



Fiber-to-the-Premises (FTTP) Fiber License Application: Instruction Manual

Department of Transportation & Mobility (DTM)

Purpose:

To document the required steps and guide users through the completion of a Fiber License Application.

Part 1: Tucson Development Center Access

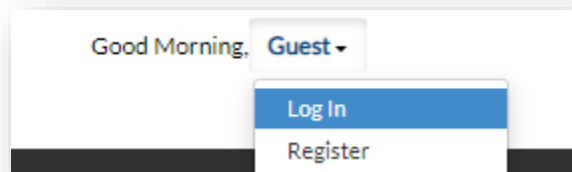
The Application will be completed via Tucson Development Center (TDC), with additional attachments required. Tucson Development Center is a self-service portal that provides customers with a complete online process for permits across the City of Tucson.

Single Sign-on

For existing and new customers to TDC Online



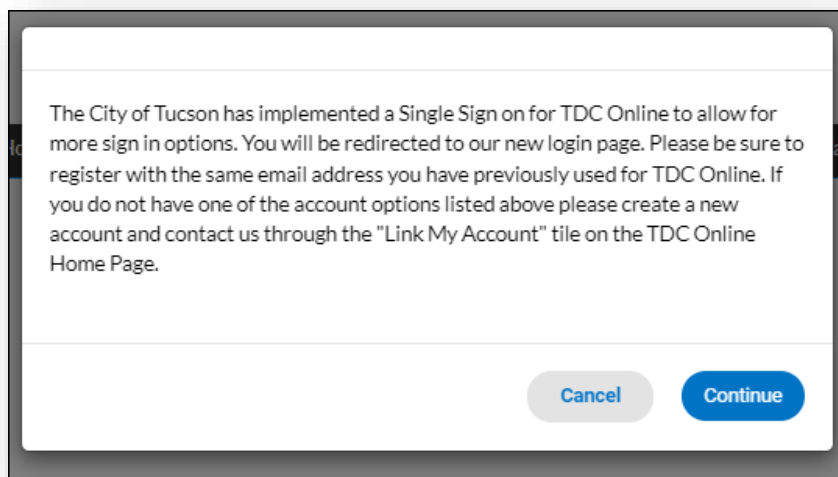
1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.



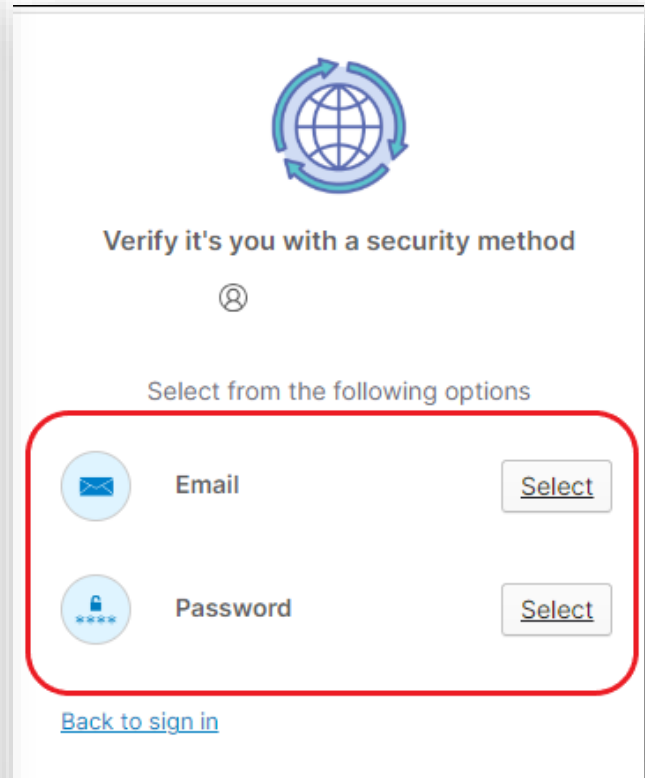
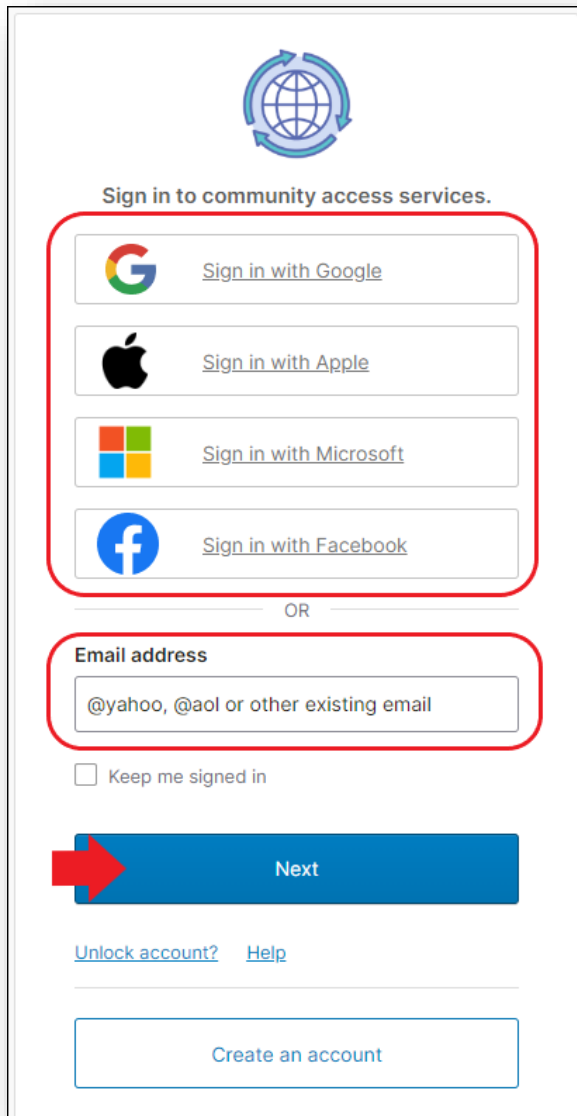
Existing TDC Online Account

Customers **must re-register** for an account even if you are using the same email address used with the City of Tucson. This allows the **existing information in Energov to be linked** to the new Single Sign-On Account.

3. Go to [TDC Online](#), for best results use a Google Chrome browser.
4. **Click Log In**, using your email address.
5. A message is displayed with information about our new sign-on options.
6. Click Continue.



7. Enter the email address associated to your TDC Online account.



New TDC Online Account

Customers **must re-register** for an account even if you are using the same email address used with the City of Tucson. This allows the **existing information in Energov to be linked** to the new Single Sign-On Account. If you are using a different email address or do not have an account.

1. Go to [TDC Online](https://TDC-Online.tucsonaz.gov), for best results use a Google Chrome browser.
2. **Click Register.**

3. Create an account.



Create an account

Email

First name

Last name

Mobile phone

Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

Sign up

[Already have an account?](#)



Get a verification email



Send a verification email by clicking on "Send me an email".

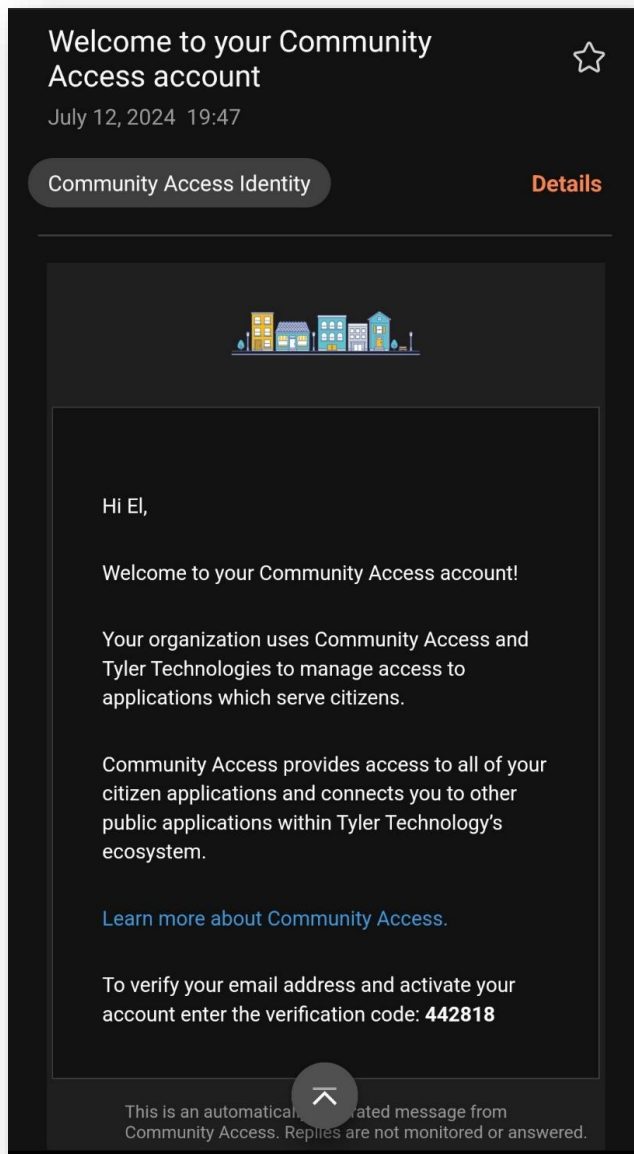
Send me an email

[Back to sign in](#)

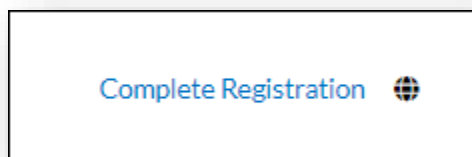
Open your Email Account

4. DO NOT close your TDC Online page.

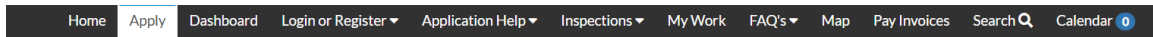
5. In a different internet browser window navigate to your email account.
6. Use your verification code in the email to complete your registration.
7. Your email will look like the image below.



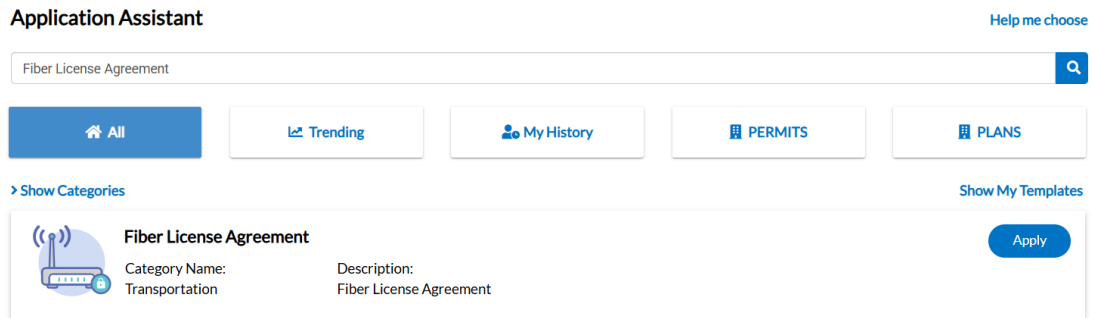
8. If prompted on TDC Online, click Complete Registration on the Top Right.



9. From the TDC Homepage, Click “Apply” from the task bar.



10. In the Search bar, type “Fiber License Agreement” to find the Fiber License Agreement application.



Part 2: Application Form Instructions

Navigate through the TDC Application Portal, providing all required information and attachments. Clarifications on specific questions and purpose as to why the City requires each are below:

Applicant & Contacts

- Contacts (provide name, title, phone, email, and mailing address):
 - Primary Contact
 - ROW Permitting/Billing Contact(s)
 - Legal Counsel

Purpose: Establishes clear points of contact for permitting, legal issues, and billing to streamline coordination.

More Info

Section A: Licensee Information

Legal Name of Applicant Company (as registered in Arizona)

Purpose: Confirms the applicant is authorized to operate in Arizona and ensures accurate identification for legal and financial obligations.

- Entity Type (Corporation, LLC, etc.) and state of formation

Purpose: Provides clarity on liability, governance, and legal structure, helping the City understand accountability and compliance capacity.

Section B. Organizational & Operational Capability

The City will use this information to assess the Applicant's capabilities and capacity as an Internet service/infrastructure provider. The City reserves the right to request additional information in support of clarifying the Applicant's capabilities and capacity.

Provide:

Purpose: Confirms legal registrations and authority

1. Primary contractor and scope; subcontractors and scope (if known).

Purpose: Provides visibility into the applicant's delivery team, ensuring qualified partners will handle construction and operations.

2. Experience deploying FTTP networks with an emphasis on work in the region.

Purpose: Demonstrates track record and ability to deliver a large-scale FTTP network.

3. Three references from past jurisdictions, with miles built, premises passed, total build timeline .

Purpose: Allows the City to verify past performance and reliability, key indicators of success in Tucson.

Section C. Financial Capability

Provide the following financial ratios based on your latest financial statements and any associated commentary:

- Current Ratio
- Debt-to-Equity Ratio
- Interest Coverage Ratio
- Debt Service Coverage Ratio

Note: This information will remain confidential and be retained for City Staff review only

Purpose: Provides objective measures of financial health, liquidity, and debt load to confirm ability to sustain long-term obligations.

DUNS/UEI Number (if applicable)

Note: Applicant shall provide opportunity to view audited financial statements upon request of City.

Purpose: Ensures transparency and City oversight into true financial capacity.

Fee Election (select one, non-binding):

Please see Section 19 of the License and ROW Agreement Template for details surrounding these options.

☐ Option A – ROW Use Fee (per linear foot). Applicant acknowledges applicability of the City’s per linear foot ROW fee for eligible facilities and will pay per the Agreement. Provide miles/linear feet forecast by year and payment projection.

☐ Option B – In Lieu Revenue Share: Applicant elects the City’s revenue share option.

Purpose: Gives the City clarity on the Applicant’s initial selection on ROW Use fee model. This selection is indicative and non-binding, and can be further refined or updated during future discussions with the City.

Section D. City-Wide Plan & Build Strategy

Coverage & Phasing Table: Complete the table below with your indicative construction staging. This is a non-binding estimate for initial planning purposes, and is subject to revision via consultation with the City. Your construction plans should meaningfully contribute to the City’s goal of 100% fiber coverage in Tucson over 5 years.

Please see Section 29 of the License and ROW Agreement Template for details surrounding equity-based deployment metrics.

Year	Route Miles Built	Premises Passed	Targeted number of premises passed designated High or Moderate-High Equity Need according to Tucson Equity Priority Index

Purpose: Ensures applicant’s plan is in line with City requirements and contributes to 100% coverage.

Service Offerings: Identify expected advertised speed tiers and pricing for residential, small to medium business, and enterprise offerings, and distinctive customer service offerings. State wholesale/open access strategy if applicable.

Purpose: Provides the City insight into Applicant’s planned service offerings and ability to provide adequate customer service to the local market

Equity & Affordability Plan: Outline discounted service offerings (if any).

Purpose: Demonstrates commitment to digital inclusion and reduced cost barriers.

Section E. Dig-Once & Joint-Trench Coordination

The City of Tucson will require active participation in construction coordination by Licensees in this Program. Provide confirmation of your compliance with City dig-once and joint trench coordination efforts as outlined in Sections 6.3 and 7.4 of the FTTP License and ROW Agreement Template.

☐ Yes ☐ No

If No, please explain why:

Purpose: Confirms Applicant's commitment to adhere to City's construction coordination and joint trenching program.

Optional: Have you engaged in joint trench operations in other markets?

☐ Yes ☐ No

Purpose: Allows Applicant to confirm previous experience with joint trench if applicable

Section F. In-Kind Contributions & City Priority Facilities

Check all in-kind items Applicant is interested in offering to the City. Note: As bandwidth needs continue to evolve, requirements will also evolve to match the highest speeds offered in Tucson for similar end-user types.

☐ 1 Gbps symmetrical service at every other intersection (offset grid)

☐ 1–2 Gbps symmetrical service to designated City sites

☐ Dedicated dark fiber strands (IRU)

☐ Access to spare conduit/microduct/handholes

☐ Public Wi-Fi infrastructure at designated corridors/sites

☐ Other: _____

Purpose: Identifies Applicant's interest in providing non-cash benefits that enhance City services and digital equity, in exchange for reduced annual fees.

Section G. Community Engagement

Section 6.2 of the Public Utility Administrative Manual requires public outreach as part of project design. Provide confirmation of your ability to comply with the requirements in Section 6.2, including:

- Informational collateral
- Superimposed before and after pictures (photosim) for above ground infrastructure
- Individual outreach for highly impacted residences
- Signage

Public Utility Administrative Manual- [LINK](#)

☐ Yes ☐ No

Purpose: Ensures applicants will proactively communicate with residents and businesses impacted by construction.

Optional: If you already have a public information program that meets the intent of Section 6.2, please upload a document that describes how you will comply with all aspects of the public notification process.

Purpose: Demonstrates readiness to engage in outreach to build positive rapport with the community and remediate potential issues.

Attachments

Organizational & Operational Capability

- Organizational chart (Attach an organization chart showing executive leadership and anticipated Tucson market leadership)
- Describe key personnel & staffing plan for Tucson (FTE counts by function), including construction management, locate/repair, NOC, customer support.
- Resumes (2-page max) for Tucson market lead and construction lead

Purpose: Shows depth of leadership and qualified personnel dedicated to Tucson, giving the City confidence in local capacity.

- Deployment strategy, including:
 - Describe your approach to permitting with municipalities for large-scale FTTP build
 - Outline your best-practices approach for construction methodology on this project in Tucson, including your anticipated deployment methods, experience on similar builds and applicable standards, and approach to restoration.
 - Outline your operations & maintenance plan (service levels)
 - (uptime, MTTR, locate response, outage communications, escalation)

Purpose: Confirms the applicant has scalable processes for permitting, construction, and ongoing service, ensuring reliable operations for residents.

Financial Capability

- Letter of financial support (lender/funding source or evidence of committed capital specific to Tucson)

Purpose: Confirms funding is secured and available specifically for Tucson builds.

- Evidence of ability to post the City's performance bond

Purpose: Guarantees the City has financial recourse if obligations are not met.

- Certificate of Insurance meeting City requirements

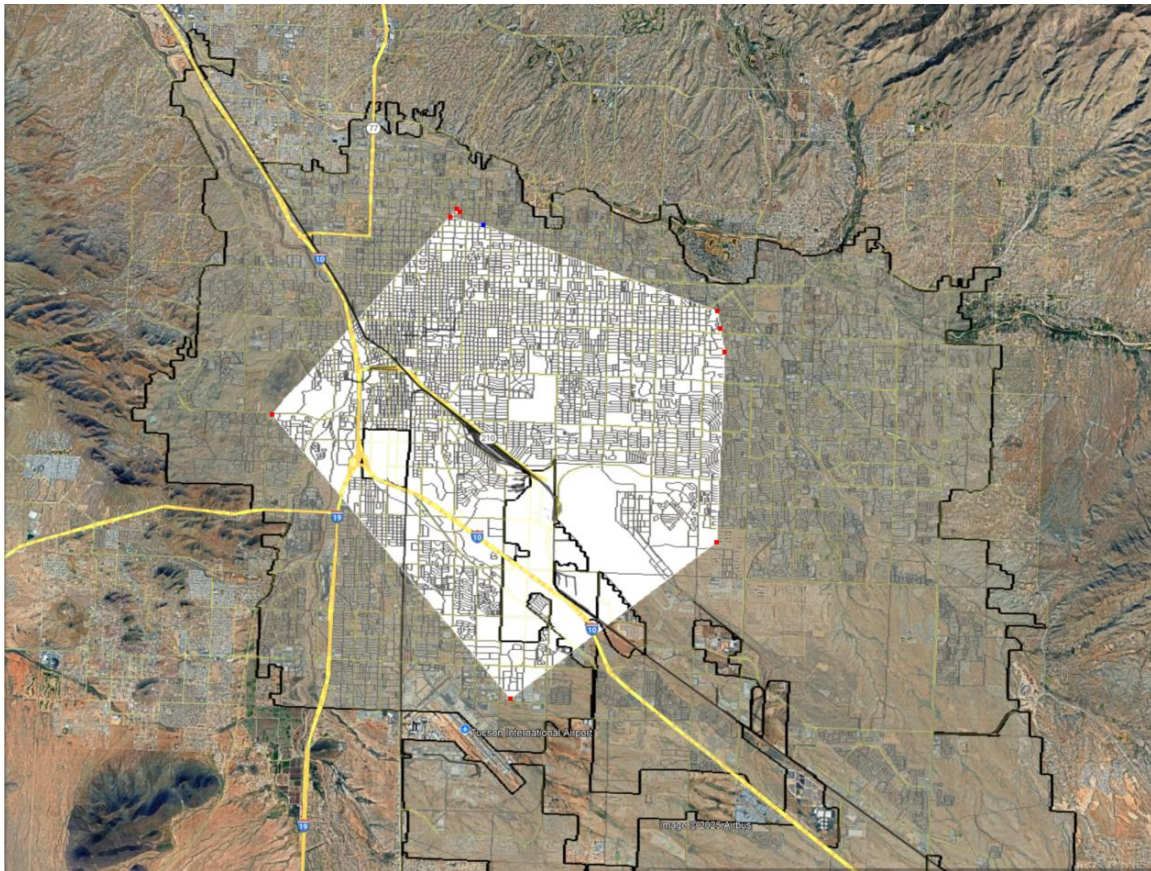
Purpose: Protects the City from liability tied to applicant activities.

City-Wide Plan & Build Strategy

Coverage Map: Submit your proposed buildout by downloading the City's template (FTTP Map Package), opening in a geospatial tool and highlighting all Census Blocks you expect to provide at least some coverage in, and returning the Excel template with all Census blocks you intend to cover identified.

Complete this exercise via the following steps:

1. Open the FTTP Map Package (.MPK) or (.KMZ) file in a geospatial tool (ArcGIS preferred).
2. Draw or lasso your proposed build plan (Example below)



3. Capture the Census Blocks you intend to cover within your build plan

Census Blocks										
Field: Add Calculate Selections Select By Attributes Zoom To Switch Clear Delete Copy										
OBJECTID	Shape	GEOID20	Equity Score (TEPI)	Neighborhood	Road Footage	Broadband Service Units	Broadband Service Locations	Ward Number	Shape_Length	Shape_Area
1	Polygon	040190040313014	Low-Moderate	Vista Del Rio	324.043875	6	6	2	0.00292	0.000001
2	Polygon	040190007003027	Moderate	Miles	711.092251	17	16	5	0.00457	0.000001
3	Polygon	040190030041003	Low-Moderate	Old Fort Lowell	1925.484354	52	52	2	0.008123	0.000003
4	Polygon	040190054003049	Moderate-High	Barrio Santa Rita Park...	851.8155	16	13	1	0.005141	0.000002
5	Polygon	040190004022000	Low-Moderate	West University	841.920971	14	11	6	0.004138	0.000001
6	Polygon	040190005013013	Moderate	Pie Allen	545.037062	14	9	6	0.004241	0.000001
7	Polygon	040190008001047	Low-Moderate	Rieckers	338.800735	3	2	5	0.002811	0
8	Polygon	040190005013016	Moderate	Rincon Heights	472.392454	1	1	6	0.004402	0.000001
9	Polygon	040190008001058	Low-Moderate	Barrio San Antonio	922.308606	17	10	5	0.004957	0.000001
10	Polygon	040190029041000	Low-Moderate	Old Fort Lowell	1659.762666	37	34	2	0.013768	0.000008
11	Polygon	040190029042012	Low-Moderate	Tucson Medical Center	1732.994079	1	1	2	0.021482	0.000019
12	Polygon	040190054003020	Moderate-High	Barrio Santa Rosa	476.977702	11	10	5	0.004168	0.000001
13	Polygon	040190054003003	Moderate-High	Armory Park	669.938082	22	6	6	0.004162	0.000001

4. Input the required data fields into the FTTP Coverage Map Census Blocks Template (provided in the Tucson Development Center Portal below the required attachments list)

Census Block ID	TEPI Designation	RoadFootage	BSL	WardNumber	Neighborhood (optional)
040190040313014	Low-Moderate	324.0438749	6	2	Vista Del Rio
Equity Score based on Tucson Equity Priority Index rating Total Road Footage in the Block Broadband Servicable Location Count					

Community Engagement

- Pricing Sheet: Marketing collateral or rate sheet summarizing advertised service tiers, pricing structures, available promotions and programs for residential, small business, or enterprise customers. Note: This can replace submission of the Pricing table if the Licensee already has this information in a PDF format

Signature

By submitting this application, Applicant certifies that:

- The statements made in this application are true, complete, and accurate to the best of my knowledge. I understand that intentional omissions or falsification of information is sufficient grounds for denial of the application. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.
- Applicant will comply with City Code, the FTTP License & ROW Agreement, Blue Stake laws, and all permit stipulations.
- Applicant can furnish a \$300,000 performance bond prior to permit issuance.
- Applicant accepts pavement restoration obligations and any applicable degradation fees.
- Applicant accepts applicable permit and inspection fees related to cost recovery of actual work performed to process applications, issue permits, inspect work performed, conduct plan review and any other fees adopted by City and applicable to persons doing work and/or excavating in the City's ROW pursuant to Tucson Code Chapter 25.

Purpose: Provides legal assurance the applicant accepts core obligations and protections required by the City.