**Wireless Small Cell Permitting Frequently Asked Questions (FAQ) Version 4.0**

Q-1: Where can I find legislation related to Small Cell Wireless Facilities?

A-1: Legislation was created via House Bill 189 of the 149th General Assembly of the State of Delaware: “An act to amend Title 17 of the Delaware Code by inserting a new Chapter 16, known as the “*Advanced Wireless Infrastructure Investment Act*.” This Section of Delaware Code created a mechanism to allow Wireless Service Providers to place qualifying Wireless Small Cell Facilities and support structures within the State rights of way.

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

A-2: Generally, wireless providers who meet the requirements outlined in the *Advanced Wireless Infrastructure Investment Act*, and are interested in performing work in the State rights-of-way, should contact the DelDOT Utilities Section at 302-760-2515 to discuss the process and path forward. The wireless provider should be prepared to provide an overview of the proposed installations and discuss installations performed in other states. In this meeting, the path forward will be outlined.

Q-3: How are small cell wireless permit application submissions handled?

A-3: All permit application submissions will be made electronically through the DelDOT Utility Permit Application (UPA). Companies should contact the DelDOT Utilities Engineer at Eric.Cimo@state.de.us to have accounts set up on the UPA and to schedule a training session for how to use the system.

Q-4: How do I access the UPA?

A-4: Once an account has been established for you and your company, utilize the external UPA website (<https://services.deldot.gov/UPAExternal/default.aspx>) to log into the UPA. By default, you will be directed to the “dashboard” upon log in.

Q-5: Where can I go for a training tutorial on how to use the UPA?

A-5: An external permit user training tutorial is available through the UPA to aid with this process by clicking on the “help” link at the upper right corner of the UPA site once logged in. After clicking on “help” identify you want “permits” and click “download”. Click [here](https://services.deldot.gov/UPAExternal/Resources/Documents/UtilityCompany-HelpManual.pdf) for the external permit user training tutorial. If additional assistance is needed or if there are further questions, please contact Companies should contact the DelDOT Utilities Engineer at  Eric.Cimo@state.de.us.

Q:-6 How do I create a small wireless permit application once logged into the UPA? A-6: Click on the “Utility Permits” tab. Next, click “Add New” in the upper left corner of this tab. This will bring up an “Add Application – Webpage Dialogue”

window for the new permit application.

Q-7: I’ve clicked “Add New” to start a new wireless permit application, now what?

A-7: Click on “Full Map” in the left column toward the bottom of this window. A map window will open and you will need to provide the geometry of you site on the map. You can use the search feature at the top left of the page to aid in getting to the correct area. Then utilize the point or line tools to identify the site geometry and click on “Save and Close”. If the map window does not automatically close, you can close it once you’ve saved. Once back in the “Add Application - Webpage Dialogue” window, you will next need to select the “permit type” in the top right corner. For new installations of small cell wireless facilities, you will always select the “small wireless permit” option. From there, fill out all items with asterisks next to them and click on “save” at the bottom right corner of the window. Note the items listed under “Location Information” (shown below) will populate when the site geometry is created and you are not required to fill out fields without asterisks. Do not click “submit” until all required documents have been uploaded.

Q-8: How do I upload plans and other documents to the UPA?

A-8: From the “Application – Webpage Dialogue” window, click on the “Documents” button and upload any plans, the checklists, and any other pertinent documents for the submission (Note any type of electronic file can be uploaded here .doc, .xml, .pdf, .jpeg, .dwg, .dgn, etc). Next, click on the “Typical Application” button and outline any Typical Applications that will be utilized for construction of the small cell wireless facility based on the DE MUTCD. The other buttons can be utilized to upload any comments, discussion items that need to be shared with DelDOT, or images. Once everything is uploaded and all required fields are completed, click on the “submit” button in the lower right corner of the permit window.

Q-9: Can I start a permit application and come back to it without submitting?

A-9: Yes. Complete the required fields designated with asterisks. Click the “save” button on the bottom right of the “Application – Webpage Dialogue” window and you will be able to access the permit application at a later date to complete or add additional information. However, information in the application cannot be edited once submitted to the Department.

To edit a permit application, either double click the line representing the permit from your list in the UPA or highlight the line and click “View/Edit” at the top left corner of the UPA permit tab.

Q-10: What needs to be included in permit application submissions?

A-10: The Department has created checklists to aid in understanding what will be required with permit application submissions. These checklists can be accessed from our Wireless Permits webpage.

Q-11: Can I add something to an application after I have submitted it?

A-11: No. Once an application is submitted nothing can be added. Make sure everything is included before submitting or your application will be rejected for incompleteness.

Q-12: Is there a permit application fee and how is it provided?

A-12: Yes, there is a $100 permit application fee per node/site.  In addition, the wireless provider will be responsible for the Departments actual inspection costs that go above and beyond this fee.  DelDOT will invoice the wireless provider for these additional costs.  DelDOT will only accept checks received during the allotted 14-day Gatekeeping Review and made out to the Department of Transportation with remittance to the following address:  Note: Overnight shipping is preferred but not required

 **Overnight:**

 Delaware Department of Transportation

 DelDOT Utilities Section

 Attn: Rebecca Patchett

 800 Bay Road

 Dover, DE 19901

 or

 **General Mail:**

 Delaware Department of Transportation

 DelDOT Utilities Section

 Attn: Rebecca Patchett

 P.O. Box 778

 Dover, DE 19903

The wireless provider shall include the respective permit number and applicable node/site number(s) in the check memo and the cover letter.

Q-13: What are the timeframes associated with processing small cell wireless permit applications?

A-13: Timeframes are specifically identified in the *Advanced Wireless Infrastructure Investment Act* but are generally provided below.

* Gatekeeping/Completeness determination (14 days for Acceptance/Rejection contingent upon receipt of applicable Fee payment)
* Initial application technical review (60 days – inclusive of the 14 days if the submission is deemed complete unless an extension is mutually agreed upon)
* Revised application review (15 days – if resubmitted within 30 days of Denial).

Q-14: Is there something I can do to make the process smoother?

A-14: The checklists provided have a column labeled “Narrative or Explanation.” If you reference where in your submitted documentation the item on that line is located, it will aid in the reviews.

Q-15: What happens when the permit is approved?

A-15: The wireless provider will be notified of permit approval via the UPA. At that time, a PDF of the subject small cell wireless permit will be available on the UPA. The permit will outline specific details and path forward. The wireless provider shall be responsible for contacting: the DelDOT Utility Section at 302- 760-2515 at least 48 hours prior to performing any work in the State rights-of- way and the Transportation Management Center (TMC) at 302-659-4000 at the beginning and ending of each work day. Notification by the wireless provider shall include what lanes/shoulders are being closed, duration of closure, point-of-contact during the field work, and the permit number, (including applicable node/site numbers).

Q-16: What does a permit allow me to do?

A-16: A DelDOT Small Wireless permit allows the holder to construct what is permitted and maintain/modify the facility in accordance with the permit such that it still meets the definition of a Small Wireless Facility as defined in the Delaware Code. Notification is required to perform work in the right-of-way on Small Wireless Facilities. A Notification Form is provided on the Small Wireless Website instructing applicants what needs to be considered when modifying a facility.

Q-17: What happens when a permit is rejected?

A-17: There are two points at which a permit can be rejected. If it is rejected during the Gatekeeping process, DelDOT will inform you what is lacking from the submission and you must start a new permit. If a permit is rejected during the technical review, DelDOT will inform you what part of your submission is not in compliance with the applicable codes and you will have 30 days to produce additional information or correct current deficiencies for an additional 15 day technical review focusing on the corrected items.

Q-18: Once my facility is built, what do I do when I need to modify or maintain the site?

A-18: A DelDOT Small Wireless Maintenance/Modification Form should be filled out and submitted at least 48 hours prior to any work being performed. The form outlines the things that the Applicant/Provider should have considered and addressed. The applicant/provider is not required to get additional permits for the small wireless facility, however if a lane closure is required or the paved surface is disturbed an additional permit is required for those activities.