

## **New Construction/Major Modifications Workflow**

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

Application request accompanied by the following documentation.

- Site survey/site map. Park District boundaries clearly marked/color coded.
- Google earth images of proposed location. Overhead and closeup.
- GPS coordinates of proposed location in decimal degrees.
- If a major modification of an existing site: Applicant to provide site number, park name & nearest address.
- \$500.00 application 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 Completeness & Technical Viability.**

SpaanTech to conduct a review to see if the application is complete and accurate. Inform the applicant of discrepancies if any.

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. Check to see if zoning approval is required by the City of Chicago.

Confirm receipt of the application fee. Forward receipt to applicant.

### **Step #3 Chicago Park District Review for Viability/Invoice.**

Forward request electronically for viability to Park District staff:

- Asst. Director of Revenue
- General Foreman of Outside Electricians
- Capital Planning & Construction Project Manager -Permitting
- Director of Cultural & Natural Resources
- Managing Partner if applicable.

Return of comments from Park District with an approval or denial to proceed. If denied the reason/s why must be stated.

A five-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.

If approved:

- Invoice applicant for engineering review, field survey & inspections. <sup>1</sup>

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### **Step #4 Review of Engineering Design/Engineering Field Survey**

Upon receipt of review funding:

- Provide applicant paid receipt of review funding.

Request and conduct site walk thru with:

- Applicant.
- Applicants Engineering firm.
- General Foreman of Outside Electricians.
- Managing Partner if applicable.
- SpaanTech staff member.

Material required to complete the review:<sup>2</sup>

- Drawings of the proposed installation. \*
  - A licensed structural engineers review of the suitability of the proposed structure, methods of attachment, etc. will be required. \*
  - Elevation/rendering of proposed structure & installation.
  - Typical equipment diagram.
  - Typical mounting diagram of equipment.
  - Design Capacity of installed equipment.
  - Safety certificates of the proposed equipment. Material specification sheets for all material to be installed.
  - Site survey/map of site. Clearly color coded to differentiate between Park District, City of Chicago, or private property.
  - GPS coordinates of proposed location in decimal degrees.
  - Photographs of proposed location. Both overhead view & closeup required.
  - Architectural/Underground drawings showing proposed conduit installations, pole foundations, pole types, power/fiber routings, etc.
  - Material specification sheets for the proposed electrical equipment.
- \*Existing pole, building or other structure:

### **Step #5 Park District Review & Access Permit/ License Agreement**

Upon completion of the SpaanTech review 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.

Changes or comments by Park District staff will be communicated back to the applicant. Receipt of revisions from the applicant are then reviewed and forwarded again to the appropriate party for their

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comment. A two-week review time by Park District staff. If no comments are received by the end of that period it will be assumed that there are no conflicts.

- A license agreement with the appropriate entries is provided to the vendor for signature. <sup>3</sup>
- The signed agreement is forwarded to Park District for signature, returned to applicant and a copy kept on file.
- Both the Vendor and the Chicago Park District must execute the license agreement prior to receipt of the Access Permit.

### **Step #6 Plan Approval/ Construction Schedule**

Upon final approval of the proposed installation, by way of an executed access permit, the contractor will be required to forward a tentative schedule of work to be performed to SpaanTech. Applicants Contractor to provide.

- Copy of signed access permit.
- If any work is occurring outside of Park District property the applicant/general contractor is required to obtain any permits from the responsible government entity. If any work is within five feet of the City of Chicago ROW proof of OUC review and OUC approval is required. Copies of all permits must be supplied to SpaanTech. An 811 Dig Ticket is required.

### **Step #7 Preconstruction Meeting/Park District Notification**

#### **Notification of proposed project by SpaanTech to.**

- Director of Planning & Construction/Chicago Park District
- Director of Department of Natural Resources/Chicago Park District
- Notification to Park District Regional Manager of construction date.
- Notification to Park District (Park) Supervisor of construction date.

**Park District Managers/Supervisors would need to reply within 36 hr.'s of notification, otherwise it will be assumed that there are no conflicts with Park District activities.** Conflicts with Park District activities would be communicated to the contractor and require a revised construction schedule from the applicant/general contractor.

A site/meeting attendance list will be kept on file. Pre-construction meeting conducted with.

- Applicant representative.
- Engineering firm representative.
- General contractor representative.
- SpaanTech representative.
- General Foreman of Outside Electricians/Chicago Park District (if applicable).
- Managing partner representative (if applicable)

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### **Step #8 Final Review/SpaanTech**

Conduct a final check that all funding, approved plans, and other pertinent documentation is in place.

- Request & receive confirmation from applicant of proposed construction start date.
- Contractor to request utility locates from the Chicago Park District, Project Manager/Capital Planning & Construction, a minimum of 48 hours prior to any excavation.

### **Step #9 Commencement of Construction**

Contractor to provide.

- A copy of 811 Chicago Dig Ticket prior to commencing work.

SpaanTech to monitor all construction activity. Field staff to ensure that all construction activity conforms to.

- Chicago Park District Standards
- City of Chicago Electrical Code.
- National Electrical Code.

Field staff to forward all communications, photos, etc. to office staff for electronic filing.

Provide change orders to General Contractor if required.

Cite violations to General Contractor if required.

Provide punch list to General Contractor if required.

### **Step #10 Final Inspection**

Field staff & Project Manager to conduct a final inspection of the installation and associated construction.

Provide General Contractor final punch list if necessary. Conduct a re-inspection if required.

Confirm receipt of as-built drawings from applicant/general contractor.

### **Step #11 Update Internal Database/Invoicing**

Ensure all data fields are complete in the tracking spread sheet.

Ensure that recurring annual permit notification is active.

Transmit as-built drawings to CPD for record keeping. Keep a scanned electronic copy on file.

Invoice as required for additional engineering review, construction inspection, one time construction fees and damages.

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Provide a letter of acceptance to the applicant & Park District.

### Notes

<sup>1</sup> *Engineering review invoices that remain unpaid after a period of 90 days will be terminated and the application removed from consideration.*

<sup>2</sup> *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.*

<sup>3</sup> *Agreements that remain unsigned by the applicants after a period of 90 days will be terminated.*