

# City of Leawood

4800 Town Center Drive  
Leawood, KS



## Distributed Antenna Systems & Small Cell Facilities

### Application Guidelines

In accord with various Federal and State civil rights legislation, the City of Leawood does not discriminate against individuals regardless of race, ethnicity, color, religion, gender, national origin, age, marital status, medical condition or disability.



	<b>OTHER PLAN APPROVALS</b>	<b>Fee</b>
<b>Planning</b>	<b>Hardscape Plan, Landscape Plan, Sign Plan</b>	<b>\$200.00 each</b>
	<b>Sport Court Application</b>	<b>\$75.00 each</b>
	<b>Roofing Material &amp; Color Application</b>	<b>\$75.00 each</b>
	<b>Modification of Stipulations</b>	<b>\$200.00 @ application</b>
	<b>Final Plan for Changes to Building Façade/Elevations Application</b>	<b>\$300.00 each</b>
	<b>Final Plan Re-Inspection Fee</b>	<b>\$75.00 each</b>
	<b>Wireless Communication Facilities Co-locations and Modifications to Existing Tower or Base Station</b>	<b>\$300.00 each</b>
	<b>Administrative Review of Electric Car Charging Stations</b>	<b>\$100.00 each</b>
	<b>Administrative Review of Ground Mounted Utility Box</b>	<b>\$100.00 each</b>
	<b>Administrative Review of DAS/SCF Facility</b>	<b>\$125.00 each</b>
	<b>Administrative Review of WiFi Antennae Systems</b>	<b>\$200.00 each</b>

	<b>SIGNS &amp; BANNERS</b>	<b>Fee</b>
<b>Planning</b>	<b>Monument Sign/Structures- All sizes [Additional electrical permit required]</b>	<b>\$200.00</b>
	<b>Permanent Sign – Wall Sign- All sizes [Additional electrical permit required]</b>	<b>\$4.00 @ sq. ft. [min. \$25.00]</b>
	<b>Permanent Sign - Canopy Sign – All sizes</b>	<b>\$4.00 @ sq. ft. [min. \$25.00]</b>
	<b>Permanent Sign - Awning Sign – All sizes</b>	<b>\$4.00 @ sq. ft. [min. \$25.00]</b>
	<b>Permanent Sign - Blade Sign – All sizes [Additional electrical permit required]</b>	<b>\$4.00 @ sq. ft. [min. \$25.00]</b>
	<b>Permanent Sign - Building Identification Symbols – All sizes [Additional electrical permit required]</b>	<b>\$4.00 @ sq. ft. [min. \$25.00]</b>
	<b>Permanent Sign - Directional Sign – All sizes [Additional electrical permit required]</b>	<b>\$4.00 @ sq. ft. [min. \$25.00]</b>
	<b>Permanent Sign - Directory Sign – All sizes [Additional electrical permit required]</b>	<b>\$4.00 @ sq. ft. [min. \$25.00]</b>
	<b>Permanent Sign - Signage on Architectural Structures – All sizes [Additional electrical permit required]</b>	<b>\$4.00 @ sq. ft. [min. \$25.00]</b>



# City of Leawood

## Distributed Antenna Systems & Small Cell Facilities



### Application Data

Name of Business:	
Applicants ID:	
Location of Pole:	
Location of Utility Box:	<i>(i.e. 6 feet east of the pole)</i>

*\*Requirements below can be found in the Leawood Development Ordinance (LDO), Section 16-4-12.4*

<input type="checkbox"/> <b>Street-Light Pole</b>	<input type="checkbox"/> <b>Utility Poles</b>	<input type="checkbox"/> <b>Non-Street Light Pole</b>
Please complete the following check list pertaining to antennas or small cells mounted on City owned street light poles.	Please complete the following check list pertaining to antennas or small cells mounted on utility poles.	Please complete the following check list pertaining to antennas or small cells mounted on non-street light poles.
<input type="checkbox"/> One enclosure mounted above the pole, not more than 16" wide x 54" tall, and 6 cu.ft.	<input type="checkbox"/> One enclosure mounted above the pole, not more than 16" wide x 30" tall, and 6 cu.ft.	<input type="checkbox"/> One enclosure mounted above the pole, not more than 16" wide x 30" tall, and 6 cu.ft.
<input type="checkbox"/> Antenna and associated equipment is completely screened by the enclosure.	<input type="checkbox"/> The bottom of the enclosure is not more than 12" above the mounting height of the mast arm.	<input type="checkbox"/> The bottom of the enclosure is not more than 12" above the mounting height of the mast arm.
<input type="checkbox"/> The bottom of the enclosure is not more than 12" above the mounting height of the mast arm.	<input type="checkbox"/> Utility Poles to replace existing utility poles so as to host DAS or SCF shall not be greater than 5 ft. taller than the original utility pole that is replaced, and are hollow.	<input type="checkbox"/> New poles shall not exceed the height of street light poles within 300' of the new pole site, including the height of antenna or other equipment, and shall be circular or octagonal to match surrounding poles.
<input type="checkbox"/> Max. of 5 additional pieces of equipment mounted to the pole, not exceeding a total of 8 cu.ft.	<input type="checkbox"/> All exposed equipment and wiring match the color of the pole.	<input type="checkbox"/> Max. of 5 additional pieces of equipment mounted to the pole, not exceeding a total of 8 cu.ft.
<input type="checkbox"/> The additional pieces of pole-mounted equipment do not project more than 16" from the pole.	<input type="checkbox"/> All wiring not mounted on the pole is placed underground, per Section 16-4-1 of the LDO.	<input type="checkbox"/> All pole mounted equipment is a min. of 8' from grade to the bottom of the equipment
<input type="checkbox"/> All pole mounted equipment is a min. of 8' from grade to the bottom of the equipment.	<input type="checkbox"/> No additional pole-mounted pieces of equipment are allowed.	<input type="checkbox"/> All exposed equipment and wiring match the color of the pole.
<input type="checkbox"/> No more than 2' of exposed wiring.	<input type="checkbox"/> Ground mounted equipment adheres to screening and landscaping requirements of the LDO, Section 16-4-1.2. Landscaping must be a min. of 6" taller than the height of the utility box it is to screen at the time of planting.	<input type="checkbox"/> No more than 2' of exposed wiring.
<input type="checkbox"/> All exposed equipment and wiring match the color of the pole.		<input type="checkbox"/> All wiring not within the pole is placed underground, per Section 16-1-4 of the LDO.
<input type="checkbox"/> All wiring not within the pole is placed underground.		<input type="checkbox"/> Poles feature a break away base design.
<input type="checkbox"/> Ground mounted equipment adheres to screening and landscaping requirements of the LDO, Section 16-4-1.2. Landscaping must be a min. of 6" taller than the height of the utility at the time of planting.		<input type="checkbox"/> Ground mounted equipment adheres to screening and landscaping requirements of the LDO, per Section 16-1-4.

				<input type="checkbox"/> Poles are neutral in color and made of galvanized steel or aluminum, matching poles within 300' of the area. Poles have a smooth finish and not have protrusions except necessary for the antenna or associated equipment.
				<input type="checkbox"/> No pole hosting DAS or SCF equipment shall include any permanently installed lights.

<input type="checkbox"/> Street-Light Pole	<input type="checkbox"/> Utility Poles	<input type="checkbox"/> Non-Street Light Pole
Please reference the graphic below when completing the checklist on page 1.	Please reference the graphic below when completing the checklist on page 1.	Please reference the graphic below when completing the checklist on page 1.

Please ensure the following information has been provided with this application (to be filled out by applicant) and in the order noted below:

<input type="checkbox"/>	Vicinity Map
<input type="checkbox"/>	Aerial Plan with the location of the utility cabinet labeled.

<input type="checkbox"/>	Photo of location (street view) with the location labeled.
<input type="checkbox"/>	<p>Detailed landscape plan, including the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property lines, easements with ownership labeled, and dimensions from all pavement edges</li> <li><input type="checkbox"/> Detailed landscape table, which includes scientific name, common name, size, symbol, and quantity</li> <li><input type="checkbox"/> Any existing landscape material</li> <li><input type="checkbox"/> Dimensions of proposed ground mounted equipment and landscaping from pavement edges, property lines and easements</li> <li><input type="checkbox"/> Landscaping is a <u>minimum of 6" taller than the utility box screened</u>, as required in Section 16-1-4.2(5) of the Leawood Development Ordinance</li> <li><input type="checkbox"/> Landscaping provide maximum screening</li> <li><input type="checkbox"/> Label all sight triangles, as defined in Section 16-9-256 of the Leawood Development Ordinance. Sight triangles are measured at the property line along the Public Right-of-Ways and the back of curb of driveways.</li> </ul>
<input type="checkbox"/>	<p>Detailed site plan showing the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed location of utility cabinet(s)</li> <li><input type="checkbox"/> All existing utility cabinets (labeled) and hand holes</li> <li><input type="checkbox"/> Any utility easements, including widths of easement (including, but not limited to, electrical, water, and gas).</li> <li><input type="checkbox"/> Public Right-Of-Way</li> <li><input type="checkbox"/> Location of curbs</li> <li><input type="checkbox"/> Verify all work is to be located within the utility easement or Public Right-of-Way</li> <li><input type="checkbox"/> Setbacks from streets, sidewalks, and other structures (such as fences)</li> <li><input type="checkbox"/> Dimensions of the utility pad</li> <li><input type="checkbox"/> Direction the utility box opens</li> </ul>
<input type="checkbox"/>	<p>Elevations are to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Height and width of utility cabinet</li> <li><input type="checkbox"/> Height the concrete base shall project from ground</li> <li><input type="checkbox"/> Specifications of the utility cabinet; including height, width, depth, material, and color</li> </ul>
<input type="checkbox"/>	Provide a copy of the notification to property owners of the work

***By signing, the applicant is affirming all requirements included within this checklist have been satisfied.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_