

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 with 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



Mount Joy Borough

21 East Main Street

717- 653-2300

Fax: 717-653-6680

7AM-4PM, M-F

UCC ELECTRICAL PERMIT - SMALL WIRELESS FACILITIES ONLY.

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.**

APPLICANT NAME:

CONTACT PERSON:

MAILING ADDRESS: Street Address:

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

ENGINEER: _____

MAILING ADDRESS: Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

- Plans must include any structural upgrades to install antennas.
- Plans must include any electrical upgrades.
- Plans must include how power will be obtained and if new electrical service is applicable.

Description of proposed electrical and/or structural improvement:

Cost of Construction/Improvement (include labor & material): \$ _____

Under penalty of intentional misrepresentation and/or perjury, I declare that I have examined and/or made this application and is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable Building Codes. I realize that the information that I have stated here in, forms a basis for the issuance of the electrical permit herein applied for and approval of any plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the UCC therewith.

I hereby certify that I am the owner at this address or that, for the purpose of obtaining this approval, I am acting on behalf of the owner.

Signature of owner/representative

Signature of contractor

Date

Official 3rd Party Agency (For UCC Review)

Official 3rd Party Construction Code Plan Reviewer & Inspector

All inspections per the Uniform Construction Code and International Building Code will be conducted

By: Commonwealth Code Inspection Service, Inc.
176 Doe Run Road
Manheim, PA 17545-9322
(717) 664-2347
Fax (717) 664-4953

***Please contact the inspector at least 48 hours in advance**

FOR OFFICE USE ONLY

UCC PLAN REVIEW FEE: \$ _____
(Check to be made payable to Mount Joy Borough)

THIRD PARTY INSPECTION FEES (UCC) \$ _____
(Check to be made payable to Commonwealth Code Inspection Service)

TOTAL: _____

Signature of Zoning Code and Planning Administrator **BCO** _____
Date

STREET OPENING PERMIT APPLICATION

\$75.00 (includes 1 inspection, \$20/each for add'l inspections)

Mount Joy Borough
21 East Main Street
717- 653-2300
Fax: 717-653-6680



Identification (Type or Print Clearly)

- Any work performed within the right of way of Borough Road requires electronic and paper submission of this form, along with copy of sketch showing location, nearest intersections, and details of the proposed work.
- Any work performed on a Borough Road, over, under, or within the limits of a limited access state highway, requires a Highway Occupancy Permit with the State.
- The prescribed permit fee and bond requirement are payable upon approval of this permit.
- Compliance with the Borough's Work Zone Flagger and Traffic Control Policy is required.
- Local Emergency Responders must be notified of any traffic restrictions or road closures.
- If a street closure is necessary, an approved detour plan must be provided with this application.

1. Property Address _____ Mount Joy, PA 17552
2. Applicant _____ Telephone No. () _____
Street Address _____
Email _____
3. Owner of Property on Record _____ Telephone No. () _____
Address (if different from above) _____
4. Contractor _____ Telephone No. () _____
Address _____
Length of trench _____ ft. Width of trench _____ ft. Depth of trench _____ ft.

DESCRIPTION AND PURPOSE OF WORK

Start Date(s)/Estimated Dates of Work: _____

Total Cost of Excavation with Restoration: _____

Bond Amount: _____

- Any person may, upon petition to Borough Council, request that a deposit or irrevocable letter of credit be established in lieu of a bond.
- The bond, escrow account or irrevocable letter of credit shall be in effect for two years after the restoration of the surface of the street.

- The amount of the surety bond, escrow account or irrevocable letter of credit shall be \$1,000, unless any street excavation or restoration work for a single project exceeds the \$1,000 amount.
- Applicant must secure additional bonding, escrow account or irrevocable letter of credit in an amount equal to the difference between the \$1,000 and the dollar amount computed in accordance with prevailing costs of construction, as determined from time to time by the Borough Engineer.
- Public utility companies shall establish an escrow account in the name of the Borough of Mount Joy in the amount of 10% of the total cost of the project, or \$1,000, whichever is greater.
- A public utility may, upon petition to Borough Council, establish an annual deposit account or make such other arrangements in such amounts as are approved by Borough Council.

NEW PAVING SHALL NOT BE OPENED FOR A PERIOD OF FIVE YEARS AFTER THE COMPLETION OF NEW PAVING, EXCEPT IN CASE OF AN EMERGENCY.

Emergency openings. In the case of any leak, explosion, or other accident in any subsurface pipe, line, construction or apparatus, it shall be lawful for the person owning or responsible for such pipe, line, construction or apparatus to commence an opening or excavation to remedy such condition before securing a permit, provided that, application for a permit shall be made immediately and not later than the next business day thereafter, and that all other provisions of this article shall be fully complied with. If any such emergency condition shall not be attended to immediately by the owner or person responsible for such pipe, line, construction or apparatus, the Borough Engineer, after such notice as he shall deem necessary under the circumstances of the case, shall proceed to do the work necessary and required by such emergency, and the Borough shall charge the same on the basis of the cost, plus 10%, to such owner or person.

Payment for all work done by the Borough under the provisions of Chapter 232, Article 1, shall be made by the person made liable therefore under these provisions hereof within 30 days after a bill is sent to such person by the Borough. Upon failure to pay such charges within such time, the same shall be collectible by the Borough in the manner provided by law for the collection of municipal claims.

Any person who shall violate any provisions of this article shall, upon conviction thereof, be sentenced to pay a fine not less than \$50 and not exceeding \$600 and costs. Each day that a violation of this Article continues shall constitute a separate offense.

Applicant Signature _____ Date _____

Approved _____	Permit No. _____
Denied _____	
_____ Zoning, Code & Planning Administrator Building Code Official	_____ Date Permit Issued