



# Chicago Park District Telecommunication Infrastructure Application Form

## APPLICANT INFORMATION (REQUIRED)

Date of Application: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_ E Mail: \_\_\_\_\_ Phone \_\_\_\_\_

Servicing carrier\*: \_\_\_\_\_

Servicing carrier address\*: \_\_\_\_\_

Carrier Contact: \_\_\_\_\_ E Mail: \_\_\_\_\_ Phone \_\_\_\_\_

**\* Servicing carrier name and address as it would appear on the legal agreement**

## PROJECT INFORMATION: PLEASE CHECK

New Installation/Major Modification: \_\_\_\_\_

Maintenance/Minor Modification: \_\_\_\_\_

Temporary/Mobile Installation: \_\_\_\_\_

Requests permission to (Identify Project).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LOCATION INFORMATION (REQUIRED)

To take place within (Name of Park) \_\_\_\_\_

Street Address: \_\_\_\_\_

Installation Location: (decimal degrees) X: \_\_\_\_\_ Y: \_\_\_\_\_

For additional DAS/Small Cell sites please indicate the total number associated with this application and complete the back page. Total Number of sites: # \_\_\_\_\_.

\_\_\_\_\_

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**PLEASE FILL OUT THE CORRESPONDING REQUEST SECTION COMPLETELY**

**NEW INSTALLATION / MAJOR MODIFICATION / CONDUIT INSTALLATION OR USE.**

Engineering Firm: \_\_\_\_\_

Proposed Site I.D #: \_\_\_\_\_

Proposed Installation of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Conduit installation?: Yes \_\_\_\_\_ No \_\_\_\_\_ Number of conduits: \_\_\_\_\_ Total Conduit length: \_\_\_\_\_

Size(s) (diameter) of conduit: \_\_\_\_\_

How is conduit to be installed? Directional Boring \_\_\_\_\_ Trenching \_\_\_\_\_

Structure mounted: \_\_\_\_\_

Park District Conduit Use: Yes \_\_\_ No \_\_\_ If yes is conduit vacant or occupied? \_\_\_\_\_

Footage for Power \_\_\_\_\_ Footage for fiber \_\_\_\_\_ Total Footage \_\_\_\_\_

\*Transformer location: \_\_\_\_\_

\* Due to infrastructure limitations within our Parks, Park District transformers should not be relied upon for your primary point connection for proposed projects. There is no guarantee that the Chicago Park District will be able to grant your request for a connection. All other alternatives should be exhausted prior to requesting a connection from Park District sources.

Park District Access Permit: Applied for: Yes \_\_\_ No \_\_\_

If yes, please provide copy of permit application with this request.

Construction/Maintenance Firm: \_\_\_\_\_

**Primary Point of Contact Information for Construction/Maintenance Firm:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile # \_\_\_\_\_

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**MAINTENANCE OR MINOR MODIFICATIONS\* TO EXISTING EQUIPMENT**

Site Location (Park Name): \_\_\_\_\_

Nearest Street Address: \_\_\_\_\_

Site Location (Decimal Degrees): X: \_\_\_\_\_ Y: \_\_\_\_\_

Site I.D. Number: \_\_\_\_\_

***\*Modification to existing equipment:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Maintenance of existing equipment:***

\_\_\_\_\_  
\_\_\_\_\_

Proposed Date of Maintenance/Modification: \_\_\_\_\_

Anticipated completion Date: \_\_\_\_\_

Park District Access Permit: Applied for: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide copy of permit application with this request.

Construction/Maintenance Firm: \_\_\_\_\_

Primary Point of Contact Information for Firm:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile # \_\_\_\_\_

**\*Applicable Drawings/ Material Specification Sheets attached:** Yes \_\_\_\_\_ No \_\_\_\_\_

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**TEMPORARY OR MOBILE INSTALLATIONS\***

**Proposed location of installation (Park Name):** \_\_\_\_\_

**Installation will be used for (Event):** \_\_\_\_\_

Multiple Events?: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes event listing: \_\_\_\_\_

\_\_\_\_\_

**Site Location (Decimal Degrees): X:** \_\_\_\_\_ **Y:** \_\_\_\_\_

**Parcel Size in feet:** \_\_\_\_\_ X \_\_\_\_\_

**Installation Date:** \_\_\_\_\_ **Termination date:** \_\_\_\_\_ **Total (Days):** \_\_\_\_\_

**\*\*Proposed Power Supply:** \_\_\_\_\_

\*Applicable Drawings/ Material Specification Sheets attached: Yes \_\_\_\_\_ No \_\_\_\_\_

**Park District Access Permit:** Applied for: Yes \_\_\_ No \_\_\_

If yes, please provide copy of permit application with this request.

**Construction/Maintenance Firm:** \_\_\_\_\_

Primary Point of Contact Information for Firm:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile # \_\_\_\_\_

\*\* Due to infrastructure limitations within our Parks, Park District transformers should not be relied upon for your primary point connection for proposed projects. There is no guarantee that the Chicago Park District will be able to grant your request for a connection. All other alternatives should be exhausted prior to requesting a connection from Park District sources.

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If the required documentation for the corresponding action is not included in your initial application package, the application package will be rejected. Proper fees, access permits, proposal drawings, are required for completion of tasks in an orderly and timely manner.

### DOCUMENTATION REQUIRED WITH SUBMITTAL

- Google Earth or Google Maps based site survey with proposed project area and Park District Property and neighboring properties clearly delineated and clearly labelled (**Color Coded**).
- Google earth images of proposed location. Overhead and closeup.
- Application fee in the amount of \$500.00 **payable to the Chicago Park District**. Please remit payment as follows:

Send Electronic Fund Transfer (ETF) to:

**JP Morgan Chase Bank**

Account number: **636611367**

Routing number: **071000013**

Account Name: **Chicago Park District**

**Cellular Telecommunications**

Make Check Payable to:

**Chicago Park District**

**OR**

Mail Payment to:

**SpaanTech, Inc.**

**311 South Wacker Drive, Suite.#3200**

**Chicago, IL, 60606**

**Attn: Accounting Department**

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### FOR ADDITIONAL DAS/SMALL CELL PROPOSALS

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## **SPECIAL INSTRUCTIONS**

A non-refundable \$500.00 application fee must be paid to the Chicago Park District at the time of application submittal. Following the application submission, a project manager at SPAAN Tech will review the application to ensure it is accurately completed before sending it to the Chicago Park District for review. The Chicago Park District will review the application and decide if the project can proceed. SPAAN Tech will then reach out to the applicant to let them know the status of their application. Should the application be approved, the process will begin to move forward with site visits and engineering reviews.

Engineering review invoices that remain unpaid after a period of 90 days will be terminated and the application will be removed from consideration. Should applicants desire to resurrect the project, a new application and fee will be required. Application fees are non-refundable.

Upon receipt of engineering review invoice payments all engineering submittals must be completed (pre-final) within a period of 180 days. If pre-final plans are not received within 180 days, the application will be terminated and the application removed from consideration. Should applicants desire to resurrect the project, a new application and review fee will be required. Engineering review fees are non-refundable.

Questions regarding the program can be sent to [cpkdapplication@spaantech.com](mailto:cpkdapplication@spaantech.com)