



**City of Happy Valley  
Small Wireless Facilities  
Application**

***Pursuant to Chapter 12.06 of the City of Happy Valley Municipal Code, except otherwise provided in this chapter, no person shall place any small wireless facility described in subsection A of this section, in the rights-of-way, without first filing an application for the facility and obtaining necessary city permissions. Applications must be renewed annually.***

**Instructions:** Please provide all information requested below, including applicable application fees, to the City of Happy Valley. The application must be signed by an authorized representative of the entity.

The City will review the information and return an executed copy of the application, if approved. The copy of the executed permit application will serve as the permit required by Chapter 12.06.

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**Contact Information/Additional Information/Instruction Directions:**

**Angela Tomasco, Accounting Supervisor, 503-886-8437, [atomasco@happyvalleyor.gov](mailto:atomasco@happyvalleyor.gov)**

<b>Applicant Information:</b> <i>Applicant Name (Include Corporate Name registered with Oregon Secretary of State and any DBAs and affiliates that will construct, own or control any facilities in the ROW.)</i>		<i>Applicant's Authorized Contact Name(s) and Title(s):</i>
<i>Street</i>	<i>City/State/Zip</i>	<i>Phone</i>
<i>E-mail Address</i>		<i>Fax Number</i>

**Describe the Facilities to be Constructed or Operated:**

<i>General location of the existing and/or proposed facilities:</i>
<i>Description of the facilities to be installed in the ROW:</i>
<i>Describe whether the facilities are or will be aerial or underground:</i>

Describe the size of facilities and equipment that are or will be located in, on, under, over, or above the ROW:

Check all of the following that apply regarding the services to be provided by Applicant over the facilities in the ROW (see definitions in Chapter 12.05 and provide a description of the utility services to be provided):

- Cable Service
- Communications Services
- Natural Gas
- Electricity
- Water
- Sanitary Sewer
- Storm Sewer
- Other: \_\_\_\_\_ Small Cell Facilities

Please provide a description of the utility services to be provided:

Attach documentation or a statement that demonstrates that the applicant has received or is legally qualified to receive authorizations from state and/or federal authorities necessary to conduct the activities that will require use of the ROW.

Check box if no authorizations required

**NOTE: Application must include**

1. Application fee of \$270.00 which is set by the city's master fee schedule.

**SIGNATURES:**

By executing this application, the undersigned affirms that he/she is an authorized representative of the company ("Applicant") with the authority to execute this Permit Application.

I hereby certify, on behalf of applicant, that the information provided in the permit application is true and correct as of the date hereof, and that Applicant agrees to abide by the obligations set forth in Chapter 12.06 of the City of Happy Valley Municipal Code.

By:	Title	Date
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The City of Happy Valley hereby grants to Applicant the permit required pursuant to Chapter 12.06 of the Municipal Code:

By:	Title	Date
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**OFFICE USE ONLY:**

Date Permit Issued	Date Permit Expires	Issued By
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Submit your completed application packet by choosing one of the options below:

**1** Mail  
City of Happy Valley  
16000 SE Misty Drive, OR, 97086  
Attn: Angela Tomasco, Accounting Supervisor

**2** Fax  
503-658-5236  
Attn: Angela Tomasco  
Accounting Supervisor

or **3** Email  
Atomasco@happyvalleyor.gov