

Small Wireless Facilities Permit Application

Mount Joy Borough
21 East Main Street
717- 653-2300
Fax: 717-653-6680
7AM-4PM, M-F



Identification (Type or Print Clearly)

(For Office Use Only)

Date Received*: _____ 10 Business Days _____ Complete Incomplete

*Applications received within 1 hour of close of business shall be considered filed on the next day the Borough is open for business.

TYPE OF APPLICATION: Co-Location Small Wireless Installation of new pole. Replacement of existing utility pole. **Note: These items must be completed within 1 year permit issuance date.**

EXISTING POLE NO.: _____

POLE OWNER: _____ **Mailing Address:** _____
City: _____ **State:** _____ **Zip:** _____ **Phone No.** _____

INTERSECTION OR NEAREST INTERSECTION FOR LOCATION OR COLLOCATION:

PROPERTY ADDRESS OR NEAREST PROPERTY ADDRESS FOR LOCATION OR COLLOCATION:

APPLICANT NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: **Street Address:** _____
City: _____ **State:** _____ **Zip Code:** _____

PHONE NO.: _____ **FAX NO.** _____ **EMAIL:** _____

ENGINEER: _____

MAILING ADDRESS: **Street Address:** _____
City: _____ **State:** _____ **Zip Code:** _____
Phone No.: _____ **Email:** _____

Applicant certifies the statements, documents, plans and information submitted with and in support of this Application are true to the best of Applicant's knowledge and belief and in accordance with Act 50 of 2021. Further, Applicant understands that the application and attachments become part of the official records of the Borough and are not returnable. Applicant understands that misrepresentation of information contained within this Application may be cause to void any approvals associated with this Application. Applicant affirms and certifies that Applicant understands and will comply with the provisions and regulations of Mount Joy Borough Ordinances.

SIGNATURE OF APPLICANT _____ **DATE:** _____

SUBMITTAL REQUIREMENTS

- Plans must be signed and sealed by a professional engineer licensed in the state of Pennsylvania.
- Plans must include a certification that after installation of the facility, any sidewalk, curb, or curb cuts which may be impacted will comply with the ADA and Borough specifications after installation of the small wireless facility.
- Plans must include existing right-of-way width, sidewalk, curbing, and cartway.
- Plans must include location of any, and all storm water management facilities within the public street right-of-way including swales, inlets, rain gardens and pipes.
- Plans must include location of all utility facilities within the public right-of-way including but not limited to, public water and sewer facilities, hydrants, and manholes.
- Plans must include locations of any driveways, mailboxes or utilities serving the abutting properties.
- Traffic Control Plan.

DESIGN STANDARDS

- All associated equipment shall meet size limits and height limits of the Act.
 - The structure on which antenna facilities are mounted on:
 - Existing utility pole no more than 5' above pole.
 - New or replacement pole provided the pole and antenna combined are not taller than 50'.
 - Height Limit Waiver.
 - In accordance with the UCC.
 - Antenna can be no more than 3 cubic feet in volume
 - All other equipment (excluding antennas) are cumulatively no more than 28 cubic feet in volume.
- Located as not to cause physical or visual obstructions.
- A new pole shall not be located within 10' of an existing driveway or street intersection.
- A new pole shall not be located within any stormwater easement or facility.
- A new pole shall not be located within 18" of the face of the curb.
- All equipment mounted on the pole shall have a clearance of not less than 18' if located over a cartway and not less than 10' if not located over a cartway.
- Ground-mounted accessory equipment, walls, or landscaping shall not be located within any stormwater facility or easement or within 18" of the face of the curb.
- A new pole or ground mounted accessory equipment, wall or landscaping shall be located in and easement extending onto the lot adjoining the right-of-way without the written permission of the easement holder.
- Ground-mounted accessory equipment that cannot be placed underground shall be screened, to the fullest extent possible, through the use of landscaping or other decorative features.
- Any required electrical meter cabinets shall be screened to blend in with the surrounding areas.
- Ground-mounted accessory equipment shall not interfere with access to any driveway or mailbox.

CHECKLIST

Three Sets of Information & Plans to be submitted with the Permit Application

- Engineering/Construction Plans and supplemental information demonstrating compliance with Section 3 of the Act and the Uniform Construction Code (UCC).
- UCC Electrical Permit Application. (see attached)
- Engineering Report that shows the small wireless facility will comply will all applicable FCC regulations.
- Equipment Specifications and Information
- Survey of underground facilities, if applicable.
- Estimated Schedule of Work.
- Written permission from the owner of the existing utility pole if not a municipal owned pole.
- Restoration Cost Estimate.
- Self-certification if installing a new pole stating and providing evidence that service reliability and functional objectives cannot be met without installing new pole.
- Street Opening Permit Application required if new pole or street excavation is to be done on a Borough Street. (See attached application)
- A height limit waiver request must be attached to the application if applicable.

TIMEFRAME/REVIEW AND ACTION **(OFFICE USE ONLY)**

- 60 days for collocation on existing pole. Deadline date: _____
- 90 days for new or replacement poles. Deadline date: _____
- Applicants may re-submit without additional fees within 30 days of a denial.
Deadline date: _____.
- The Borough has an additional 30 days to make a decision on the re-submitted application.
Deadline date: _____.

BATCHED APPLICATIONS

- Maximum of 20 collocated facilities per application for municipalities with population under 50,000.
- Only one batched application permitted per 45-day period.
- If more than one is submitted with the 45-day period, timeframe for decision is extended 15 days.

FEES

- **APPLICATION FEE**

No fees. No fees shall be charges for:

- Replacement of existing wireless facilities with wireless facilities that are substantially similar or of the same or small size.
- No fees for attachment to municipal poles.

- **PERMIT FEES**

- \$500 for 1-5 collocated antennas; \$100 per collocated antenna included in the same application thereafter
- \$1,000 for new or replacement pole for small wireless facilities.

- **RIGHT OF WAY USE FEES**

- \$270 per wireless facility site per year. This fee may exceed the \$270 fee upon a showing that actual reasonable costs are in excess of the \$270 per year.
- The annual fee shall be imposed each calendar year or portion thereof during which a small wireless facility installed within the Borough shall pay such right-of-way fee whether or not such provider receives an invoice.
 - The fee will be due by January 31 of the calendar year for the calendar year to which the fee relates.
 - Failure to pay by January 31 of the calendar year will result in a 10% penalty being added.
 - Failure to pay in full by March 31 of the calendar year will result in interest at the rate of 1% per month shall continue until the fee, penalty and interests are paid in full.

REPORTING

- Owner of small wireless facilities shall provide the Borough with a report identifying each existing small wireless facility. The report must include the following:
 - Locations
 - Dimensions
 - Dates of installations.
- Owner of small wireless facilities shall provide the Borough with up-to-date contact information
 - If ownership changes the new owner shall provide notice and new contact information within 30 days to the Borough.

FOR OFFICE USE ONLY

TOTAL PERMIT FEES: \$ _____
(Check to be made payable to Mount Joy Borough)

RIGHT OF WAY FEE \$ _____
(Check to be made payable to Mount Joy Borough)

Signature of Zoning Code and Planning Administrator

Date