



Communications Site Access Procedure for Tower Sites Located on City of Mesa Property

The City of Mesa maintains and operates communications facilities throughout the City that are designed to provide effective and reliable public safety communications. It is essential that these facilities be secure from unauthorized entry. For this reason, all tenants and their contractors **must** follow a prescribed notification procedure when entering a City of Mesa facility or performing work on City property.

Procedure:

Prior to entering the site, the cell carrier's employee, contractor or representative must notify the City of Mesa's Municipal Security Department by email. As specified in the Communications Site Agreement, each tenant must notify the City of Mesa at least 48 hours prior to performing work at a given site. In the case of an emergency, notification must be provided as soon as practicable.

Contact information:

Notification email: toweraccessrequest@mesaaz.gov

Requests must include the following information:

- Name
- Contact number
- Company
- Wireless Carrier (if the company is a contractor for a wireless carrier)
- Address of Site to be accessed
- Date of access
- Estimated arrival time
- Estimated time on site
- If emergency, nature of emergency requiring less than 48 hours' notice.

Restrictions:

Sites may require an access code, key or access card to gain access. Please contact the cell carrier to obtain access information.

The following sites may only be accessed during City business hours for routine maintenance.
(Monday – Thursday 0700- 1800 hrs.)

300 E 6th Street 161 E 6th Place 6939 E Decatur Street Falcon Field All Tower

Denials:

Companies will only be notified if the request is denied. Requests missing required timeframe and/or information may be denied.

Persons found onsite without authorization may be considered trespassing and could be subject to prosecution per ARS 13-1502.

Questions regarding the *access procedure* should be directed to the City of Mesa Information Technology Department at:

Information Technology Department

480-644-2362