



Bureau of Architecture and Engineering  
Department of Environmental Services  
City Hall Room 225B, 30 Church Street  
Rochester, New York 14614-1290  
www.cityofrochester.gov

## TELECOMMUNICATIONS FACILITY REGISTRATION

1. Full company name and legal status, including any Affiliates.
2. Name, address, telephone number, and email address of the officer(s), agent(s) and employee(s) responsible for the accuracy of the application information and who will have responsibility and/or authority for the Applicant's Facilities located within the City.
3. Name, address, telephone number and email address of an officer, agent or employee who shall be available to City staff twenty-four hours a day, seven days a week, regarding problems or complaints resulting from the Facilities installed by Applicant in the Right-of-Way.
4. Name, address, phone number and email address of all consultants, if any, acting on behalf of the Applicant with respect to the filing of the Application.
5. Name, address, phone number and email address of all lessees, tenants or occupants using or intending to use Applicant's existing or proposed Telecommunications Facilities and Equipment.



## **Registration for Telecommunications Facility**

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6. Description of the Applicant's existing and proposed Telecommunications Facilities and Equipment within the City, with an anticipated construction schedule for the next two years.

7. Description of the excess capacity in or on the Applicant's proposed Telecommunications Facilities, including any excess capacity in underground conduits or other Facilities available for expansion by the Applicant or for Co-location by other Telecommunications Providers, and the availability of space for additional Antennas, Facilities, or Accessory Equipment on Overhead Facilities owned or controlled by the Applicant.

#### **Required attachments:**

1. A complete map illustrating the existing locations, type, and location of new Facilities proposed for installation within the Right-of-Way.
2. Documentation that Applicant has registered and complied with Dig Safely New York requirements.
3. Proof of required approvals from the New York State Public Service Commission relating to the provision of Telecommunication Services or location of Facilities within the City.

Additional information may be required by the City Engineer or Director of Finance to process your application. The City will contact the agent listed in Section 2 of the application if additional information is required.