

To: Wireless Service and Infrastructure Providers
From: Paolo Beltran, Deputy City Manager
Subject: City of Lakewood Pole License Agreement Submittal Process

To Interested Providers:

On July 23, 2019, the Lakewood City Council adopted and approved the wireless Pole License Agreement (PLA) template, and authorizing the City Manager to execute the PLA and issue licenses with wireless providers who wish to install new wireless communications facilities on City-owned poles. The City Council authorized the City Manager to enter PLAs for individual sites (or a batch of sites) with a term of up to 10 years with a set annual licensing fee.

The City Manager designated the City Attorney's office to review the proposed PLAs with individual wireless providers (in consultation with the City's telecommunications consultant) and the Department of Public Works to receive and process the licenses. A proposed PLA and a Wireless Facility Permit Application should be submitted to the Public Works front counter for processing on a first-come, first-served basis. Please make sure that the City staff on duty date and time stamps your submittals to ensure accurate processing order.

As part of the normal review process, the City anticipates a multi-step process, as outlined below:

Step 1: Interested parties should review the PLA template (available at <http://www.lakewoodcity.org/services/forms/default.asp> under Public Works Forms) and revise in redline format any provisions they wish to request immaterial changes. To the extent the interested party wishes to negotiate a Master License Agreement consistent with the City's pre-approved form at non-FCC regulated rates, that form is available at the same link above. The City Manager's Office will accept or reject requested changes and authorize the interested party to submit for pole licenses based on any finalized changes to the PLA form. Any requested changes to the template that would substantially or materially alter the PLA (in the City Attorney's discretion) would require separate approval by the City Council.

Step 2: To initiate the pole license process, interested parties must tender a partially-executed PLA with exhibits to the Department of Public Works. The PLA must be tendered in person at the Public Works Counter located at 5050 Clark Avenue, Lakewood, California. The Public Works Counter is open Monday through Friday, between 7:30 am and 5:30 pm (closed alternating Fridays). Appointments are encouraged but not required. The PLA must include the following:

- one (1) partially-executed PLA;
- one (1) site survey for each proposed location as Exhibit A-1;
- one (1) set of construction drawings for each proposed location as Exhibit A-2;
- complete application(s) for a Wireless Facility Permit based on the City's Wireless Facility Permit application checklist available at <http://www.lakewoodcity.org/civicax/filebank/blobload.aspx?BlobID=26407>;

- any other materials that the Lakewood Department of Public Works requires before it can provide its approval to LADPW. For a complete list of such materials, please contact rbowman@lakewoodcity.org; and
- a check for \$XXXXX made out to the City of Lakewood for each Wireless Facility Permit application fee (the fee is assessed on a per-site basis, but the City will accept one check for the entire batch).

Documents must be submitted in hardcopy and native electronic format. Please make sure that the Public Works staff on duty at the Public Works Counter date and time stamps the application materials.

Digital copies of the partially executed PL, exhibits and all Wireless Facility Application materials must be emailed to rbowman@lakewoodcity.org. Please note that the date and time stamp on the hardcopies filed in person will control the order of the applications received.

Step 3: The Public Works Director (or designee) shall approve or deny the Wireless Facility Permit application(s) and provide the applicant with a notice of decision. Approvals will authorize the applicant to apply for any required Los Angeles County Department of Public Works (LADPW) permits on the County's website. In addition, a City of Lakewood electrical permit will be required for equipment that will have a new meter or panel.

Step 4: After the licensee/applicant obtains all permits required for each approved pole, the City Manager shall countersign the pole license(s) as the notice to proceed. Licensee will be authorized to proceed with installation work in accordance with the terms and conditions in the PLA and all permits.

You may find a copy of the PLA template to review on the City's website at <http://www.lakewoodcity.org/services/forms/default.asp>.

Please direct any questions to Paolo Beltran, Deputy City Manager, at pbeltran@lakewoodcity.org.