

UNIVERSITY OF MISSOURI CELLULAR PROJECT INSTRUCTIONS

The purpose of these instructions is to provide cellular company authorized agents instructions on how we execute cellular projects on MU campus.

Please note, that if 180 days have passed since the process was started, you will need to start over with a new Missouri Cellular Project Request Form.

Step 1: Determine the MU Campus Facility coordination fee and third-party permit review fee

- Complete the University of Missouri Cellular Project Request Form
- Email the University of Missouri Cellular Project Request Form -
 - Email Subject Line:
CELLULAR PROJECT REQUEST FORM – “CARRIER NAME” – “PROJECT TITLE”
 - Recipients:
University Project Coordinator (toigos@missouri.edu)
 - University Real Estate (umrealestate@umsystem.edu)
- The University will reply with the total fee amount and MU assigned project number. The total fee includes the permitting fee and the Planning, Design and Construction fee based on the scope of work. See table below.

SERVICE	FEE
Coordination of new site selection	\$25,000
Modifications and upgrades to existing site	\$5,000
Coordination for maintenance and repair	\$3,000
Permitting Fee(s)	Determined based on scope of project

- Send a check for the total fee amount -
 - Payable to the Curators of the University of Missouri
 - Memo line filled out with the MU assigned project number
 - Mailing Address:
Stephanie Toigo
900 E Stadium Drive
University of Missouri
Planning Design and Construction Department
General Services building Room 130
Columbia, MO 65201

Step 2: Plan review, permit, and consent to modify

- Submit the project plans via email for review -
 - Email Subject Line:
CELLULAR PROJECT PLAN REVIEW – “CARRIER NAME” – “PROJECT TITLE”
 - Recipients:
University Project Coordinator (toigos@missouri.edu)
University Real Estate (umrealestate@umsystem.edu)
- If a permit is required MU will forward the plans to the third party reviewer.

- After completion of the permit process and receipt of the fee, the University will provide a consent to modify and contact information to schedule the site work
 - NOTE ANY DAMAGE THAT OCCURS TO THE ROOF OR BUILDING DURING PROJECT INSTALLATION WILL BE REPAIRED BY MU SELECTED CONTRACTOR AND PAID FOR BY THE CELLULAR COMPANY ENLISTING THE WORK. PLEASE CONTACT FACILITY OPERATIONS BEFORE BEGINNING WORK AND UPON COMPLETION.