



**TELECOMMUNICATION  
REGISTRATION INFORMATION &  
INSTRUCTIONS FOR WIRELESS  
SUPPORTED SERVICE FACILITIES ON  
THE PUBLIC RIGHT OF WAY**

Access to the City's right of way for the placement of private or commercial voice, data or video, control or other telecommunications facilities is regulated by State Statute Section 202.105 and 337.401 and City Code Sections 22 and 34-288 (43). A copy of the City code section may be obtained at Municode via the City's website:

[https://library.municode.com/fl/miami\\_gardens/codes/code\\_of\\_ordinances](https://library.municode.com/fl/miami_gardens/codes/code_of_ordinances)

Our objective is to complete the registration process as quickly as possible. Please note registration requires approval by Planning and Zoning, Public Works-Engineering and Building Division. It is recommended that you read the City code carefully before completing your application and submit your application in a timely manner.

Existing users may continue to operate systems currently in the right of way and request construction permits as required to support those systems while the Registration Process is completed.

Registration is only required ONCE for each firm wishing to occupy the right of way. Once registered, a firm may obtain construction permits for all subsequent work without repeating the registration process.

**ALL USERS OF THE RIGHT OF WAY MUST REGISTER**

**NEW APPLICANTS REQUESTING ACCESS TO THE RIGHT OF WAY**

Review the following:

- State Statute Section 337.401
- City Code Section 34-288 (43) - Wireless supported service facilities, including antenna support structures.

Complete the Registration form, attach all required documentation, bonds/letters of credit, proposed construction plans and any payment required, including permit fee allowed by the Florida Statute not to exceed \$100.

This registration packet is for both persons or firms who currently have telecommunications facilities or private networks that are in or over the City's rights of way, and for new users wishing to place facilities in a City right of way. All persons or firms using the rights of way are required to register. Please review this form and the attached information carefully. Questions regarding the application or the application process should be forwarded to: Glenn Gruber, Engineering Project Manager

(305) 622-8000

[ggruber@miamigardens-fl.gov](mailto:ggruber@miamigardens-fl.gov)

1. Any person or firm desiring to use the City right of way for the purposes listed must complete this application process and adhere to the requirements of Ordinance Section 34-288 (43).
2. Communications service providers are those firms who provide communications services (as defined by Florida Law) to customers for a fee or charge.
3. Pass through Providers are those firms with networks passing through the City that do not have any actual customers in the city.
4. Private communications networks are those facilities placed in the right of way and used by persons or firms for their exclusive use to connect buildings or facilities together, but not used to provide communications services to the public.

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**Registration Information & Instructions for Telecommunications Users of The Right of Way**

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***PROPRIETARY INFORMATION, THE FLORIDA PUBLIC RECORDS LAW,  
AND CITY OF MIAMI GARDENS REQUIREMENTS  
FOR COMMUNICATIONS SERVICE PROVIDERS***

The requirements of the City of Miami Gardens with respect to “proprietary” confidential information that you file with the City are governed by Florida Statute 202.195 - Proprietary confidential business information; public records exemption. Nothing in this exemption expands the information or documentation that a local governmental entity may properly request under applicable law. Any information in the possession of a local government entity which consists of maps, plans, schematics, diagrams, or other engineering data relating to the exact location and capacity of facilities for the provision of communications services by the local government entity shall be exempt from the public records law.

1. All information submitted that is considered by the person submitting such information to be proprietary confidential business information shall be clearly marked as such when submitted. Information not so marked shall be presumed to be public record, open for inspection as provided by Florida law. The City shall exercise reasonable efforts to protect proprietary confidential business information which is clearly marked as such from public inspection, but only to the extent that such protection is required and authorized by Florida law, unless public inspection or disclosure is required by federal or state Law. This paragraph shall not be deemed to be an assurance or warranty that any such information will not be disclosed.
2. In the event of litigation brought by any person seeking to compel access to, inspection, or copying of any such information, the person submitting such information shall, upon notice by the City of such litigation, appear, indemnify, and hold the City and its officers and employees harmless from all costs and damages arising from such litigation including but not limited to attorney’s fees incurred by the City and attorney’s fees awarded to the successful plaintiff in such litigation.

**Instructions and Recommendations**

1. You will need to file a complete and acceptable application, but you do not need to file more information than is necessary.
2. The information that you consider “proprietary” and confidential should be clearly marked as such when you file it with the City.
3. Not all the information you provide will be “proprietary” and confidential. Some information will be open to public inspection. An example is the general information you provide identifying your business (such as your name, contact person, and address).
4. If you identify information as “proprietary” and confidential, the City will exercise reasonable efforts to honor that designation. If anyone who is not authorized to inspect it demands to do so under the Public Records Law of Florida, and if that person sues the City to gain access, we will notify you of the lawsuit and you will be required to appear, defend, and indemnify the City. This kind of litigation always runs the risk that, if the person who sues is successful, attorney’s fees are usually awarded to that person. The City will also incur attorney’s fees and costs in such cases. Taking that risk into consideration, we recommend that you avoid designating information as “proprietary” and confidential unless you are prepared and willing to take an active role in any lawsuits that might arise and pay the costs and fees if you are not successful.



**TELECOMMUNICATIONS  
PROVIDER REGISTRATION FORM  
(WIRELESS SUPPORTED SERVICE FACILITIES  
ON THE RIGHT OF WAY)**

**Date Submitted:** \_\_\_\_\_

**A. GENERAL INFORMATION:**

Name of Firm \_\_\_\_\_

Address of Business Office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**B. TYPE OF REGISTRATION**

- |   |   |
|---|---|
| <input type="checkbox"/> Local Exchange Carrier (LEC) * | <input type="checkbox"/> Alternative Local Exchange Carrier (ALEC)* |
| <input type="checkbox"/> Pass Through Provider          | <input type="checkbox"/> Private Network                            |

**C. Brief Description of the Firm:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Local exchange carrier (LEC) is a regulatory term in telecommunications for the local telephone Co.

\* Alternative Local Exchange Carrier (ALEC) any company certificated by the commission to provide local exchange tele- communications service.

**D. Florida Public Service Commission Information:**

Evidence of issuance of certificate of authorization by the Florida Public Service Commission, if applicable; such evidence may be in the form of an affidavit executed by an officer of the Provider or a true copy of the certificate.

***This is not required if you checked the "Private Network" box.***

**- Attach as Exhibit A**

**E. FLORIDA DEPARTMENT OF REVENUE INFORMATION**

1. Florida Department of Revenue Telecom Tax registration number \_\_\_\_\_  
(Note: Not required unless you are a provider of cable service or open video service)
2. Evidence of certification or acceptance by the Florida Department of Revenue \_\_\_\_\_

***This is not required if you checked the "Private Network" box.***

- **Attach as Exhibit B**

**F. INDEMNIFICATION, HOLD-HARMLESS AND INSURANCE REQUIREMENTS**

Evidence of compliance with indemnification, hold-harmless, and insurance requirements, including an affirmative statement that subcontractors will be required to comply with insurance requirements.

***This is not required if you checked the "Private Network" box.***

**G. REQUIRED BONDS/LETTERS OF CREDIT**

All construction and removal bonds or letters of credit required.

***This is not required if you checked the "Private Network" box.***

**H. GENERAL CONSTRUCTION PLAN**

If you are planning any construction within the next year provide a general construction plan as applicable to the Facilities to be placed in the Right of Way, including but not limited to the following:

1. An initial construction plan in conceptual form, showing proposed underground and aerial construction and time frames. The initial construction plan shall include, but not be limited to, all construction projects which the applicant proposes after registration.

Note: The initial construction plan may be modified from time to time, before and after the issuance of a Certificate of Registration. An application for a Construction Permit for work not shown on the initial construction plan shall be deemed a modification of the initial construction plan, and issuance of the Construction Permit shall be deemed approval of the modification.

2. Evidence in the form of one or more affidavits, each executed by an officer of the firm, stating in effect that the firm has secured the right to use the poles in the Right of Way that the firm intends to use by entering into pole attachment agreements or other appropriate agreements with the owner(s) of the poles. Copies of the pole attachment agreements are not required.
- **Attach as Exhibit D**

**I. CONTRACTORS/SUBCONTRACTORS**

If the firm is using contractors or subcontractors for construction in the Right of Way, provide a list of the contractors/subcontractors. Statement of compliance with vehicle markings requirements.

*This is required ONLY if you are using contractors and/or subcontractors.*

**J. OCCUPATIONAL LICENSES**

Attach copies of all necessary City and County occupational licenses.

- **Attach as Exhibit F**

**K. PROPRIETARY INFORMATION**

Information considered proprietary and not subject to public disclosure shall be marked PROPRIETARY by the APPLICANT on every page and drawing.

Acceptance of information marked proprietary by the City does NOT assure that such information is proprietary as defined under state statute and if so ordered by a court of competent jurisdiction, the City will disclose any and all material provided.

**L. TERM OF CERTIFICATE**

Designation of term of Certificate of Registration. The term of a Certificate of Registration or any renewal thereof shall be two (2) years.

**M. SIGNATURE**

The applicant, by signing this form, agrees to comply with the terms and conditions of all applicable City Codes.

\_\_\_\_\_  
Office or Agent Date

\_\_\_\_\_  
Printed name and title of officer or agent

<b>FOR INTERNAL CITY USE ONLY</b>	
Review and approval (please initial approval)	
Planning and Zoning _____	Building _____
Engineering _____	Public Works Admin. _____
Comments: _____	
_____	
_____	
_____	