

# TOWN OF SMYRNA ROW USE PERMIT SMALL CELL PLACEMENT

**STEP 1: COMPLETED PERMIT APPLICATION AND AGREEMENT – INCOMPLETE PERMITS WILL NOT BE ISSUED.**

**(Note: This permit is not required if these items were shown and approved as part of a site plan and you currently have a valid Grading Permit or valid Grading and Storm Water Permit issued by the Town of Smyrna, TN.)**

Contractor Information	
Company Name (Print or Type):	
Contractor Contact Name (Print or Type):	Contractor signatory (V.P. level or higher):
Mailing Address:	Town, State, Zip:
Phone:	Email:
24 Hour Emergency Contact:	Contractor License Number:

Summary of Work:	
Address of Work Site:	
Description of work being performed:	
Start Date:	Estimated End Date:

PERMITTEE shall be required to submit the following information:	
	Detailed construction plan(s) showing location of all improvements and any impact to Town of Smyrna right-of-way.
	Small Cell Placement Application/Agreement
	Traffic Control Plan. Approved By: _____ Date: _____
	Performance Bond. (See Attached Example)
	Certificate of Insurance with the Town of Smyrna, TN listed as additional insured. (See Attached Example)
	TN 1-Call
	Fee Paid
	Related Permit:
	Road / Sidewalk Closure needed

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PERMIT FEES:						
FEE DESCRIPTION:	AMT	UNIT	RATE	TOTAL	DATE PAID	INITIAL
ROW Small Cell Placement	\$200	each	flat			
Number of locations	\$100	each	flat			
Tech Fee		1	\$0			
<b>Total Permit Fees / How Paid</b>						

**STEP 2: PRE-CONSTRUCTION SITE INSPECTION:**

The Contractor shall be required to have a pre-construction meeting prior to starting construction. Contact the Town of Smyrna Street Department (615-459-9742) to schedule an onsite Pre-Construction meeting.

Note: All items listed below must be kept on site at all times during construction:

- Complete and Signed Permit Application and Agreement.
- Copy of Approved Construction Plans and Traffic Control Plans.

**STEP 3: POST-CONSTRUCTION SITE INSPECTION:**

The Contractor shall be required to have a post-construction inspection upon completion of active construction. Contact the Town of Smyrna Street Department (615-459-9742).

Note: All items listed below must be kept on site at all times during construction:

- Complete and Signed Permit Application and Agreement.
- Copy of Approved Construction Plans and Traffic Control Plans.

**STEP 4: MAINTENANCE INSPECTION:**

The construction site will have a period of approximately 6 months post construction that will be evaluated from time to time and re-inspected at approximately 5 months. This inspection will be the final inspection before any bonds or certificates of liability insurance shall be released. Contact the Town of Smyrna Street Department (615-459-9742) to schedule a maintenance inspection.

Note: At any time before, during or after the construction, a failed inspection or safety issue can trigger a job shut down or re inspection. Re-inspection may result in an additional \$50 Fee.

**Official Use Only:**

**ROW Small Cell Placement Permit Application Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Town of Smyrna Street Department inspected the site on \_\_\_\_\_ and \_\_\_\_\_ The Town recommends Re-inspection, Date: \_\_\_\_\_ or Damage surety be released or called, due to damage within the public right-of-way.

COF Street Department Inspector:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Permit shall become void if work is not commenced within 1 month from the date of the execution of the Agreement. Permittee MUST contact the Street Department to have the permit extended PRIOR to expiration.



## TOWN OF SMYRNA ROW USE PERMIT SMALL CELL PLACEMENT

PERMITTEE:	
Company (Print or Type):	
Contact Name (Print or Type):	Signature
Mailing Address:	Town, State, Zip:
Phone:	Email:

The PERMITTEE in applying for this agreement and agrees to the following:

- 1) Prior to commencing work under this permit, the PERMITTEE must provide proof of subcontractor's general liability insurance providing liability coverage in an amount not less than \$200,000 for each person; and \$500,000 for each accident; and \$1,000,000 aggregate; For property damages, not less than \$500,000 for any one accident and a \$1,000,000 aggregate; and proof of Tennessee Workers Compensation Insurance.
- 2) Prior to commencing work under this permit, the PERMITTEE must provide proof of performance bond, guaranteeing the performance of the project in accordance with this agreement. The performance bond must be posted by good and sufficient surety acceptable to the TOWN. The performance bond must remain in effect with Permittee for six months after completion of the project.
- 3) The name of the Performance Bond must be the name of the contractor/third party identified in this document as the party doing the actual construction work.
- 4) PERMITTEE shall assume all liability for third-party claims for damages arising from its use of the Premises.
- 5) Prior to commencing work under this permit, PERMITTEE shall obtain any other permits or approvals required by federal, state or local laws and shall notify any utility company affected by this project. PERMITTEE shall be financially responsible for any relocation or replacement of such utilities.
- 6) The PERMITTEE shall replace or repair any portion of the pavement, shoulders, bridges, private driveways, alley, sidewalk or public place which may be disturbed or damaged. Replacements and repairs shall be made in accordance with current TOWN standards and any additional instructions which may be issued. PERMITTEE agrees that the TOWN may accomplish further replacements or repairs in the event those made by the PERMITTEE are not satisfactory, in which event the PERMITTEE will reimburse the TOWN for the cost of



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- such other replacements or repairs. Except in cases of emergency TOWN shall notify the PERMITTEE of the nature and extent of such further replacements or repairs to be accomplished prior to undertaking the work.
- 7) PERMITTEE must obtain prior, written approval from the TOWN before deviating from the scope of the project or the manner of its construction as described in this permit, including any attachments.
  - 8) At no time will work authorized by this permit interfere with the normal flow of traffic on roadways unless otherwise approved by the TOWN. PERMITTEE is responsible for providing traffic control for this work zone in accordance with the requirements of the current Manual on Uniform Traffic Control Devices. If proper traffic control is not in place, the TOWN may order PERMITTEE and/or contractor to stop work until proper traffic control is put in place.
  - 9) While the project is underway, the TOWN may conduct inspections to insure compliance with this Permit. Upon completion of the project, PERMITTEE shall notify the TOWN in writing so that the project may be inspected and approved by the TOWN before release from the provisions of this document.
  - 10) PERMITTEE shall be liable for any damage to TOWN property resulting from the subject work, including but not limited to, the roadway, shoulders, guardrail, drainage, landscaping, signs and controlled access fences. All repair or replacement of such damage shall be made in accordance with the current TOWN Standards and any other applicable design and/or construction standards or guidelines.
  - 11) PERMITTEE and/or subcontractor, agent, or representative of PERMITTEE shall be responsible for keeping all debris, soil, refuse or waste of any kind associated with the project from accumulating within the TOWN right-of-way.
  - 12) Nothing in this Permit shall be construed to limit TOWN right to enter the premises at any time.
  - 13) If the PERMITTEE or subcontractor/agent of PERMITTEE fails to comply with any of the foregoing conditions, the TOWN shall have the right to revoke this permit, and require the immediate vacation of the Premises by the PERMITTEE or subcontractor/agent. In the event of revocation, PERMITTEE is responsible for insuring that the Premises are restored to its original condition. If PERMITTEE fails to do so within a reasonable time after revocation, Town may restore the Premises at the expense of the PERMITTEE.
  - 14) This permit is non-transferable.
  - 15) This permit shall not be construed as a conveyance of any interest in real property.



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- 16) This agreement shall become void if work is not commenced within 2 months from the date of execution of this Agreement.
- 17) All notices required to be given to the TOWN under this Permit shall be sent to:

Tom Rose  
315 South Lowry Street  
Smyrna, TN 37167  
(615) 459-9742