



# Department of Public Works

## Traffic Management Division

500 S. Grand Central Pkwy. Las Vegas, NV 89155-4000 (702)455-6000

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### Reservation Process

- Licensees will be required to possess or have applied for a Business Licensee
  - Licensees will identify number of poles to be reserved.
    - Licensees will identify the poles being requested. If a licensee requests adjacent poles which is not allowed by the code, any adjacent requests will be deemed non-compliant and will not be considered. For example, if the Licensee picks pole 1, pole 3, pole 4, pole 5, pole 6 and pole 8. Pole 3, pole 4 and pole 5 would be rejected and pole 1, pole 6, and pole 8 will be considered.
    - Licensees that have current sites within District 1 will be assigned to either Even series or Odd series poles by CCPW
    - CCPW interactive map to show available smart pole bays are found here:(<http://arcg.is/0afejb0>).
    - Licensee can only apply for one bay per pole.
- Licensee will be required to submit a non-refundable reservation fee of \$25, for each reservation. The reservation fee will be applied towards the future SLA.
- Licensee shall submit all SRA's as a complete package by hand no later than 5:00 PM March 8, 2021. at front desk of Clark County Public Works, 2nd Floor, 5500 S Grand Central Pkwy, Las Vegas, NV 89106. **FAX OR EMAIL SUBMITTED RESERVATION PACKAGES ARE NOT ALLOWED AND WILL NOT BE CONSIDERED. Additionally, Licensees can only apply for one bay per pole.**

Public Works will determine the assignment of poles and bays. There will be a draft order created to determine the order of the Licensees requests.

- The draft order will be created by randomly picking licensees from a hat. The drawings from the hat will determine the order of requests for the first round of assignments. After the first round, the order will be adjusted accordingly; the licensee that has the first pick will cycle to the last pick every round. For example, the in first round, if we have 4 licensees a,b,c,d and the order is "a" picks first, "b" second, "c" third, "d" forth, in the second round the order will be "b" picks first, "c" second, "d" third and "a" forth. The reservation process will have multiple rounds until all requests from licensees have been processed or all poles and bays have been reserved.
- The Licensees will identify on the SRA stating the priority of each site they desire, 1 being highest priority and as the number increases the priority level decreases. No SRA can have the same priority level per Licensee. The priority level will be used to identify the poles which the licensee considers most important. Based on these priorities the sites will be reserved, when the licensee's selection is up for each round.
- The Licensees will also identify on the SRA stating the priority of each bay (A, B, C). The Licensee will identify which bay has highest priority to the lowest priority. 1 being the highest priority and 3 being the lowest.
- If the pole is available, but the desired bay is unavailable, Clark County will assign the next bay based on the bay priority indicated on the SRA by the Licensee. If the entire desired pole is unavailable the reservation request will be denied and the next highest priority level SRA for the same Licensee will be processed instead.
- Once the first draft is completed and if there are any additional sites available. All Licensees will be notified if interested that another draft for the remaining sites will be scheduled.