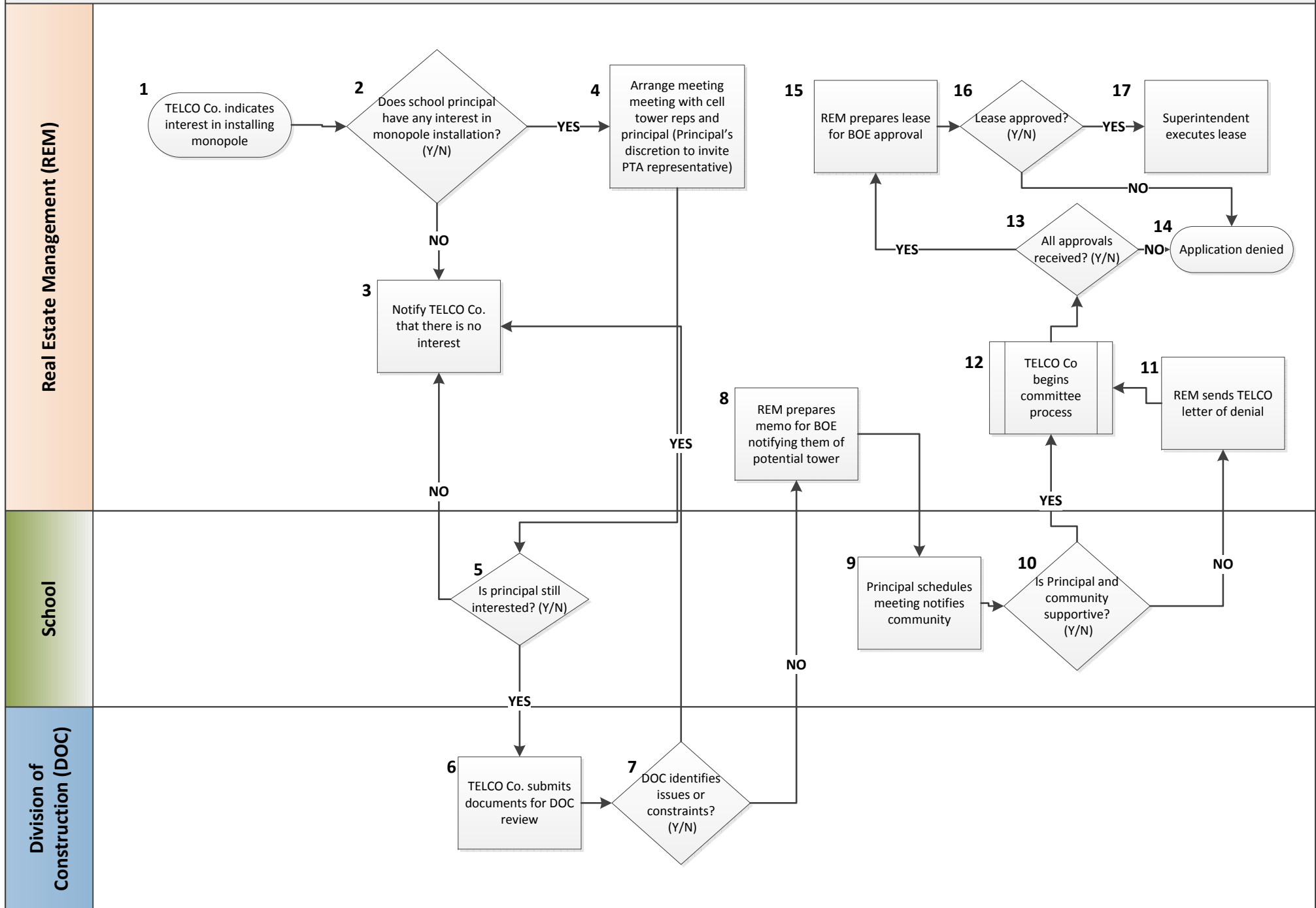


# Real Estate Management: Cell Tower Process- New Cell Tower



## Real Estate Management Cell Tower New Approval Process

Review Date	Process Owner	Customers	Critical to Quality	Measures	Approximate Timeline
July 7, 2014	REM	TELCO Provider Schools	Clear and timely communications of expectations	Financial	6-8 months

**Background:** The new cell tower approval process provides the necessary steps for approval in accordance with policy ECN, Telecommunications Transmission Facilities which establishes the criteria by which the Board of Education evaluates and makes decisions concerning the placement of private cell towers on Board of Education owned property.

1. TELCO Provider contacts REM and indicates interest in installing monopole. REM staff will direct the provider to the MCPS Policy ECN and explain the process. REM will also determine if previous requests for the site were denied.
2. REM staff will contact the principal to inquire if any interest in monopole installation.
3. Should the principal not be interested REM staff will contact TELCO Provider to inform them there is no interest.
4. If the principal is interested, REM staff will arrange meeting with cell tower reps and principal. It is the principal's discretion to invite a PTA representative.
5. Is principal still interested? If no interest, REM staff will contact TELCO Provider to inform them of no interest. If interested, REM will direct provider to prepare schematic drawings.
6. TELCO Provider will provide schematic drawings showing the proposed tower location and associated equipment for DOC staff to review.
7. DOC staff to identify issues or constraints. If there are conflicts that cannot be resolved, REM staff will notify the TELCO Provider and principal the tower is not compatible for the site.
8. If issues can be resolved, REM prepares memo for BOE notifying them of the tower request.
9. The principal will schedule an informational meeting with the PTA. The principal will ensure members of the surrounding community, HOAs, and civic associations are invited.
10. Are the principal and community supportive?
11. If principal and community are not supportive the application is denied.
12. Public approvals received?
13. If not, application for monopole installation is denied and a letter is sent to provider notifying them of denial.
14. If yes, REM staff will prepare the lease for BOE approval.