



## **City of Foster City / Estero Municipal Improvement District Community Development Department Policy on Reservation of City-Owned Streetlight Poles for installation of Wireless Communication Facilities (WCFs)**

### Background and Purpose

Foster City Municipal Code Chapter 17.61, Commercial Wireless Communications Facilities (the "Ordinance"), allows wireless telecommunication service providers/carriers to install WCFs and related equipment on City-owned infrastructure in the public rights-of-way, such as a streetlight poles or utility poles, subject to license from the City. To streamline this process, the City requires carriers to enter into a Master Facilities License Agreement (MLA), which governs the procurement of licenses, operational conditions, and use of the City-owned infrastructure.

The City requires, through the terms of the Ordinance and the MLA, that carriers wishing to install WCFs and related equipment on City-owned infrastructure submit a site license application in conjunction with all required permit applications. To ensure that prospective carriers do not simultaneously develop permit applications for the same streetlight/utility pole(s), and to implement Chapter 17.61 of the Foster City Municipal Code, the City has adopted this pole reservation policy.

### Policy

A prospective applicant for a site license to install WCF and related equipment on a City-owned streetlight or utility pole, who has executed an MLA with the City, may reserve access to the streetlight/utility pole(s) subject to the following conditions and terms:

1. The prospective applicant can review the current reservation status of streetlight and utility poles and request to reserve available streetlights and utility poles at the City's online reservation system: <https://fostercity.maps.arcgis.com/apps/webappviewer/index.html?id=15b01582cefe45db8f8156f2927bbb01>
2. The City will respond to the person designated by the carrier in the reservation request within seven (7) days. Unless there is a preexisting reservation or permit application related to the requested pole, or the City determines that there is some other condition that might preclude installation of the WCF and related equipment on the requested pole, the City will reserve the pole for the carrier as requested.
3. This reservation policy is for the convenience of the carriers. It is the carrier's responsibility to determine the suitability of proposed wireless facility sites requested for reservation. Granting a reservation request shall not be taken as a statement by the City as to the suitability of the site for the proposed development or the ability of the carrier to obtain the required approvals to develop the site.

4. A reservation shall remain active for sixty (60) calendar days from the date of the City's acceptance to the reservation request. If a complete site license application, accompanied by all required permit applications, is not submitted to the City within 60 days, the reservation shall expire.

5. A carrier may reserve no more than twenty-five (25) poles at any time. A reservation will no longer count against this limit once a completed site license application, accompanied by the required permit applications, is submitted to the City, or it expires for failure to submit a site license application.

Enacted on: 9/10/19

  
\_\_\_\_\_  
Jeff Moneda, City Manager

Attachment: Sample Response Letter

Sample

**RESPONSE TO REQUEST TO RESERVE CITY-OWNED STREETLIGHT POLE(S) FOR WIRELESS FACILITIES SITE LICENSE**

To: \_\_\_\_\_

Carrier: \_\_\_\_\_

Date of request: \_\_\_\_\_

Date of this response: \_\_\_\_\_

You requested that the City of Foster City/Estero Municipal Improvement District reserve, **for sixty (60) calendar days**, the following streetlight/utility poles for you to prepare and submit a complete site license application and all required permit applications. Sites marked "Reserved" below have been reserved for you. Sites marked "Not Reserved" could not be reserved. The reserved sites will remain reserved for **sixty (60) calendar days from the date of this response letter**.

	Reserved	Not Reserved
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____

Notes on sites Not Reserved: