

Engineering Record Type: Small Cell Wireless Permit Submittal Process
Engineering Record Prefix: ESCW-XX-XXXX

(For Additional Information [Click Here](#))

1. Login

- **Action:** Access the [Avondale Citizen Portal](#) and log in using your credentials.

2. Select "Create Application"

- **Action:** Once logged in, locate and click on the "**Engineering**" icon.
- **Next:** Under the Engineering section, click on "**Create Application**".

3. Sign In & Accept Terms

- **Action:** Sign in if prompted and accept the terms of service to proceed.
- **Next:** Click "**Continue Application**" to move to the next screen.

4. Select Record Type for Submittal

- **Action:** On the next screen, select the appropriate record type for your submittal.
- **Next:** Under the **Engineering** section, choose "**Small Cell Wireless**".
- **Next:** Click "**Continue Application**".

Step 1: Location & Contacts > Associated Address/Parcel

1. Assigned Address or Closest Intersection

- **Assigned Address:** Select the option for an assigned address. The system will open an additional screen for location selection. Enter part of the address in the text box and click **Search**. Select the correct address from the list.
- **Closest Intersection:** Enter a free-form description (e.g., **Avondale Blvd & Van Buren St** or **Avondale Blvd from Van Buren St to Roosevelt St**).

2. Applicant & Additional Contacts

- **Applicant:** This is a required selection. This contact will be the primary recipient of submittal notifications.

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- **Additional Contacts:** Choose Yes or No. If Yes, you will be prompted to enter a primary contact for notifications.

3. **Authorized Agent Information**

- The next screen will allow you to enter **Authorized Agent** information if applicable.

Step 2: Small Cell Details > Application Information

1. **Small Cell Wireless Facility Site Plan Application**

- Complete the application by selecting options using radio buttons, dropdown lists, and text boxes as appropriate.

Step 3: Documents > Supporting Documents

1. **Required Documents**

- Upload the required documents, including:
 - **Construction Documents** (including Site Plan).
 - If the pole is not located in the City of Avondale Right of Way, a **Letter of Authorization** from the Pole Owner.

2. **Attach Documents**

- In the **Attachment** table, select documents from **Account** or use the **Add** button to upload new documents.
- When attaching documents, make sure the correct **Document Type** is selected, as defined under the **Plan Submittal** table.
- If the incorrect document type is selected, the system will prompt an error.

Step 4: Review

1. **Review Information**

- The system will display all the information you entered, allowing you to edit previously entered details.

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- After confirming the information, check the box at the bottom left to certify the details as accurate.

2. Submit

- Click **Continue** to submit your **Small Cell Wireless Permit** application.
- Your **Record number** (e.g., **EDPR-25-XXXX**) will be displayed, confirming that your submission has been completed.

Small Cell Wireless Permit Status

- To track the status of your application:
 - Go to My Account in the upper right menu and select My Records.
 - Your Traffic Control Plan will be listed under the Engineering section.
 - The Status column will display the current status of your application (initial status: Info Received).
- You will receive email notifications regarding any status changes for your record.