



Construction Drawings Requirements

The following are general comments and notations that must be included in all small cell antenna construction drawings submitted to the City of Ann Arbor for streamline review.

All drawings, revisions, and photo simulations, must be submitted via eTrakit (City of Ann Arbor's online permit portal). This section addresses the City of Ann Arbor's preferences for the following 3 type of applications (eTrakit subtypes):

1. Third party existing structures
 - a. DTE utility poles
 - b. Telecom poles
 - c. Traffic control structures
 - d. Strain traffic control structures, and
 - e. Privately-owned buildings
2. Replacement of Streetlights and pedestrian signals
3. Traffic control infrastructure
 - a. Mast arm
 - b. Strain poles

Other existing City-owned poles, structures or facilities not addressed in this section will be considered on a case-by-case basis.

- a. Wood poles whose only purpose is to provide street lighting must be replaced with a metal pole.
- b. City Parking structures

The following are general notations, comments, and requirements that all construction drawings per each subtype must contain.

General Requirements:

1. All plans shall include
 - a. Title sheet
 - b. General Notes
 - c. Compliance requirements (RF signage, certificate, etc.)
 - d. Overall site layout
 - e. Propose SCWF location plan (map and aerial view combined)
 - f. Enlarged SCWF location plan with photo of site
 - g. Proposed pole elevations and SCWF equipment
 - h. Photo simulation of proposed SCWF (Type 3/Freestanding Poles)
 - i. Nearest property address
 - j. Grounding and wiring plan
 - k. SCWF equipment specifications

General Plan Notations:

1. Ensure that the county is located in the title page – Washtenaw County.
2. All notes referencing digging and/or underground construction shall reference "MISS DIG".
3. Sidewalk and pavement surfaces restorations, reference local codes - City of Ann Arbor standards. If you want to be more general so it is applicable to all projects, you could say, "All sidewalk and pavement surfaces altered during construction to be repaired as required by the authority having jurisdiction."
4. Underground construction and power route will be determined by DTE and local Fiberoptic Service Company (which requires a separate permit). Please note in the Project Summary on the Cover Sheet

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that notes pertaining to underground construction are applicable to the pole only, and other notes are included for reference.

5. Label all visible streets on the plan sheet with its street name.
6. Provide the address of the property adjacent to the pole.
7. Placement of pole must be confirmed on-site with the City Inspector prior to pole installation. In general, plans need to note that poles should be a minimum of three feet from sidewalk ramps, two feet from sidewalk edges, three feet from the face of curb, and four feet from curb face in areas with on-street parking for door-swing if lawn extension is a minimum of six feet wide.
8. **All existing Street signage** on existing poles will need to be reinstalled if pole is replaced. All street signs shall be illustrated in the elevation sheets. Add a note on the plans stating, "That if the sign is reinstalled by the City, the associated costs, including materials, labor and equipment, will be paid by (WSP/CONTRACTOR) upon receipt of an invoice from the City." Please insert company name, contact name, address and email address of the responsible party.
9. In elevation sheets, please illustrate all existing components, equipment (i.e.: street light, other telecom equipment, fiber boxes, etc.).
10. If existing pole is adjacent to a crosswalk that may require additional lighting, please note in the plans that installation of light will need to coordinate with City Transportation Department and DTE.
11. If the light is farther from the crosswalk than positive contrast standards outline, the wattage on the luminaire can be increased should it be replaced. In a residential area such as this, higher wattage luminaires are typically paired with cutoff shields to prevent light spillback.
12. All title sheets shall include the following notation: **"NO TRENCHING, BORING, OR SIGNIFICANT EXCAVATION ARE INCLUDED IN THIS SCOPE OF WORK. NOTES PERTAINING TO UNDERGROUND CONSTRUCTION ARE INCLUDED AS REFERENCE ONLY"**. Note the application/permit if for the installation/attachment of the small cell antenna ONLY. Thus, any work related to power, fiber, etc. requires a separate permit.