



Telecommunications Application Process

Pre-Application Submittal

Section 2.1 of the Telecommunications Facility Policies and Procedures Manual allows an Applicant to present proposed installations on a voluntary, informal basis to ask questions of Staff and get clarification on whether the potential request for license authorization are likely to meet all applicable requirements for submission, prior to submitting the application for formal review.

All prospective applicants submitting plans for pre-application review are required to sign an acknowledgement, per Section 2.3 of the Manual, stating that the request is not an application subject to any deemed-approved or shot clock requirements, before submitting it for informal discussion and feedback. The Tolling Letter and Request for Pre-Application Discussions (“Tolling Letter”) must be submitted with any pre-application requests.

1. [Henderson Tolling Letter and Pre-Application Request](#)
 - Email Tolling letter and pre-application request to SROW@cityofhenderson.com. Be sure to include all necessary information for completion of the pre-application review (i.e. plans, pictures, etc.)
2. Streetlight Pedestal Load Verification
 - Small Cell attachments have the option to use City-owned meter pedestals. A streetlight pedestal load verification request must be applied for and a Load Verification Form must accompany the application submittal.
 - Requests may be applied for at the link below:
<https://clients.comcate.com/faq.php?id=90&faqId=11473>

Application Submittal

1. Email application to SROW@cityofhenderson.com
Follow the guidelines below – avoid a resubmit
 - Attachment must be a PDF
 - (See <https://cityofhenderson.com/public-works/telecommunications-leases-agreements> for full application requirements)

- Application fees may be check or electronic wire transfer (Wire transfers will require an invoice number and cannot be initiated until the application has been submitted and funds requested.)
2. Once Survey/Right-of-Way receives the email, applicant will receive a response email that it has been received and is being processed.
 3. The Survey/Right of Way initial review will be complete within 72 business hours from the date the email is received.
 - This review is to evaluate the completeness of the application submittal.
 - Applicant will receive an email containing the permit number (PWPM#).
 - Unless denied, once the application fee is received, the application will be forwarded to all applicable departments for review by Survey/Right-of-Way.
 - If application is returned as incomplete, the Applicant will receive a letter with a list of the missing information.
 4. Within 60 days, applicant will receive an executed agreement or comments/corrections to be addressed with a resubmittal.

RESUBMITTALS WILL REQUIRE AN ADDITIONAL APPLICATION FEE.

Post Approval Processes/Applications

1. Barricade Permit Required
 - <https://cityofhenderson.com/docs/default-source/public-works-docs/forms/trf-04-barricade-plan-submittal-form6d2985b7172867948ddbff0b00c21263.pdf?sfvrsn=2>
2. Excavation Permit Required
 - <https://cityofhenderson.com/docs/default-source/public-works-docs/forms/Ind-17-excavation-permit-application.pdf?sfvrsn=2>