are no approved forms, in addition to the information specified in Section 1:

2.3.1. The Applicant, or its Representative, shall certify the assertions, materials and information provided to the City of Glendale during the application process are true and complete to the best of him/her knowledge and accurate and must agree to provide additional submissions as necessary to ensure that the information is true and complete throughout the review process.

2.3.2. Each applicant shall identify key persons with the organization responsible for the information contained in the application by, name, title, company affiliation, work address, telephone number and email.

2.4. The internal procedure does not change any other application process in the Department of Public Works.

F. Excavation Permits: How Applied.

1. The excavation permit and application process are separate and independent from the encroachment permit and the process for obtaining those permits. Under the 2021-2022 Fee Schedule, an applicant pays a flat fee for each Excavation Permit sought, and an additional inspection fee (“Excavation Inspection Fee”) where more than two hours of inspection are required in connection with a permit, as is the typical case for excavation associated with the placement of a Node, and for placement of wireline facilities. In addition, a deposit to cover costs of repair (if applicant fails to timely restore property) is also required, but is not a substitute for or in lieu of the flat fee or inspection fee. In this section, how the Department of Public Works calculates the applicable inspection fees is set out.

2. Application packages should describe all the work associated with installation of a node, and all fiber, power conduits, cabinets and other equipment that will be installed

to serve that node (not including ring or backbone). The application will need to identify and describe:

- 2.1 Underground utilities
- 2.2 Proposed conduit (length in ft.)
- 2.3 Installation methods (open trench, bore cut) and details of the foundation work, proposed timeframes
- 2.4 Node ID numbers
- 2.5 Pedestals

3. Department of Public Works staff must approve and verify the network application details describing the items above through applicant's maps, diagrams, charts, illustrations or written documentation at the time of review.

4. Department of Public Works Construction Services Manager must approve proposed installation method. In the event the installation method is not approved; amendments and/or modifications to the plan must be submitted within seven business (7) days to be reviewed within the same application process. Materials provided after the seven business (7) day window will be considered as a separate and new permit application.

5. The flat fee for an excavation permit would cover a Node, pedestal, if any and associated electrical and fiber facilities that follow a single route from the Node included in the Node application. The fiber facilities that would be included are from the Node to a splice point, termination point (such as another Node) or other point where network fibers converge or diverge.

A separate excavation permit is required for each route that must be examined. For example, if an applicant proposes to build fiber from a hub to Node A, and fiber from Node A to Node B, two permits would be required, and two fees would need to be paid.

6. Inspection Fees:

6.1 Under the 2021-2022 City Fee Schedule, if more than 2 hours of inspection are required, a daily Excavation Inspection Fee will be charged for each day construction is underway and for each day of street restoration at the hourly rate set forth in the City Fee Schedule.

6.2 The Excavation Inspection Fee is to be paid before the permit issues, based on average inspection time for the excavation category and location multiplied by

the applicable hourly rate in the applicable fee schedule. Current estimated inspection times, based upon the trenching techniques most commonly used are:

DESCRIPTION OF WORK	INSPECTION BUILD HOURS REQUIRED (per day)
City	
<p>Open Trench Outside of Downtown – 100 lin. ft. per day for build; plus two hours of inspection time for every 100 linear feet of material disturbed</p> <p>+ time for each day required for restoration</p>	3
<p>Open Trench (inside downtown) – 100 lin. ft per day (max) plus two hours of inspection time for every 100 linear feet of material disturbed</p> <p>+ time for each day required for restoration</p>	3
<p>Trenchless (cut and bore) Outside of Downtown – 200 lin. ft. per day for build;</p> <p>+ an inspection fee based on number of required cuts (one hour per isolated excavation)</p> <p>+ time for each day required for restoration</p>	3

DESCRIPTION OF WORK	INSPECTION BUILD HOURS REQUIRED (per day)
Trenchless (cut & bore) located inside downtown area – 200 lin. ft of fiber conduit max. per day; + an inspection fee based on number of required cuts (one hour per isolated excavation) + time for each day required for restoration	3 + restoration
New Foundation & Pole (inspection required for removal of old materials, installation of new foundation and restoration of any affected property - a minimum of one day for removal and one day for installation/restoration)	3

Restoration requires daily inspection.

6.3 Where a permittee fails to comply with the conditions of a permit, or must redo work, and as a result the actual excavation or restoration takes longer than estimated, the permittee may be charged for each additional day of inspection required, at three hours per day.

6.4 Where an applicant adds a structure that was not included in the plans submitted with the initial permit where an excavation permit would be required (e.g., a manhole, handhold, power cabinet on concrete pad, power conduit) it will pay the flat permit fee, plus an inspection cost based on the number of days typically required to complete the work and the required restoration.

Director, Department of Public Works
City of Glendale, California

Date: May 26, 2022