

City of Wilmington Wireless Telecommunications Facilities Permitting Process: Frequently Asked Questions (FAQ)

Q-1: Where do I find legislation related to Wireless Telecommunications Facilities?

A-1: Legislation was created via the City of Wilmington Ordinance 18-039: An Ordinance to amend Chapter 42 of the City Code relating to the installation of wireless telecommunications facilities in the public rights of way. This Section of the City of Wilmington Code created the mechanism for qualifying wireless facilities and associated support structures to be permitted and installed in the public rights of way.

Q-2: What does a wireless provider have to do to move forward with an application?

A-2: Generally, wireless providers who meet the requirements outlined in Ordinance 18-039 of the City Code and the standards set in the Wireless Telecommunications Facilities Manual and are interested in performing work in the public rights of way, should contact the Small Cell Coordinator at 302-576-3085 to discuss the process and path forward. The wireless provider/ wireless infrastructure provide should be prepared to provide an overview of the proposed installations and discuss installations performed in other entities jurisdiction. In this meeting, the path forward will be outlined including an overview of the permit application submission process.

Q-3: What needs to be included in permit application submissions?

A-3: The City has created checklists to aid in understanding what will be required with permit application submissions. These checklists can be accessed from the City's Wireless Permits webpage.

Q-4: What wireless application types are there?

A-4: There are three general application types that are as follows: Eligible Facility Request, Safe Harbor Request, and Effective Prohibition Request.

Eligible Facility Requests are applications to modify existing wireless facilities within the qualifications outlined in Wireless Telecommunications Facilities Manual.

Safe Harbor Request are applications that propose to install new wireless facilities that meet all the aesthetic and safety standards in the Wireless Telecommunications Facilities Manual. These applications can use previously submitted Safe Harbor Requests or Pre-Approval Designs to meet the aesthetic standards for Safe Harbor submissions.

Effective Prohibition Request are applications that propose to install new wireless facilities that cannot meet all the aesthetic standards for Safe Harbor submissions. These applications should be submitted with the appropriate

checklists. In addition, the applications should acknowledge where the wireless facility cannot meet the standards and provide a narrative or explanation to aide in the permit review of the applications.

Q-5: Can Wireless Facilities be installed on City Owned Poles?

A-5: Yes, Applicants can propose installations on City Owned and City Controlled poles, such as Traffic Signal Poles or Street Light Poles. Applicants wishing to install wireless facilities on these poles must collaborate with the City to create specific licenses.

Q-6: How are applications handled on DeIDOT maintained roadways within the City Limits?

A-6: Applicants proposing wireless facilities located along DeIDOT maintained roadways must submit applications to both City of Wilmington and DeIDOT. Applications may be simultaneously submitted to be reviewed concurrently.

Q-7: What can I do to help the permit application review process run smoother?

A-7: A understandable naming convention and organized plan sets/ submission will provide a clear path for review. Additionally, the checklists provided have a column labeled "Narrative or Explanation." If you include references describing where, in your submitted documentation, to find the content that addresses specific checklist items, it will aid in the reviews.

Q-8: Is there a permit application fee and what methods of payment are accepted?

A-8: Yes, there is a \$100.00 permit application fee per node/site, which is to be paid upon submission. The City of Wilmington will only accept checks accompanied with a detail cover letter and made payable to the "City of Wilmington Small Cell Coordinator", with remittance to:

City of Wilmington Department of Public Works
Louis L. Redding City/County Building
800 N. French Street
Wilmington, DE 19801

Note: The applicant will need to include the respective permit number and applicable node/site number(s) in the check memo and the cover letter.

Q-9: Are there other fees or payments that are required?

A-9: Yes, there is a retainer of \$2,000.00 per node/site to cover the actual cost estimated to be incurred with the review of permit application(s). This retainer will be drawn from during the review. If the initial retainer deposit falls below \$500.00 per active permit an additional deposit will be required to reach a \$1,000.00

threshold. If the retainer is not fully used upon the approval of a permit, then the remaining funds can be used for future applications or the retainer deposit can be refunded. All checks for the retainer will be made payable to information stated in A-7.

Q-10: What are the time frames associated with processing Wireless Facility Permit applications?

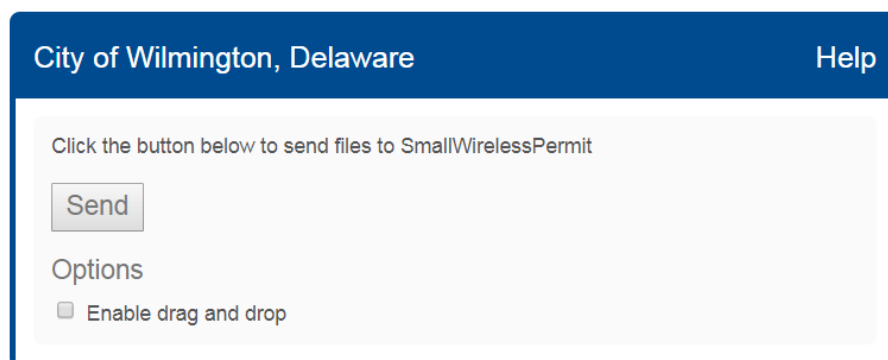
A-10: Timeframes are specifically identified in the Wireless Telecommunications Facilities Manual but are generally provided below:

- Completeness/ Gatekeeping Determination (30 days from the submission)
- Revised application submission (10 days for each notice of incompleteness)
- Revised application review (10 days for each submission of supplemental material)
- **Note:** If after notice of incompleteness the supplementary material does not satisfy the City of Wilmington's completeness requirements within 30 days from the initial submission, the application may be rejected by The City of Wilmington.

Q-11: How are wireless facility applications handled?

A-11: All permit application submissions will be made electronically through the File Transfer Protocol (FTP) site. Applicants can submit files through the following link:

<https://ftp.hostedftp.com/~SmallWirelessPermit/>



[Terms](#) [Privacy](#) [Hosted~FTP~](#)

- Upon following the link, you will be prompted with the following window:

- Click the send button.

City of Wilmington, Delaware

To: SmallWirelessPermit

From:

Subject:

Files: No file chosen

- Another window will then open and should be filled out as follows as follows:
Note: Do **not** click “Send” until required documents have been uploaded.

Q-12: Can I start a permit application and come back to it without submitting?

A-12: Yes, however, applicants are encouraged to submit all of their materials at once through the FTP as a zip file. Once all the application files are submitted a cover letter must be sent stating that all the files for the permit review have been submitted; specifically naming each file to be reviewed.

Q-13: Can I add something to an application after I have submitted it?

A-13: No, once an application is submitted and a cover letter as described in A-11 is sent nothing can be added for review. Make sure everything is included before submitting or your application will be returned for incompleteness.

Q-14: What should I do if I accidentally submit an incomplete application or wish to stop the review of a current application?

A-14: Email notification to the Small Cell Coordinator at bsantiago@wilmingtonde.gov is the only way for an applicant to terminate a permit once it has been submitted.

Once written notification is received by the Small Cell Coordinator, the permit will be closed out and applicable Fees and costs “accrued-to-date” will be billed to the applicant.

Q-15: What happens if a permit is denied?

A-15: If a permit is denied during the completeness review period the City of Wilmington will inform the applicant of the deficiencies and components not in compliance with the applicable codes. Applicants will have 10 days to remedy the deficiencies and upload revised material for an additional 10 days of review from the City of Wilmington. This process of remediating the completeness is further detailed in Section 2.4.5 of Wireless Telecommunications Facilities Manual.

Q-16: What happens when the permit is approved?

A-16: The Applicant will be notified of permit approval via email from the Small Cell Coordinator. The permit will outline the specific details and path forward. The Applicant (Occupant) is required to contact the City of Wilmington Wireless Coordinator at 302-467-6116 at least 48 hours prior to performing any work in the rights of way and at the beginning and ending of each work day. Notification by the Occupant is required to include what lanes/shoulders are being closed, the duration of each closure, point-of-contact during the field work, and the permit number, (including applicable node/ site numbers).