

Network Node Permit

Application Process:

1. Applicant shall submit appropriate application fees based on the chart below. Fees must be submitted with the Network Node Fee Form and may be paid in person at the Engineering Department in City Hall or mailed to:

**Engineering Department
c/o Matthew Brennan
1945 E. Jackson Road
Carrollton, TX 75006**

Network Node Fee Form: [Fee Form Mar_2020.pdf](#) *Attach file*

Network Node Fees

Network Node Installation Type	First 5 Nodes Submitted Per Application	Each Additional Node Up To 30 Per Application	Each Pole Per Application	Per Node	Per Pole
	Application Fee	Application Fee	Application Fee	Annual Rental Fee	Annual Rental Fee
Utility Poles (utility-owned)	\$500	\$250	N/A	\$250	N/A
Service Pole (City-owned)	\$500	\$250	N/A	\$250	\$20
Node Support Pole	\$500	\$250	\$1,000	\$250	N/A

2. Once fees have been received by the City, the applicant must fill out and submit a right-of-way permit with all required documentation through the City’s right-of-way portal. Each location within the application must be submitted as its own permit. Locations within the same application should be submitted on the same day.

Link to right-of-way portal (external website): <https://carrollton.tx.roway.net/>

Basic components needed for a complete application:

- Application Fee(s): must be received before permit is submitted or not later than same day
 - Engineering Design Plans
 - Traffic Control Plan (typically part of design plan set)
 - Location Info: Latitude/Longitude, Aerial, Before and After Street-view/Rendering
 - Network Node Statement of Compliance:** [Compliance Statement May_2020.pdf](#)
 - replaced previously required “Wireless Interference Letter”
- *paragraph break/empty line*

Additional components may be required depending on the type of installation:

- For installs on existing, (non-City) utility-owned poles only: [Service Pole Agreement](#) from pole owner
- For installs on existing, City-owned poles only: [Service Pole Agreement Mar_2020.pdf](#)

3. Within 30 days of receiving both the application fees and the ROW permit application, the City will determine if the application is complete and notify the applicant of that determination. All correspondence will be emailed to the “Registered To” contact within the ROW permit application by default.

4. **Node Support Pole:** The City will approve or deny an application for a node support pole not later than the 150th day after receiving the complete application and notify the applicant.

Network Node Only: The City will approve or deny an application for a network node not later than the 60th day after receiving the complete application and notify the applicant.

5. If the City denies the application, the applicant may cure the deficiencies and resubmit the revised application as a new ROW permit within 30 days of the denial. Applications resubmitted more than 30 days after the initial denial may require new application fees, depending on the extent of the deficiencies and the amount of time since the initial denial.

For general inquiries, please contact Matthew Brennan, the Civil Engineering Division Manager, at matthew.brennan@cityofcarrollton.com.

Other Resources

Carrollton Wireless Services Design Manual: [Ord 3823 - Design Manual.pdf](#)

Carrollton Fee Schedule: [Ord 3824 - Fee Schedule.pdf](#)

Carrollton Right-of-Way Ordinance: [Ord 3825 - Use of Right of Way.pdf](#)
