

**TOWN OF RANDOLPH
NORFOLK COUNTY, MASSACHUSETTS
SPECIAL PERMIT GRANTING AUTHORITY
WIRELESS COMMUNICATIONS FACILITIES**

APPLICATION FILING RULES & REGULATIONS

The following shall be included with an application for all Wireless Communications facilities:

A. General Filing Requirements

- 1) Name, address and telephone number of applicant and any co-applicants as well as any agents for the applicant or co-applicants. A 24-hour emergency telephone contact number shall be included for use during construction as well as operation of a Wireless Communications Facility.
- 2) Co-applicants may include the landowner of the subject property, licensed carriers and tenants for the Wireless Communications Facility.
- 3) Every application for a Wireless Communications Facility shall name at least one licensed carrier as an applicant or a co-applicant.
- 4) Original signatures are required for the applicant and all co-applicants applying for the special permit. If the applicant or co-applicant will be represented by an agent, an original signature authorizing the agent to represent the applicant and/or co-applicant is required. Photo reproductions or stamps of signatures will not be accepted.
- 5) Copies of the Escrow Account Fund, as required by Section 200-76.C, and proof of liability insurance, as required by Section 200-78, shall be placed on file with the Town Treasurer in addition to the copy for the building department.

B. Location Filing Requirements

Every application shall:

- 1) Identify the subject property by including the name of the Town, name of the nearest road or roads, and street address, if any, and Assessors Map and Parcel number of subject property.
- 2) Specify the Zoning District designation for the subject parcel, accompanied by a copy of the Town zoning map with the parcel identified.
- 3) Include a line map drawn to scale of one (1) inch equals forty (40) feet, showing the subject property and all properties within three hundred (300) feet and the location of all buildings, including accessory structures, on all properties shown.
- 4) Include a map, drawn to a scale of one (1) inch equals one thousand (1,000) feet, showing the other preexisting and approved Wireless Communications Facilities in Randolph and outside Randolph within one (1) mile of its boundary.

C. Siting Filing Requirements

Every applicant shall:

- 1) Include a one-inch-equals-40 feet vicinity plan showing the following:
 - a) Property lines for the subject property.
 - b) Property lines of all properties within three hundred (300) feet of the proposed location.
 - c) Tree cover on the subject property and all properties directly abutting the subject property, by dominant species and average height, as measured by or available from a registered landscape architect or landscape contractor.

- d) Outline of all existing buildings, including description (e.g. residential buildings, garages, accessory structures, etc.) on the subject property and all properties adjacent to the subject property.
- e) Proposed location of antenna, mount and equipment shelter(s).
- f) Proposed Security Barrier, indicating type and extent as well as point of controlled entry.
- g) Location of all roads, public and private, on the subject property and on all properties adjacent to the subject property including driveways proposed to serve the Wireless Communications Facility.
- h) Distances, at grade, from the proposed Wireless Communications Facility to each building on the vicinity plan.
- i) Existing ground contours of each two (2) feet AMSL.
- j) All proposed changes to the preexisting property, including but not limited to grading, vegetation removal and temporary or permanent roads and driveways.
- k) Representations, dimensioned and to scale, of the proposed Mount, Antennas, Equipment Shelters, cable runs, parking areas and any other construction or development attendant to the Wireless Communications Facility.
- l) Lines representing the sight line showing viewpoint (point from which view is taken) and visible point (point being viewed) from "Sight Lines" subsection below. (Section 2a).
- m) Location of all conservation lands and easements and wetlands on the subject property and on all properties adjacent to the subject property.

2) Include sight lines and photographs consisting of the following:

- a) Sight line representation. A sight line representation shall be drawn to the highest point (visible point) of the Wireless Communications Facility (i) from any public road within three hundred (300) feet and from the closest facade of each residential building (viewpoint) within three hundred (300) feet and (ii) from the Scenic View Point. Each sight line shall be depicted in profile, drawn at one (1) inch equals ten (10) feet scale. The profiles shall show all intervening trees and buildings. In the event there is only one (or more) residential building(s) within three hundred (300) feet there shall be at least two (2) sight lines from the closest habitable structures or public roads, if any.
- b) Current photographs. Each sight line shall be illustrated by one eight-inch by ten-inch color photograph of what can currently be seen (i) from any public road and any residential building within three hundred (300) feet and (ii) from the Scenic View Points.
- c) Duplicate Photographs. Each of the current photographs shall be accompanied by a duplicate with the proposed Wireless Communications Facility superimposed on it to show what will be seen (i) from public roads and any residential building within three hundred (300) feet and (ii) from the Scenic View Points, if the proposed Wireless Communications Facility is built.
- d) Siting elevation drawings from the north, south, east and west for a 50 foot radius around the proposed Wireless Communications Facility plus from all preexisting public and private roads that serve the subject property. Elevation drawings shall be at either one-quarter inch equals one foot or one-eighth inch equals one foot scale and show the following:
 - i. Antennas, mounts and equipment shelter(s), with total elevation drawing dimensions and average ground level (AGL) of the highest point.

- ii. If the Security Barrier will block views of the Wireless Communications Facility, the barrier drawing shall be cut away to show the view behind the barrier.
- iii. Any and all structures on the subject property.
- iv. Existing trees and shrubs at current height and proposed trees and shrubs at proposed height at time of installation, with approximate heights dimensioned.
- v. Grade changes, or cuts and fills, to be shown as original grade and new grade line, with two-foot contours AMSL.

D. Design Filing Requirements

- 1) Equipment brochures for the proposed Wireless Communications Facility such as manufacturer's specifications of trade journal reprints shall be provided for the tower, antennas, mounts, Equipment Shelters, cables as well as cable runs, and Security Barrier, if any.
- 2) A list of specifications of materials for the proposed Wireless Communications Facility specified by generic type and specific treatment (e.g. anodized aluminum, stained wood, painted fiberglass, etc.) shall be provided. These specifications shall be provided for the tower, antennas, mounts, Equipment Shelters, cables as well as cable runs, and Security Barrier, if any.
- 3) A specification of the color of the proposed Wireless Communications Facility in the form of a color board showing actual colors proposed shall be provided. Colors shall be for the tower, antennas, mounts, Equipment Shelters, cables as well as cable runs, and Security Barrier, if any.
- 4) A specification of dimensions of the proposed Wireless Communications Facility specified for all three dimensions: height, width and breadth shall be provided. These shall be provided for the tower, antennas, mounts, Equipment Shelters, and Security Barrier, if any.

- 5) At least two photographic superimpositions of the Wireless Communications Facility within the subject property shall be provided. The photographic superimpositions shall be provided for the tower, antennas, mounts, Equipment Shelters, cables as well as cable runs, and the Security Barrier, if any, for the total height, width and breadth.
- 6) A landscape plan at an appropriate scale including preexistent trees and shrubs and those proposed to be added, identified by size of specimen at installation and species shall be provided.
- 7) During the application process the applicant shall schedule with the Special Permit Granting Authority a balloon or crane test at the proposed site, at the expense of the applicant, to illustrate the height of the proposed Wireless Communications Facility. The test shall last at least four (4) days. The dates, times, location and duration of such test shall be advertised, at the expense of the applicant, in a newspaper of general circulation in the Town.

The first advertising shall be at least fourteen (14) days, but not more than twenty-one (21) days prior to the test. The second advertising shall be seven (7) to ten (10) days prior to the test. The test shall be scheduled to include a consecutive Friday, Saturday, Sunday and Monday.

- 8) If lighting of the site is proposed, the applicant shall submit a manufacturer's computer-generated point-to-point printout, indicating the horizontal foot-candle levels at grade, within the property to be developed and twenty-five (25) feet beyond property lines. The printout shall indicate the locations and types of luminaries proposed. Any light used to illuminate said areas shall be arranged as to reflect light away from adjoining premises and streets.

E. Noise Filing Requirements

The applicant shall provide a statement listing the preexisting and maximum future projected measurements of noise from the proposed Wireless Communications Facility, measured in decibels Ldn (common logarithmic scale, accounting for greater sensitivity at night), for the following:

- 1) Preexisting or ambient: the measures of preexisting noise at the site.

- 2) Preexisting plus proposed Wireless Communications Facilities: maximum estimate of noise from the proposed Wireless Communication Facility plus the preexisting noise environment at the site.

Such statement shall be certified and signed by an acoustical engineer, registered as a Professional Engineer in the Commonwealth of Massachusetts stating that the noise measurements are accurate and meet the noise standards of Article X, Section 200-61G. Following the installation of a Wireless Communications Facility, the applicant shall take noise measurements to be compared with those made in sub-section 1, above. The noise measurements so made and compared shall be submitted to the Building Inspector in a report prepared by an acoustical engineer, registered as a Professional Engineer in the Commonwealth of Massachusetts.

F. Radiofrequency Radiation (RFR) Filing Requirements

In order to determine compliance with applicable FCC regulations, the applicant shall provide a statement listing the preexisting and maximum future projected measurements of RFR from the proposed Wireless Communications Facility, including all co-locators, for the following situations:

- 1) Preexisting or ambient- the measurement of preexisting RFR at the site.
- 2) Preexisting plus proposed Wireless Communications Facilities: maximum estimate of RFR from the proposed Wireless Communications Facility, plus the preexisting RFR environment at the site.
- 3) Certification, signed by a RF Engineer, registered as a Professional Engineer in the Commonwealth of Massachusetts, stating that the RFR measurements are accurate and meet FCC Guidelines as specified in the Radiofrequency Radiation Standards sub-section of Article X, Section 200-70.

G. Federal Environmental Filing Requirements

- 1) At the time of application filing, an environmental assessment that meets FCC requirements shall be submitted to the Town for each Wireless Communications Facility site as to which the FCC requires such an assessment to the FCC.

- 2) The applicant shall list location, type and amount (including trace elements) of any materials proposed for use within the Wireless Communications Facility that are considered hazardous by the federal, state or local government.

H. Fee Schedule

The following fees shall be paid by the applicant for each application.

- ~~A. A filing fee of one hundred dollars (\$100) per linear foot of tower, plus one hundred dollars (\$100) per square foot of building; together with, five hundred dollars (\$500) per cell or antenna.~~
- ~~B. A review fee shall be one hundred dollars (\$100) per linear foot of tower, plus one hundred dollars (\$100) per square foot of building; together with, five hundred dollars (\$500) per cell or antenna.~~

January 26, 2004

WIRELESS COMMUNICATIONS RULES & REGULATIONS – FEE SCHEDULE

Board voted on 1-26-04 the following fee (non-refundable) change:

Filing fee per tower:	\$2,500.00
Per cell or antenna:	\$ 500.00