



# City of Webster Small Node Application

Office Use Only  
Date Processed:  
Number of nodes submitted:

All information is required and application must be filled in completely by applicant in order to process this application.  
AUTHORIZED REPRESENTATIVE will be called and/or emailed notification of plan review status and review completion.

Date:	Small Nodes Registration Number:
Street Name:	Telephone Number:
X and Y Coordinates (mandatory):	
Pedestal Address (if different from node):	
Detailed Scope of Work:	
Height of Proposed Utility Pole:	
Name of Contractor:	
Contractor Address:	
City, State, Zip:	
Authorized Representative:	
Representative Email Address:	
Telephone Number:	

- Location Information:
  - [ ] Adjacent to a Municipal Park?
  - [ ] Deed Restricted?
  - [ ] On a transport Facility?

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_

Annual Network Node Fee per Node due upon issuance of permit: \$250.00

# City of Webster

## Small Node Application

### Small Node Application Checklist

**Set of Plans**

- Plans need to include structural details, and engineering calculations for 143 MPH at 3 second gusts wind load design.
- Electrical plans with location of the CenterPoint Energy Source (Pole, Pad Mounted Transformer).
- Electrical One Line Diagram with details on conductors and conduits, location of electrical meter and electrical panel, grounding of pole and equipment.
- If poles are located near driveways or street intersection, they must provide a site distance analysis.
- Plan and Profiles of where the poles are to be located and show all existing utilities.
- Poles location must include room to install a 5-foot sidewalk, which meets ADA requirements, if sidewalks do not exist.
- Small nodes must be built in compliance with the approved Design Manual.

**Location Map**

- Showing proposed network node, and other network nodes within 300 feet of the proposed node.

**Required Network Node Fees**

- **Application Fees**

Five or less network nodes	\$500.00
Each additional node over five	\$250.00
New Network Node Pole (If applicable)	

**Registration Form for Small Nodes Right-of-Way User** \$1000.00

**Review Comments/Check List attached**

## Comments/Check List for Rights-of-Way Users Permit

1. Contractor must submit proof of insurance with permit application in compliance with City of Webster (COW) code of ordinances, chapter 72-52. A minimum of \$1,000,000.00 proof of liability insurance is required.
2. The applicant shall provide a surety bond prior to commencement of any construction and the bond shall be valid for one year. COW code of ordinance chapter 72-52.
3. The applicant shall submit construction plans in accordance with COW code of ordinance chapter 72-52.
4. Contractor shall provide a 3 x 3 foot construction sign onsite and visible at all times in accordance with COW code of ordinance chapter 72-53.
5. Contractor shall repair all street, sidewalks, curbs, property, etc... Within 10 working days.
6. Contractor shall not interfere with any City utilities. All underground utilities must be placed underneath or to the side of existing City utilities with a minimum spacing 24-inches from the City utility.
7. Contractor is only permitted to work within the City Monday through Friday from 7:00am to 4:30pm. No work on the weekends will be allowed without the approval of the Director of Public Work, except in cases of emergency.
8. Applicant is responsible for locating and verifying all existing utilities. Existing utilities should be included and labeled in the submitted construction plans.
9. Permittee shall provide as-built plans within 10 days of completion for any new construction of utilities.
10. Contractor shall be compliant with the City of Webster's code of ordinance Chapter 72 for all work within the city's ROW.

**Please email this application and include all documents required to: [cellnodes@cityofwebster.com](mailto:cellnodes@cityofwebster.com).**