



Dearborn County Consultant

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DEARBORN COUNTY WIRELESS APPLICATION PROCESS

1. The applicant approaches the County through the Department of Planning & Zoning.
2. The staff tells the applicant to call the County's consultant and provides the applicant with the necessary contact information. *The consultant handles the application from this point, unless the departmental staff wishes to be involved.*
3. The applicant provides escrow account funds to pay for expert assistance (consultant). This is not a 'fee', since any unexpended money is returned.
4. The consultant sets up and completes a pre-application meeting and site visit—which includes the applicant, consultant, and a County representative(s) (e.g. Code Enforcement Officer or Building Inspector.)
5. The applicant submits an application and application fee. This is different than the escrow deposit for the consultant.
6. The consultant reviews the application and requests changes or additional information from the applicant (as needed or required).
7. The consultant provides recommendation vis-à-vis the grant of the Special Use Permit, with conditions if appropriate, or denial if warranted.
8. A public hearing is then scheduled (if required) with the Board of Zoning Appeals (BZA).
9. The BZA then approves, approves with conditions, or denies Special Use Permit.
10. The consultant ensures completion of conditions of the Permit and recommends the issuance of the Building Permit when all conditions have been met / completed accordingly.
11. The County then issues the Building Permit.
12. The consultant reviews and inspects construction when complete to ensure compliance with the Permit, and recommends issuance of the Certificate of Compliance, Completion, or Occupancy (as appropriate).
13. The County issues the Certificate of Compliance, Completion or Occupancy.
14. The applicant initiates service.