Small Cell Wireless Communications Facilities
Individual Site Permit (ISP) Approval Process

(Applicant must have an executed Master License Agreement (MLA) prior to submitting ISP Application (MLA Fee, Performance Bond and Insurance documents))

Applicant submits ISP Application with required attachments, and Application Fee

**Location(s) listed in MLA**
- Public Works Staff confirms devices and required information are consistent with MLA.
- Public Works submits SMUD Service Request Packets for each pole location, PE Certification, Field Verification and Device Spec Sheet and GIS map to SMUD.

**Approved**

**Location(s) not listed in MLA**
- Site is located in Non-Residential Zone (City Manager Approval)
- Public Works Staff confirms devices and required information are consistent with MLA.
- Public Works staff provides recommendation via memo to City Manager.

**Approved**

- **Yes**
  - City Manager Approval
  - Public Works submits SMUD Service Request Packets for each pole location, PE Certification, Field Verification and Device Spec Sheet and GIS map to SMUD.

- **No**
  - Public Works Staff logs application and refers Applicant to Development Services for use permit
  - Development Services determines type of permit per Elk Grove Municipal Code (EGMC), Chapter 23.27 and 23.94
  - Applicant submits permit application and fees to Planning Division

**Planning Reviews and provides recommendation.**
- Planning notifies PW and provides copy of staff report.
- Zoning Administrator Approval (MUP) or Planning Commission (CUP)
- Planning division notifies Public Works of Approval
- Public Works Staff confirms devices and required information are consistent with MLA
- Public Works staff provides recommendation via memo to City Manager
- **City Manager Approval**
- Public Works submits SMUD Service Request Packets for each pole location, PE Certification, Field Verification and Device Spec Sheet and GIS map to SMUD

**Approved**

Public Works issues Individual Site Permit.