



Department of Public Works

Construction Management • EP/TCP Team

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Wireless Communications Encroachment Permit Submittal Guidelines for Clark County

- Any new or existing Wireless Cell Sites shall adhere to all Encroachment permit submittal procedures. As previously required, all Encroachment permits will be reviewed per Clark County Title 30 Development Code. This includes but is not limited to: Encroachment permit application, copies of the work plans or construction drawings (indicating type of work to be completed, location(s), trenching methods including depth of facilities and quantity to be installed, potholing, restoration methods with appropriate Uniform Standard Drawing and Specification callouts), Traffic Control Plan Application, traffic control plan adhering to the Clark County Traffic Control Guidelines, Title 30, Manual on Uniform Traffic Control Devices (MUTCD) and any other appropriate documentation, Storm Water Pollution Prevention Plan (SWPPP) Application and plans indicating the Best Management Practices (BMP's).
- In addition to the regular Encroachment Permit submittal package, a fully completed and approved Wireless Cell Site License Application is to be included with the Encroachment permit submittal package. The Wireless Cell Site License Application is to be submitted to Clark County Traffic Management for review and approval prior to submitting the Encroachment permit application package for review. It is the responsibility of the licensee to ensure that once a Wireless Cell Site License Application is approved by Traffic Management that all information provided on the Site License Application is accurate and complete including verification of power source locations, easements, etc. If for any reason, the Site License Application is incorrect, review of the Encroachment permit will cease, plans returned to licensee. Licensee to contact Traffic Management for revision of the Site License Application. Any upgrade to an existing cell site will also require an updated and approved Site License Application.
- Be advised that once the Wireless cell site work has an Encroachment Permit issued, the licensee has 90 calendar days to complete all related installation and restoration. If said work is not completed within the required timeframe, installations are subject to removal and be returned to condition in place prior to install. Clark County Construction Management – Development may allow for a single extension of the Encroachment permit for an additional 90 calendar days. If the licensee cannot complete the installation of their facilities within the extended timeframe, installed facilities are to be removed from the right-of-way, no in-place abandonment of installed facilities will be permitted
- All existing, issued permits shall be completed and closed by Clark County prior to submittal of any upgrades
- Any revisions to the approved plans may result in stoppage of work until the plans are resubmitted and approved

- It is the responsibility of the licensee to ensure that all substructures are located prior to work start. It is the sole responsibility of the licensee to repair any damage occurring to the substructures as a result of the work
- Failure to complete restoration of the Clark County right-of-way may result in the ability to no longer obtain new permits until all existing, issued permits are completed and closed by Clark County. Failure to complete restoration may also result in “Lock Out/Tag Out” (See additional supplement for detailed information)
- A structural review for any proposed new foundation must be reviewed and approved through Clark County Development Review prior to submitting the Encroachment permit application package for review. Be advised that certain areas have distinct pole designs which must be accounted for in your design and submittal.
- All construction drawings shall require the signature and approval of an electrical engineer that is currently licensed in the State of Nevada prior to submittal to Clark County Public Works.
 - Electrical engineer approval is required for verification of wire sizes, connection points, termination points, electrical loads (existing and proposed) and all other electrical related aspects for this scope of work.
- All construction drawings shall require the signature and approval of a structural engineer that is currently licensed in the State of Nevada prior to submittal to Clark County Public Works.
 - Structural engineer approval is required for verification of proposed loads and all other structural related aspects for this scope of work.
 - The design of a new foundation and pole must be completed by the permit applicant with review and approval required by Clark County Public Works prior to permitting and construction.
 - This includes but is not limited to:
 - Amount of conduits
 - Size of conduits
 - Additional grounding requirements
- Any upgrade to an existing wireless cell site must reference the “original” permit number that equipment was installed under.
- See Type 3 and/or 4 Smart Pole Reference sheet for pole types. Also review Title 5 for Communications District requirements.
- Power installation to be designed and approved by an electrical engineer currently licensed in the State of Nevada from the proposed facility to the connection point at the Clark County power facility under the following conditions:
 - This requires a new service pedestal foundation and conduit run to proposed facility.
 - A new Clark County owned pull box near the pole, to a new Clark County owned pull box near the power service, to the Clark County power facility in addition to licensee required facilities
 - At the connection point to the Clark County power facility, a new breaker for the new service shall be required.
 - The use of Clark County conduit, Clark County pull boxes, or traffic signal pedestals shall not be allowed. Upon upgrade, any existing facilities will need to be relocated from Clark County facilities

- A placard with the 24 hour contact information of the licensee shall be required to be placed at the following locations:
 - The location of the proposed cell site facility (pole mounted) with banding.
 - Sign shall be aluminum with black letters on yellow background, able to withstand varying weather conditions
 - Banded a minimum of 10' from grade, facing away from traffic with a maximum size of 12"x12"
 - Licensee is responsible to ensure that placard remains in good, legible condition for the duration of equipment placed on pole.
- The connection point to the Clark County power facilities to be labeled with address, meter number, and breaker with site name and/or number
- Be advised that if a street light is taken out of service due to the proposed work the remaining lights on that power supply must continue to work for the duration of the outage. Clark County does not approve the use of generators or back feeding for maintaining service. The method for maintaining service must be shown on the work plans and coordinated with Clark County Traffic Operations.
- Generators shall not be used to power the Wireless cell site.
- It is a requirement that all licensees complete their due diligence, ensuring that the proposed site does not have any conflicts with easements, overhead power, etc. If issues arise, site may become void and a new location must be requested through Traffic Management.
- All existing, issued permits shall be completed and closed by Clark County prior to submittal of any upgrades
- Failure to complete restoration of the Clark County right-of-way may result in the ability to no longer obtain new permits until all existing, issued permits are completed and closed by Clark County.
- If a Wireless cell site is in conflict with a Las Vegas Valley Water District remote meter reading equipment, it is the responsibility of the licensee to ensure that coordination for relocation of said equipment is completed. No equipment shall be removed, replaced, or relocated without notification and approved by the Las Vegas Valley Water District, Construction Management – Development, and Traffic Management Divisions. At the time of Site License Application submittal, all effort by Traffic Management will be made to notify licensee of potential conflict.

Be advised that these guidelines are to assist the licensee and permittees with the general requirements for submittal and installation of wireless small cell sites. Each site is reviewed on a case-by-case basis. As such, concerns for each site will be addressed individually and may require additional requirements or conditions to be met. Special requirements or conditions on one site will not be given a "blanket" approval for other site(s). It is the responsibility of the licensee and permittee to ensure that due diligence is performed prior to submittal. These guidelines are subject to change periodically due to work and design activities.

Assumptions, Conditions, Requirements and Coordination of Submittals

Upon submission of Encroachment permit application, applicant will be required to prepay the NV Energy TDR bill of \$60 as applicable. Applicant will supply 2 forms of payment to Clark County to pay for submission/review fees. The first payment will be for the Encroachment Application and Traffic Control Plan review fees. This fee can be Cash/Check or Escrow (if applicable). The second fee (\$60 TDR prepayment) must be in the form of a check and must contain the meter number, address and permit. This check will then be deposited in the appropriate Clark County account to credit the incoming NV Energy TDR bill that will be generated at the time of meter relocation and new pedestal activation.

Telecomm Applicant is responsible for requesting/completing of TDR.

Assumptions

1. The submittals in question are for replacement of existing meter pedestals and/or existing light standard mounted meters with new meter pedestals.
2. The new pedestals are rated for no more than 200 amps.
3. The service point (transformer/RS-1) used for the new pedestal is the same as the existing service point.
4. The telecomm will be applying on behalf of the County and must include a letter of acknowledgement from the County authorizing them to make application on behalf of the County (NVE requests a copy of the standard letter the County proposes to use). The County will issue a letter for each site specifying the pedestal address and meter number. For sites previously approved, Permittee to contact CCPW to have acknowledgement issued to provide to NVE.
5. The applicant must specify in their submittal after confirming with the County if the existing service wire is customer owned or NV Energy's.
6. The ownership of the service wire (customer owned vs. NVE) for the new pedestal will match the existing service wire ownership.
7. Applicant may not add a junction box to intercept existing customer owned service.
8. NVE will not re-use existing NVE service wire to serve a new pedestal installation.
9. As long as the conditions in 3 are met, NVE will not upgrade secondary/service wire.
10. All project information sheets and TDR's will have a standardized naming structure "Clark County Small Cell Upgrade-[site address]".
11. Telecomm is responsible for obtaining any easements or notification to property owner before starting work that impacts private property.

All Scenarios

NVE will initially determine if the existing transformer is sized adequately to accommodate the panel upgrade. If an upgrade of the transformer is required due to the larger panel size (not a pre-existing loading issue), the request irrespective of the scenario it falls under will require an NVE design as required for Scenario 7 below. If a transformer upgrade due to the panel upgrade is not required, NVE will follow the processes mapped out below for the corresponding Scenario.

Scenario 1a/b and 3a/b

1. The applicant submits a project information sheet.
2. NVE will perform the work under a pre-scheduled disconnect and reconnect.
3. If the applicant is installing new customer owned service (cos) wire and/or conduit, the NVE service crew must be present to witness installation of wire and/or conduit into the transformer or RS-1.
4. The NVE service crew will stand-by to connect the new cos wire at the transformer or RS-1 (step 3) as long as the applicant's contractor can complete the work required for step 3 and the work required ahead of energizing the wire within 30 minutes.
5. The County inspector must complete and accept the new pedestal installation and affix the inspection prior to NVE re-connecting the existing cos wire or connecting the new cos wire.
6. For this work, NVE will not require a line extension agreement or a meter set application. NVE will charge the County through the established billing account for the disconnect and reconnect work.

Scenario 2a/b, 4a/b and 6a/b

1. The applicant submits a project information sheet.
2. NVE will produce a service only design template and line extension agreement and present to the applicant for execution and funding by the applicant/County.
3. The applicant is responsible for trenching, conduit and substructure installation consistent with NVE's standards and Rule 9 tariff.
4. If the disconnect of the existing service wire is required prior to applicant starting the work outline in step 3, applicant must pre-schedule a disconnect of the existing service.
5. Once an NVE inspector completes the necessary mandrels and inspections and the County completes the pedestal inspection, NVE will schedule the service wire pull and electrical termination work.

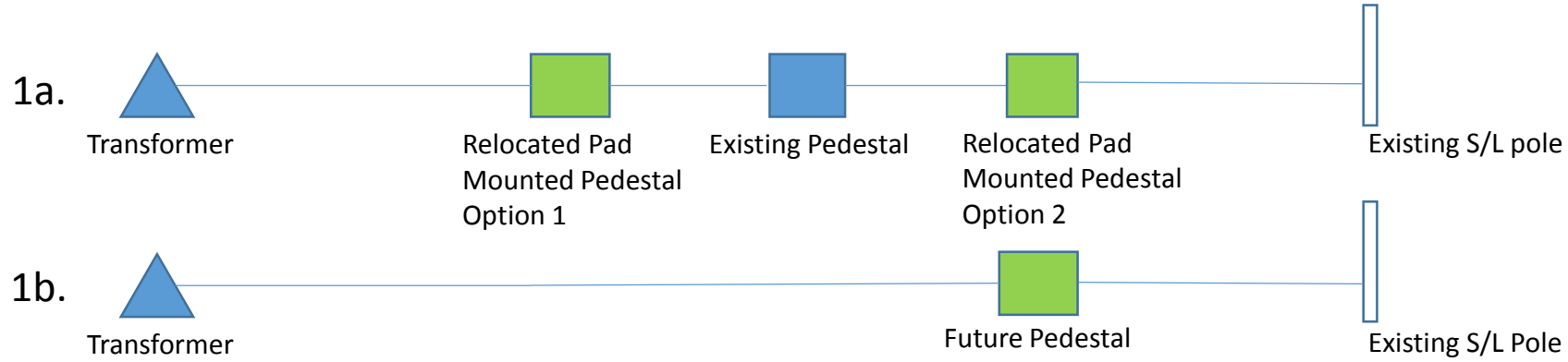
Scenario 5a/b

1. Same steps as indicated for scenarios 1a/b and 3a/b with the exception of steps 3 and 4.
2. At the time of the disconnect, NVE will strip the cos to the base of the pole if the applicant is replacing the existing cos wire.
3. NVE crew will reconnect existing cos wire. If applicant has installed new service wire, the applicant must provide for sufficient length of new cos wire coiled at the base of the pole for NVE to make up a new pole riser and make-up the necessary electrical connections.

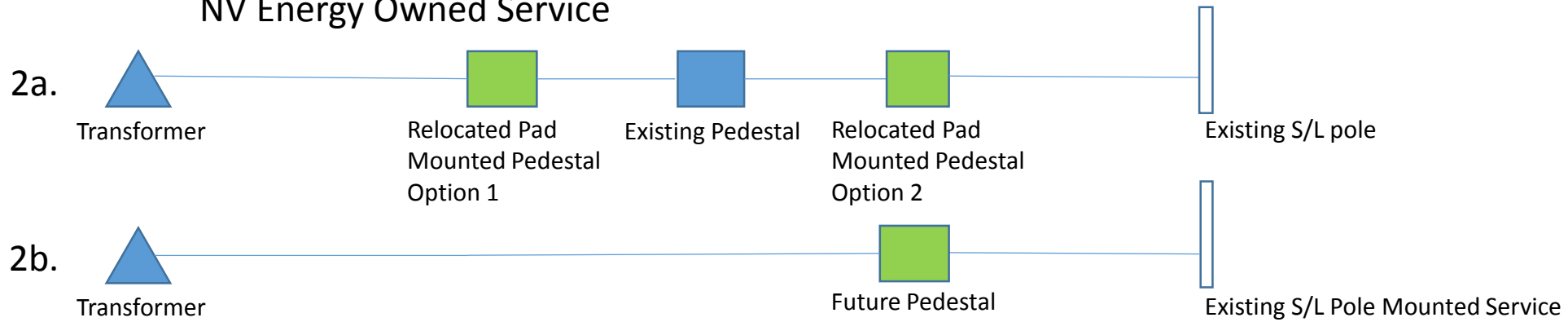
Scenario 7

1. This request will require applicant to go through the normal NVE design process for new service.

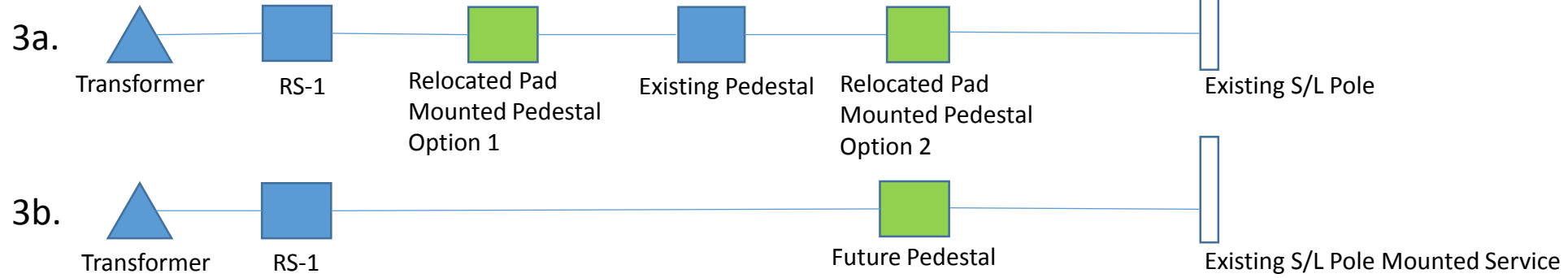
Clark County Owned Service



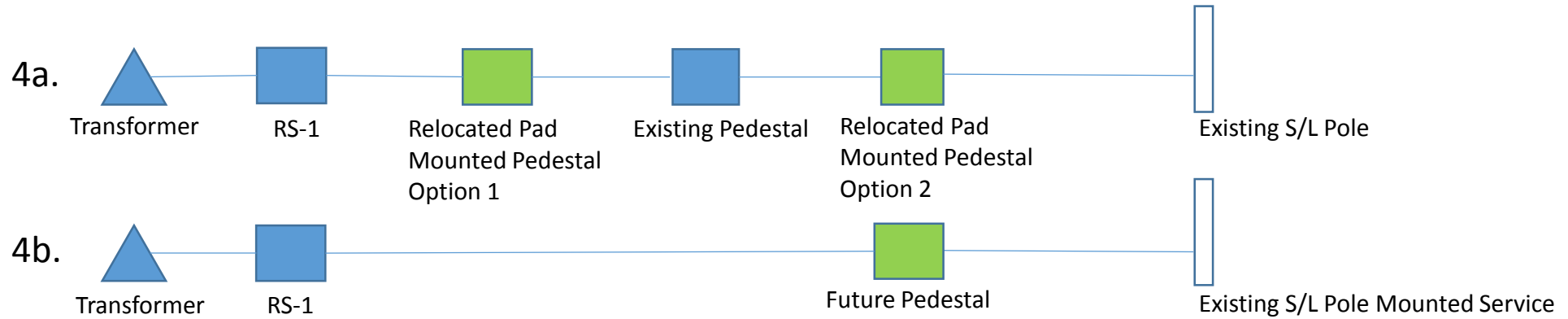
NV Energy Owned Service



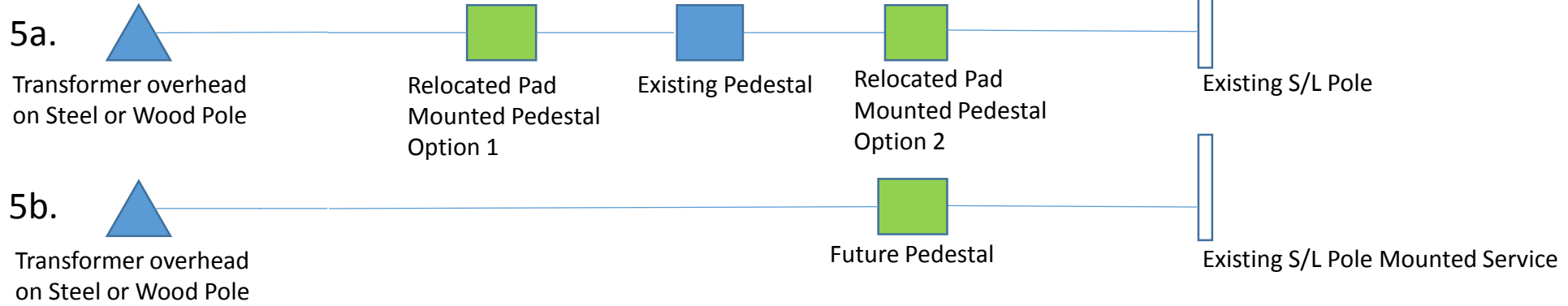
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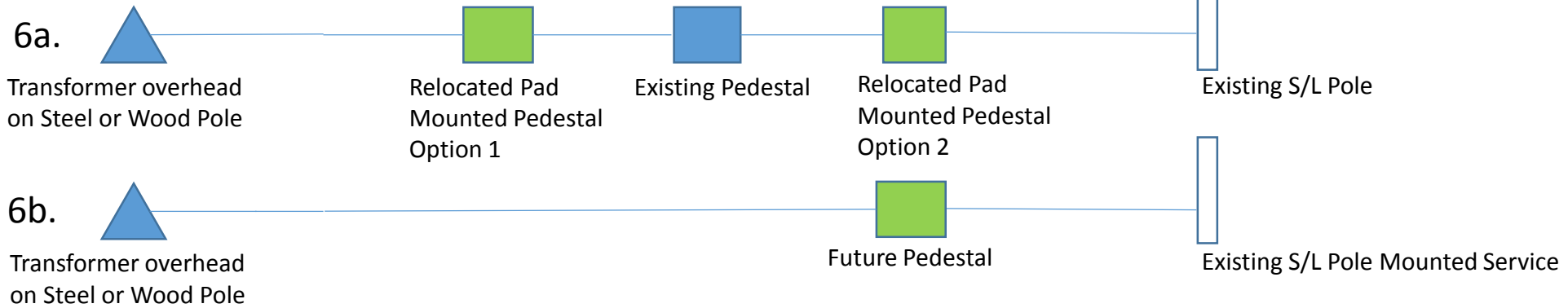
NV Energy Owned Service- Granting of Easement to NV Energy may be needed.



Clark County Owned Service



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Clark County Owned Service

