

# Mobile Telecommunications Installation Workflow

## **Step #1: Initial Request from Telecom Provider**

Application request with the following documentation is provided to SpaanTech, Inc..

- Site survey/site map with location clearly outlined (color coded).
- Goggle earth image of location (overhead and closeup).
- GPS coordinates of proposed installation in decimal degrees.
- Material Specification sheets & applicable engineering drawings/data.
- \$500.00 Processing fee paid to Chicago Park District c/o SpaanTech, Inc. Payments are to be made as directed on the application form.

## **Step #2 Initial Review of Request for Completeness and Technical Viability.**

SpaanTech to:

- Confirm receipt of processing fee. Forward a receipt to applicant.
- Review to see if the application is complete and accurate. Inform applicant of discrepancies if any.
- Confirm site location. Confirm the site location/proposal is on Park District Property. Review Park District lease lines and historical data. Conduct a virtual review of the site (Google Earth). Confirm that Google imagery is up to date. If Google Earth review is insufficient a site visit by a staff member to confirm conditions will be required.
- Confirm the Event Planner and contact information if necessary.
- Review material specification sheets, power requirements, and other applicable engineering documentation.<sup>1</sup>
- Confirm the proposed time frame of the installation.

## **Step #3 Park District/Event Promoter Review of Request for Viability**

Forward the request to the Park District and the Event Planner (if needed) for their review.

- Assistant Director of Revenue.
- Capital Planning & Construction Project Manager -Permitting
- Special Events Coordinator Chicago Park District
- General Foreman of Outside Electricians
- Regional Park Manager.
- Managing Partner (if applicable).
- Event Planner representatives (if applicable).

Return of comments from Park District/Event Planner with an approval or denial to proceed. If denied the reason/s why must be stated. A three-day review by Park District staff. If no comments are received by the end of that period it will be assumed that there are no conflicts. Notification to the applicant of approval to proceed or the denial of the request. Confirmation from the event promoter is required before proceeding.

# Mobile Telecommunications Installation Workflow

## **Step #4 Access Permit/License Agreement/Invoicing**

Upon completion of the SpaanTech review and receipt of tentative Park District/Event Promoter approval, the applicant is directed to submit to the Park District for an access permit.

*Access Permit documentation, requirements and fees as set forth in the Chicago Park Districts permit application Overview, Tree Protection and exhibits B & C can be found on the Chicago Park Districts website.*

- Project Manager/Capital Planning & Construction – Permitting

SpaanTech to:

- Forward a license agreement with the appropriate entries is provided to the vendor for signature. <sup>2</sup>
- SpaanTech will forward the vendor/applicant invoices for inspection services and rental fees.

## **Step #5 Access Permit Confirmation**

Applicant to provide;

- Signed temporary license agreement to CPD Assistant Director of Revenue for signature.
- An installation schedule a minimum of five business days prior to when proposed installation is to take place.
- Signed Park District Access permit

## **Step #6 Preinstallation Walk-thru & Park District Notification**

SpaanTech to conduct walk-thru of site with.

- Applicant
- Installation firm representative
- General Foreman of Outside Electricians (if applicable).
- SpaanTech representative- Construction Administrator.
- Managing Partner (if applicable).
- Event planner representative (if applicable).

SpaanTech to provide notification to applicable Park District staff of pending procedures. To include;

- Regional Manager
- Park Supervisor
- Project Manager of Park District Capital Planning & Construction -Permitting
- Event planner representative.

# **Mobile Telecommunications Installation Workflow**

## **Step #7 Installation/Inspection/Removal of Temporary Equipment**

SpaanTech to meet applicant/contractor on site.

SpaanTech to monitor/inspect all installation/removal activities. Inspect site daily. Document procedures. Photograph installation to include before, during and after photographs. Inspect Park condition upon completion of work.

Site violations if required.

- If damages have occurred SpaanTech to provide the documentation/photographs to the Assistant Director of Revenue, request an estimate from the Park District and invoice applicant.
- Confirm receipt of damage payment. Notify Project Manager of Park District Capital Planning & Construction -Permitting.

## **Step #8 Update Internal Database/Final Acceptance**

Update internal database/ tracking system.

Provide letter of acceptance to applicant & Park District

### Notes

<sup>1</sup> *Engineering submittals must be completed (pre-final) within a period of 180 days. If pre-final plans are not received with 180 days, the application will be terminated and the application removed from consideration.*

<sup>2</sup> *Agreements that remain unsigned by the applicants after a period of 90 days will be terminated.*