



TOWN OF DEWEY

BEACH

www.townofdeweybeach.com

105 Rodney Avenue
Dewey Beach, DE 19971
302-227-6363 (Voice or TDD)
302-227-8319 (Fax)

INITIAL APPLICATION FOR A WIRELESS FACILITY PERMIT

COMPANY / OWNER NAME(s):	
MAILING ADDRESS:	
CONTACT PERSON:	
PHONE #:	EMAIL:

A WIRELESS FACILITY PERMIT IS REQUESTED FOR PROPERTY LOCATION listed below:

911 ADDRESS or NEAREST RESIDENCE OR BUSINESS – INCLUDE MAP:		
TAX MAP: 334	DISTRICT:	PARCEL:

PROPOSED WIRELESS FACILITY CONSTRUCTION (select one)

PROVIDE TOTAL ESTIMATED COST OF CONSTRUCTION (materials & labor): \$ _____

Provide minimum 11"x17" hardcopy plans and digital plans with this application

PROVIDE DETAILS OF PROPOSED CONSTRUCTION (use separate page(s) if necessary):

BUILDER / CONTRACTOR

NAME:	PHONE:	DEWEY BUSINESS LICENSE #:
ALL CONTRACTORS, SUBCONTRACTORS and TRADES ARE REQUIRED TO HAVE A CURRENT TOWN OF DEWEY BEACH BUSINESS LICENSE --PROVIDE SEPARATE LIST--		

A NON-REFUNDABLE APPLICATION FEE (\$3500.00) IS REQUIRED IN ADVANCE FOR APPLICATION REVIEW.
NOTE: FOR COMPLETION OF THIS APPLICATION, A PORTAL LINK WILL BE PROVIDED.
ADDITIONAL FEES WILL BE BASED UPON APPLICATION REVIEW BY CONSULTANT,
TOWN ADMINISTRATIVE COSTS AND BUILDING PERMIT FEES.

I certify that I have been authorized by the owner of record to make this application.
This information is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT: _____ DATE SIGNED _____

PRINT NAME _____

APPLICANT EMAIL: _____ CONTACT PHONE #: _____

APPLICATION #	FLOOD ZONE:	+ 1 FOOT FREEBOARD
FEE: \$3,500 non-refundable	<input type="checkbox"/> Final building permit fee analysis upon completion of project.	
		12/2021

**TOWN OF DEWEY BEACH
WIRELESS COMMUNICATION REVIEW FEE STRUCTURE
(last updated December 2021)**

LABOR CATEGORY

Chief Technology Officer	\$225 (Per Hour)
VP of Analytics and Wireless Siting	\$200
Principal Engineer/Analyst	\$200
Senior Engineer/Analyst	\$175
Staff Engineer/Analyst	\$155
Aide	\$80


TYPE OF APPLICATION AVERAGE COST FOR PLAN REVIEW

New Wireless Facility	\$3,500
Colocation	\$1,500
Replacement	\$1,600
Minor Modification of Existing Site	\$975
Initial Application Filing Fee	\$3,500

**Funds that are not used from the filing fee will be returned to applicant.
Town of Dewey Beach Administrative Fee will be based on hourly rate of staff.**

Dewey Beach Small Wireless Permit Application Gatekeeping and Technical Checklists

v1.0

Specific Location (Address) of Wireless Small Cell Facility Site/Node for this Checklist:			
Applicant Contact Information:			
Wireless Service or Infrastructure Provider Name:			
Characteristics for this Node/Site:	Applicability:		
Installation Type: (New Pole, Collocation)		Structure/Pole I.D. #	
Applicant: (Wireless Provider, Wireless Infrastructure Provider)		Node/Site I.D. #	
Current Owner of Pole/Structure:			
Residual Owner of Pole/Structure:			

Checklist Item Number	Required Gatekeeping Checklist Element	Indicate if a Waiver is requested for requirement	Item Verified	Initials	Narrative or Explanation
1	Documentation of pole or lot owner consent for deployment of facilities				
2	Photo simulation of facility from 3 angles of greatest vehicular and pedestrian perspectives				
3	Documentation of collocation analysis and infeasibility provided for situations where new structures are proposed.				
4	Update to annual plan (when new facilities are proposed)				
5	Engineering plans showing location and conformance with siting requirements				
6	Equipment specifications provided for proposed cabinetry, antenna, radios and accessories.				
7	Structural Analysis demonstrating capacity of support structure stamped by a Delaware P.E.				
8	RF Analysis documenting and certifying compliance with FCC standards				
9	Application Fees submitted to town				
10	Bonding requirements satisfied				
11	FCC, NEPA and NHPA Certification				

Checklist Item Number	Required Technical Checklist Element	Indicate if a Waiver is requested for requirement	Item Verified	Initials	Narrative or Explanation
ANTENNA					
1	Does the antenna appear as a seamless extension of the existing structure?				
2	Is the antenna approximately equal to or less diameter of the tower/structure?				
3	Does the antenna match the color and texture of the tower/structure it will be a part of?				
4	When antennas are placed in line with the pole, they should have a smooth, cylindrical shape, such as a single canister.				
5	Multiple separate antennas must be located inside an antenna enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements are cumulatively no more than three cubic feet in volume.				
6	Total height of the antenna shroud/ canister shall not exceed 3 feet.				
7	Applicant must submit certification, from a licensed Professional Engineer in the State of Delaware, that the facility will adhere to and operate within FCC guidelines regarding non-interference with the Town's public safety communication systems.				
BACKUP POWER, POWER CONNECTIONS, & POWER DISCONNECT					
8	Battery backup-power devices shall be installed with a transfer switch to prevent back feeding into the electrical system.				
9	All utility lines required to power wireless communication must be buried underground. Overhead wires are prohibited.				
10	Each approved small wireless facility shall have a clearly marked power-disconnect switch adjacent to the electronics cabinet and located outside areas that exceed radio-frequency exposure limits.				
11	The power meter and disconnect should be mounted at a minimum height of 7 feet and a maximum height of 10 feet above ground level.				
CABINETS & EQUIPMENT					
12	All equipment/cabinets associated with small cell wireless facilities shall comply with the Town's floodplain regulations.				
13	If equipment needs to be located on the tower/structure other than the antenna, the equipment shall not protrude more than 12" from any tower/structure.				
14	All equipment/cabinets shall comply with any wind restrictions.				
15	All equipment/cabinets shall match the color and texture of the tower/structure it is to be placed with the exception of wood utility poles.				

Checklist Item Number	Required Technical Checklist Element	Indicate if a Waiver is requested for requirement	Item Verified	Initials	Narrative or Explanation
16	All wires shall be shrouded and shall match the color and texture of the structure it is to be attached.				
17	Wires, cables and other equipment shall be firmly attached to the structure.				
18	Any and all wiring (including cabling) must be covered with an appropriate cover or placed inside the pole/ wireless support structure.				
19	Ground mounted cabinets shall be integrated into the structure.				
20	Any pole mounted cabinet shall not exceed 12 cubic feet in volume, shall not exceed 3 ft. in height and 2ft. in width				
21	Any ground mounted cabinet shall not exceed 28 cubic feet in volume.				
22	Any pole mounted equipment, excluding the power meter and disconnect, to be mounted on the tower/structure shall have a clear height of 10 ft (above ground level).				
23	No equipment or structure shall interfere with the pedestrian or bicycle traffic				
24	Street trees shall not be removed to allow for cabinets or equipment.				
NOISE & LIGHTING					
25	Illumination is not permitted for the small cell wireless facilities, unless it is part of a street light or where required by the FCC.				
26	All equipment shall comply with the Town's noise regulation.				
SIGNAGE					
27	Signage shall be for notification purposes of the wireless carrier, identification of equipment, contact information etc. and shall not exceed 2 square-feet unless otherwise required by applicable law.				
PLACEMENT AND SITING OF SMALL WIRELESS FACILITIES					
28	Co-location on an existing structure is the preferred method for placement of small cell antenna and wireless equipment. If co-location is not feasible the construction of a new pole is permitted. Co-location on existing pole or building.				
29	There shall be a 10 ft. clear height.				
30	Maximum height shall not exceed 10% of the existing pole/structure.				

Checklist Item Number	Required Technical Checklist Element	Indicate if a Waiver is requested for requirement	Item Verified	Initials	Narrative or Explanation
31	Co-location on a building. Antenna and wireless equipment/cabinets shall be stealth and concealed by the building.				
32	Co-location on a building. Antenna and wireless equipment/cabinets shall not exceed more than 1 foot above the roof line.				
33	If a new structure is proposed, it shall match the character of the area that it will be placed. The intent for new structures is to match the character of the area and have the structures fit in.				
34	The new structure shall not interfere with or obstruct light poles, traffic signals.				