

Administrative Review- Small Cell Attachment Permit Application

Application Instructions

An application for the installation, colocation or modification of small cell facilities that meets the requirements under Section 197-83 B Wireless Facilities of the City of Lewes Zoning Ordinance will be processed as a type of Administrative Review under Section 197-83 B (3) a) of the City Code in conjunction with the review and permitting processes defined in the Lewes Board of Public Works (BPW) Pole Attachment License Agreement.

Administrative Review applications are subject to the following:

- Must comply with all specifications defined in the BPW Pole Attachment License Agreement including permit approval and consent to attach.
- The requirements for small cell facilities in the City of Lewes Small Cell Wireless Facilities and Telecommunications Towers Design Guidelines (available from the City website).
- Installation of any new wireless facility (small cell, building mounted or telecommunication tower) proposed to be located within the boundaries of a certified historic district must be referred to the Historic Preservation Architectural Review Commission for its review and recommendation unless specifically exempted by State regulations for facilities located in a State right-of-way.
- Applicants must provide documentation of the property owner's permission to install a new structure (for installations on private property or facilities not owned by the Lewes Board of Public Works (BPW)).
- Compliance with the City of Lewes Building Code – Applicants will need to obtain a building permit prior to construction- application is available on the City of Lewes website.

Fee Schedule

Review of a proposed wireless facility shall be accompanied by a review fee as defined under Exhibit A, Schedule of Fees in the BPW Pole Attachment License Agreement.

Submission Requirements

- A. Completed Permit Application
Two (2) completed copies of application (including photos, tax record, etc.)
- B. Property Identification Map: Provide the official tax record (if located on a parcel) and map for the subject property available online via the Sussex County Map Viewer at <https://sussexcountype.gov/sussex-county-mapping-applications>.
- C. Proposed Facility / Site Plan (Scale of 1" = not more than 50'):
Two (2) copies on BPW system maps to correct scale plus one electronic file copy with following relevant information:
 1. Scale and north arrow.
 2. Subject and adjoining property boundaries.
 3. Public right(s)-of-way and names.
 4. Locations, dimensions, and maximum heights of all existing and proposed structures and equipment.
 5. Distance of proposed structures and equipment to all lot lines.

6. When located in a utility easement or road right-of-way, distance of structures and equipment to all utility easement lines or road right-of-way lines.
7. Any features of the proposed use such as fencing, screening and landscaping.
8. Antenna and mounting detail with dimensions.
9. Equipment cabinet or shelter detail with dimensions, along with all equipment manufacturers' information and spec sheets. Equipment cabinets include generators and telco cabinets. Provide catalog cut sheets for equipment cabinets (except if within a shelter) and generators.
10. Show any areas of environmental sensitivity.
11. Trees and existing streetscape (sidewalks, fire hydrants, bike facilities, etc.)
12. Documentation of compliance with Small Cell Wireless Facilities and Telecommunications Towers Design Guidelines.

Note: City or BPW Staff may request additional copies and additional information.

- D. Proposed Construction Plan as described in the Lewes Board of Public Works (BPW) Pole Attachment License Agreement (Exhibit B)
- E. Photographs of Site: Photographs of the existing structure, building, pole (with pole number) and site as applicable.
- F. Graphics Simulations: Provide photo simulations of the proposed facility. Clearly identify the location of existing and new structures, and show the relationship to existing site features such as buildings, trees, and other physical features.
- G. Schematic Drawings: Provide schematic drawings showing the color, proposed material, and scale of the proposed facility.
- H. Matching Pole: Provide the location and photos of the existing pole that the proposed pole matches to in color, design, and material. This should be from the same right-of-way or line of utility poles, or if there are no nearby poles to match, it must be from a pole within the same zoning district elsewhere in the City.
- I. Property Owner Consent Letter: As indicated on the application form, the applicant must submit proof of the property owner consenting to the installation of a new structure (for owners other than Lewes Board of Public Works (BPW)).

Submit completed application and supporting application materials to:

Darren Gordon
General Manager
Lewes Board of Public Works
107 Franklin Avenue
Lewes, Del. 19958

Phone: 302-645-6228

Janelle Cornwell
Municipal Planning and Development Officer
City of Lewes
114 E. Third St.
Lewes, Del. 19958

Phone: 302-645-7777

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Lewes Board of Public Works / City of Lewes

***This area to be completed by staff ***

Project Tracking Number: _____

BPW _____

Date of Complete Application: _____

City _____

New Submission _____

Resubmission/Revision _____

LOCATION OF PROPOSED SITE

Address (or closest address)

Place Name (if any) _____

Tax Map I.D. Number(s) or closest tax map I.D.

Facility latitude/longitude (Decimal Degrees):

Zoning District (see Zoning Map on City website)

Would the project structure, including the antenna be 50 feet or less in height and designed to support small cell facilities?

Yes _____ No _____

Would the project facility be located within the boundaries of a local historic district?

Yes _____ No _____

Are all application submission materials included?

Yes _____ No _____

Is the project location in an area where all cable and public utility facilities are encouraged to be undergrounded as part of a rezoning proceeding as set forth in the Comprehensive Plan?

Yes _____ No _____

PROPERTY OWNER(S) OF RECORD

Owner _____

Street Address _____

City/Town _____ State _____ Zip Code _____

Telephone Number (____) _____ E-mail _____

Description of Proposed Use

Pole #	Type	Height	Depth	Cubic Feet

Carrier _____

Agent Name _____

Company or Agency _____

Mailing Address _____

City/Town _____ **State** _____ **Zip Code** _____

Telephone Number (____) _____

E-mail _____

Secondary Contact (Must Be Provided) _____

Telephone Number (____) _____ **E-mail** _____

This Company understands the need to obtain all authorizations, permits, and approvals from all Municipal, State, and Federal authorities to the extent required by law for Licensee's proposed service and to obtain all easements, licenses, rights-of-way and permits necessary for the proposed use of these poles and will do so prior to providing any service that involves your poles.

Signature of Applicant or Agent _____

Date _____