

Draft Small Cell Wireless Installation Policy

Please send comments to smallcell@concordma.gov.

Town of Concord Policy
Applications for Small Cell Wireless Installations

Whereas, On September 27, 2018 the Federal Communications Commission (FCC) issued a Declaratory Ruling with the intent to streamline the installation of “small cell wireless” communication system infrastructure; and

Whereas, The regulations, which significantly limit the ability of cities and towns to regulate “small cell wireless” infrastructures, took effect on January 14, 2019; and

Whereas, if a town or municipality fails to publish aesthetic standards and requirements pertaining to “small cell wireless” infrastructures by way of an ordinance or a policy it may not be able to impose certain restrictions, including but not limited to aesthetic requirements on “small cell wireless” infrastructures; and

Whereas, it is the intent of the Town Manager to propose an policy to the Select Board of the Town of Concord with the objective of striking a balance between preserving and protecting the character of the Town through careful design, siting, and camouflaging techniques to blend these “small cell wireless” infrastructures into their surrounding environment and provide other reasonable conditions on their placement and use, while concurrently enhancing the ability of small cell wireless facilities carriers to deploy small cell wireless facilities and wireless support structures in the Town effectively and efficiently so that residents, businesses, and visitors benefit from enhanced wireless service;

Now Therefore, the Select Board of the Town does hereby adopt and implement the following policy and guidelines.

The Town of Concord ("Town") by and through its Select Board hereby adopts this policy (“Policy”) concerning Applications for Small Cell Wireless installations within the public right of way of the Town or located on Town- owned property.

1. Application Process.

- a. Applications shall be submitted to the Select Board through the Office of the Town Manager accompanied by the application fee of \$500 per application, payable to the Town of Concord. The \$500 fee will cover up to 5 locations. Each application for more than 5 installations is subject to a separate fee of \$100 per installation.
- b. Ten (10) hard copies and 1 (one) electronic copy of the application must be submitted. Applications may be hand-delivered during normal business hours or mailed. If mailed, the date of receipt shall be the date from which the time standards are measured.
- c. No application will be accepted for review until all items listed in 2, below, have been submitted, as well as all fees and the abutters list paid for.

- d. Upon receipt, the Office of the Town Manager shall (1) date- and timestamp the Application as received; and (2) make a determination as to completeness of the application and notify the Applicant, in writing, within 10 days, if the application is incomplete. If the Applicant is notified that the application is incomplete, the application is deemed rejected and must be resubmitted.
- e. The Office of the Town Manager shall also circulate a copy of the application to the following departments or divisions for comment and review: Light Plant; Building; Public Works Engineering; Planning & Zoning; Health; Police; Fire; Natural Resources; and any other department or division deemed necessary by the Town Manager.
- f. Written comments from the departments or divisions shall be submitted to the Office of the Town Manager within 20 days of circulation of the application.
- g. Once the application is deemed complete, and all comments have been received, the Select Board will schedule and hold a public hearing to consider the application, such that a determination may be made on any application for an installation on an existing structure within the time period required by law.
- h. The applicant must also pay for and publish and mail legal notices of the public hearing to local newspapers and abutters, as applicable. The applicant is responsible for obtaining the abutters list for each pole location within the application. The applicant must provide proof of mailing and publication to the Town Manager.
- i. Any material changes to an application, as determined by the Town in its sole discretion, shall constitute a new application for the purposes of the time standards. Where a changed or new application is submitted, the prior application shall be deemed withdrawn.
- j. Upon completion of the hearing, the Select Board may grant, grant with conditions, or deny the application, based on inadequate capacity of the pole or mounting structure, safety concerns, reliability concerns, or failure to meet applicable engineering or design standards.
- k. Any approval granted to an applicant shall be only for the specific applicant and application. Any change in the name/carrier or sistered service provided by another carrier or small cell wireless location will require a new application and approval from the Town. The renting, leasing, subletting or assigning by the applicant is prohibited.
- l. Only one small cell wireless facility shall be eligible to be approved on a poles and support structures. The Town of Concord is desirous of reserving space on poles and support structures for future use by government or other public sector entities for public safety purposes and to allow for more prudent planning for future needs.
- m. The Town of Concord reserves the right to charge higher fees from wireless providers on the basis of higher costs incurred. To that end, the Town shall

conduct regular and methodical cost studies for small cell deployments to both adjust fee calculations and to disclose the reasons for any fee/cost adjustments to wireless providers.

2. Content of Applications. Applications shall include the following information:

- a. Applicant's name, address, telephone number and email address.
- b. Names, addresses, telephone numbers, and email addresses of anyone acting on behalf of the Applicant with respect to the application.
- c. Detailed drawings, with wet stamp/wet signature, and descriptions of the equipment to be installed, whether mounted on poles or on the ground, or otherwise, including:
 - i. Type of equipment
 - ii. Specifications of equipment (including but not limited to dimensions and weight of each piece of equipment and of all equipment)
 - iii. Dimension of each piece of equipment and total dimension of all equipment
 - iv. Costs of all equipment and installation
 - v. Equipment mount type and material
 - vi. Power source or sources for equipment, including necessary wires, cables and conduit
 - vii. Expected life of equipment
 - viii. Coverage area of equipment, including:
 1. Amount of antennas
 2. Antenna model
 3. Antenna length
 4. Remote radio units (RRU) count and power
 5. Antenna height
 6. Typical coverage area radius
 - ix. Call capacity of equipment, including:
 1. Total RRUs
 2. Max bandwidth per RRU
 3. Multiple input, multiple output (MIMO) per RRU
 4. Backhaul rate per RRU
 - x. Hardening, including:

1. If there is battery backup
 2. If there is generator backup
 3. If there are multiple fiber paths to switch
- xi. Frequencies of equipment proposed to be installed.
- d. Photos, renderings, and elevation of equipment proposed to be installed.
- e. Detailed map with locations of the poles or other structure on which equipment is to be located, including specific pole identification number, if applicable, and the areas it will service. The data must be supplied in a format that can be uploaded as a data layer to the Town's Geographic Information System (GIS).
- f. Detailed map showing existing and proposed small cell installations within 500 feet of the Application site.
- g. Certification by a registered professional engineer that the pole/or location will safely support the proposed equipment.
- h. Written consent from the pole, structure, or facility owner to the installation.
- i. Affidavit from a Radio Frequency Engineer outlining the network/network service requirements in Concord and how the installations address that need in Concord. Such affidavit should characterize the current level of coverage and how the desired installations will change the current level of coverage, through or with coverage maps, including current and proposed coverage, including a breakdown of "excellent" "good" and "poor" reception areas.
- j. Insurance certificate evidencing workers' compensation coverage, and comprehensive general liability coverage for the installation.
- k. Description as to why the desired location is superior to other similar locations, from a community perspective, including:
 - i. Visual aspects
 - ii. Proximity to residential structures
- l. Description of efforts to co-locate the equipment on existing structures, poles, or towers which currently exist or are under construction. A good faith effort to co-locate is required and evidence of such efforts must be included within the application.
- m. An Affidavit from the applicant which certifies that it will maintain the installations in good repair and according to FCC standards, and will remove any installation not in such good repair, or not in use, within 60 days of being no longer in good repair or no longer in use.
- n. Completed cover sheet on Town form, using extra sheets as necessary to provide all information.

- o. Surety bond on which the Town is obligee, in an amount equal to the cost of installation, to ensure removal of equipment.

3. Annual Re-Certification and Affidavit.

- a. Each year, no later than July 1, the party responsible for the equipment maintenance shall submit an affidavit that shall list, by location, all small cell wireless installations it maintains within the Town of Concord by location, and shall certify: (1) each such installation that remains in use; (2) that such in use installations remain covered by insurance as required by MassDOT; and (3) each such installation which is no longer in use.
- b. The party responsible for the equipment maintenance shall pay an annual re-certification fee of \$270 per installation which remains in use.
- c. Any small cell wireless installation which is no longer in use shall be removed by the party responsible for its maintenance within 60 days of receipt of the annual re-certification affidavit, at that party's expense.
- d. Any small cell wireless installation which is not removed within 60 days after being listed as no longer in use in the annual re-certification affidavit shall be subject to a fine of \$100/day against the party responsible for the equipment's maintenance until such installation is removed.
- e. Where such annual re-certification has not been submitted by July 1, or equipment no longer in use has not been removed within the required 60-day period, no further applications for small cell wireless installations will be accepted by the Town from that applicant until such time as the annual re-certification has been submitted and all fees and fines paid.

4. Prohibitions.

- a. No small cell wireless installations shall be installed on double poles, which are defined as poles that have been replaced by the installation of an adjacent pole but not have not been fully decommissioned and removed.
- b. No small cell wireless installations shall be installed on poles that do not meet sidewalk clearance requirements and standards. This includes horizontal and vertical clearances for pedestrian passage. Applicable requirements and standards may include, but are not limited to, ADA and MUTCD.
- c. No small cell wireless installations shall remain within the Town right of way or on Town property which has not been certified as in use in the annual recertification affidavit.
- d. No small cell wireless installation shall be installed on government-owned assets such as traffic lights, streetlights and roadway infrastructure.

- e. No small cell wireless installation equipment shall be replaced or altered without a re- application, hearing, and approval from the Select Board unless the equipment is no longer properly functioning, and it is being replaced with the same or substantially similar equipment.
- f. No application may seek approval of more than five (5) proposed facilities.
- g. No applicant or closely held applicant may file more than two (2) applications within 60 days of another.
- h. No emailed applications shall be accepted for filing.
- i. No equipment may be used that is manufactured by a company whose equipment is banned from use by any branch or department of the U.S. government.

Town of Concord Small Cell Wireless Facility

and similar structures

Design Rules and Regulations



These Rules and Regulations describe approved aesthetic and location criteria for Small Cell Wireless Facilities (SWF) in the Town of Concord. These requirements apply to both the SWF and accessory equipment, such as ground-mounted equipment.

1. BACKGROUND

Public spaces and streetscapes enhance the quality of life for our residents and visitors, and ensure that the Town has the foundation to become a more walkable and sustainable city. It also serves as the city's civic, cultural, and physical framework of the character of Concord.

To address the growing demand for wireless technology across the United States, cellular providers propose to increase the capacity of their networks by deploying small cell infrastructure (Small Cell), a new lower-powered antenna technology, to reduce data traffic load on roof mounted equipment and larger cell towers. This new technology requires infrastructure to be installed in closer proximity to the users on the ground. Small Cell infrastructure consists of antennas and related power equipment that transmits wireless signals to improve reliable data streaming. This infrastructure will provide cellular and data coverage to smaller geographic areas. New Small Cell facilities will improve the provider's ability to meet the public's current 4G (LTE) voice and data demands and the future 5th generation cellular needs for interconnected devices to operate at high speeds to access data.

Small Cell infrastructure will affect the function and aesthetics of public spaces. Cities and Towns across the nation are beginning to address the issue of balancing the need to accommodate the increased cellular demand with their community's public space character and function. To provide the necessary coverage, each cellular provider will install infrastructure to serve their individual needs; additionally, some companies serve as an infrastructure provider installing equipment that will house infrastructure for multiple cellular providers. Like other utilities, federal law allows Small Cell infrastructure equipment in the public right-of-way. Balancing the need to accommodate increasing cellular demand while preserving public space character and function is critically important, as is the need to design and place the proposed infrastructure in an appropriate way.

2. ADOPTION

These Rules and regulations are intended to cover the general standards and aesthetics for the design and installation of Small Cell and similar technology.

3. SITING PROHIBITIONS

Small Cell infrastructure is not permitted to be installed on:

- a. No small cell wireless installation shall be installed on Double Poles
- b. No small cell wireless installation shall be installed on poles which are not ADA compliant.
- c. No equipment shall be placed inconsistent with ADA regulations for passage around said infrastructure.

- d. Cabinets or other small cell infrastructure may not be placed within the travel way of the sidewalk to impede ADA accessibility. Sidewalk travel ways shall maintain a minimum of 4 feet in width to accommodate the snow clearing vehicles along the sidewalks.
- e. No small cell wireless installations shall remain within the Town right of way or on Town property which has not been certified as in use in the annual recertification affidavit.
- f. No small cell wireless installation equipment shall be replaced or altered without a re-application, hearing, and approval from the Select Board unless the equipment is no longer properly functioning, and it is being replaced with the same or substantially similar equipment.

4. AESTHETIC REQUIREMENTS FOR SMALL CELL WIRELESS FACILITIES

- a. Except when Small Cell infrastructure is attached to a wood pole, poles and all equipment must be the same color and finish as surrounding streetlight poles or third-party poles.
- b. Exposed wires are not permitted.
 - 1. Corporate or company names (except for location identification purposes noted below), logos, identifying graphics or other advertisements shall not be painted, embossed, applied or displayed in any manner on the poles, equipment enclosures (boxes, cabinets, etc.), hand hole covers, or other component of the pole.
 - 2. Individual location identification information will be permitted, provided no letter, number, or graphic symbol is taller than one inch in height.
- c. Standalone Poles: The height of any standalone pole including its antenna(e) shall not exceed 32 feet or no more than 10 percent taller than other adjacent poles, whichever is greater.
- d. Wood Poles: The height of any replacement wood pole including its antennae shall not exceed 45 feet.

5. ANTENNAS

- a. Each Small Cell wireless antenna shall be located entirely within a shroud or canister type enclosure.
- b. The diameter of the antenna enclosure at its widest point should not be wider than two times the diameter of the top of the wireless support structure. The enclosure shall not exceed six cubic feet in volume.
- c. All antenna enclosures shall either be mounted to the top of the wireless support structure pole and aligned with the centerline of the wireless support structure, or mounted to the side of the wireless support structure such that the vertical centerline of the antenna enclosure shall be parallel with the wireless support structure with the height of the side mounted antenna being at a location on the wireless support structure noted in the application and approved by the Town, but at least 10 feet above ground level at its lowest point.
- d. Tree “topping” or the improper pruning of trees is prohibited. Any proposed pruning or removal of trees, shrubs or other landscaping already existing in the Right of Way must be noted in the application and must be approved by the Town’s Tree Warden.

5.1 Cables and Wires

All cables, wires and connectors related to the small wireless facility must be fully concealed on the wireless support structure and shall match the color of the wireless support structure. There shall be no external cables and wires related to the small wireless facility hanging off or otherwise exposed on the wireless support structure.

5.2 Colors

All colors shall match the background of any wireless support structure that the facilities are located upon, including equipment cabinets. Notwithstanding the foregoing, in the case of existing wood utility poles, finishes of conduit shall be zinc, aluminum or stainless steel, or colored to match those metal finishes, and equipment cabinets shall be the color of brushed aluminum.

5.3 Equipment Enclosures / Concealment

- a. Equipment enclosures, including electric meters, shall be as small as possible, but in no event larger than 28 cubic feet in volume. Ground-mounted equipment shall incorporate concealment elements into the proposed design matching color and materials of the wireless support structure, unless other materials or colors are approved by the Town. Concealment may include, but shall not be limited to, landscaping, strategic placement in less obtrusive locations and placement within existing or replacement street furniture.
- b. Radio equipment shall be fully enclosed within an equipment cabinet or concealed within the antenna shroud enclosure matching the color and materials of the wireless support structure, unless other materials or colors are approved by the Town.
- c. Landscaping concealing equipment enclosures shall be planted in such quantity and size such that 100% screening is achieved within two years of installation.

6. SIGNAGE/LOGOS/LIGHTS/DECALS/COOLING FANS

- a. Signage: The Small Cell Wireless Facility permittee shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the small wireless facility that is visible to the public. Signage required under this section shall not exceed 4 inches by 6 inches, unless otherwise required by law (e.g. radio-frequency (RF) ground notification signs) or the Town. If no cabinet exists, the signage shall be placed at the base of the pole.
- b. Lights: New small wireless facilities and wireless support structures shall not be illuminated, except in accord with state or federal regulations, or unless illumination is integral to the camouflaging strategy such as design intended to look like a streetlight pole.
- c. Logos/Decals: The small wireless facility operator/permittee shall remove or paint over unnecessary equipment manufacturer decals. The color shall match or shall be as approved by the Building Inspector. Small wireless facilities and wireless support

structures shall not include advertisements and may only display information required by a federal, state, or local agency. The small wireless facility operator/permittee shall utilize the smallest and lowest visibility RF warning sticker required by government or electric utility regulations. Placement of the RF sticker shall be as close to the antenna as possible.

- d. Cooling Fans: In residential areas, the small wireless facility operator/permittee shall use a passive cooling system. If a fan is needed, the small wireless facility operator/permittee shall use a cooling fan with a low noise profile.

7. LOCATION REQUIREMENTS

7.1 Most Preferable Locations

The following are the most preferred areas for new small wireless facilities in the order of preference (1 being most preferable):

1. *Industrial Districts* if not adjacent to a park, residential district or historic district.
2. *Public Rights of Way* areas if not adjacent to a park, residential district.

7.2 Collocation Preference

It is the Town's strong preference that whenever an applicant proposes to place a new Small Cell Wireless Facility that the applicant collocate the same on existing wireless support structures.

7.3 Least Preferable Location

The following are the least preferred areas for new small wireless facilities in the order of preference (2 being least preferable).

1. *Residential Districts*
2. *Parks*

7.4 Consideration of Alternate Locations

The Town reserves the right to propose an alternate location for a small wireless facility and/or wireless support structure to the location proposed in the application within one hundred feet of the proposed location or within a distance that is equivalent to the width of the Right of Way or structure in or on which the small wireless facility and/or wireless support structure is proposed, whichever is greater, which the operator shall use if it has the right to use the alternate location on reasonable terms and conditions and the alternate location does not impose technical limits or additional costs.

7.5 General limits: Adherence to Other Applicable Standards

If a streetscape is redesigned in the future, including, but not limited to the location and type of streetlights, small cell providers will be required to remove their infrastructure at their own cost

and apply to reinstall small cell infrastructure in accordance with these guidelines and the new streetscape.

7.6 Guidelines on Placement

The Town desires to promote cleanly organized and streamlined facilities using the smallest and least intrusive means available to provide wireless services to the community. Generally, a Small Cell Wireless Facility and/or wireless support structure shall match and be consistent with the materials and finish of the wireless support structure, adjacent poles and structures, and of the surrounding area adjacent to their location.

The following additional guidelines on placement shall apply:

- a. Small wireless facilities and wireless support structures shall be located no closer than 150 feet away, radially, from another small wireless facility and wireless support structure.
- b. A combination wireless support structure and streetlight pole should only be located where an existing pole can be removed and replaced, or at a new location where it has been identified that a streetlight is necessary.
- c. Small wireless facilities and wireless support structures shall be located in a manner that does not impede, obstruct, or hinder usual public pedestrian or vehicular travel or public safety on a Right of Way.
- d. Small wireless facilities and wireless support structures shall be located in a manner that does not obstruct the legal use of a Right of Way by a utility provider.
- e. Small wireless facilities and wireless support structures shall be located in a manner that does not violate or conflict with the zoning and general bylaws, applicable law and regulations, or this policy.
- f. Small wireless facilities and wireless support structures shall be located in a manner that does not violate the federal Americans with Disabilities Act.
- g. Small wireless facilities and wireless support structures shall be located in a manner that does not negatively impact the structural integrity of the associated wireless support structure.
- h. Small wireless facilities and wireless support structures shall be located in alignment with existing trees, utility poles, streetlights, and buildings.
- i. Small wireless facilities and wireless support structures shall be located equidistant between trees when possible, with a minimum of 15 feet separation such that no proposed disturbance shall occur within the critical root zone of any tree.
- j. Small wireless facilities and wireless support structures shall be located with appropriate clearance from existing utilities.
- k. Small wireless facilities and wireless support structures shall be located so as not to be located along the frontage of any building deemed to be of historic significance on a federal, state, or local level.
- l. Small wireless facilities and wireless support structures shall be located not within sight triangles at street intersections.
- m. New wireless support structures shall not be located directly in front of any existing residential, commercial or industrial structure.

To the greatest extent possible, new wireless support structures shall be located in line with existing lot lines or an equidistance from any two existing structures. In areas of the Town where multiple structures abut each other and/or where no side lot setback requirements exist, new wireless support structures shall not be located directly in front of an entrance or window of any existing structure.



8. PEDESTRIAN PATH AND AMENITY ZONE

- a. The sidewalk area of public space is typically delineated into the pedestrian path and the amenity zone. The amenity zone is located between the pedestrian path and the roadway and provides access between the two as well as the area for street trees, streetlights and traffic signals, and other functional elements. It is critical that all pedestrian paths are clear to facilitate safe and optimal access and circulation along sidewalks.
- b. Standalone poles shall not be located in the clear pedestrian path
- c. Standalone poles shall be aligned with existing streetlights, third party poles, and street trees as applicable in order to maintain a visual and physical organization of structures within the right-of-way, as measured from the center of the base of the pole. When streetlight and street tree alignment are offset within the amenity or curbside zones, prioritize alignment of the small cell facility with streetlights.
- d. All measurements shall be taken from the outer edge of the standalone pole and the infrastructure listed in the following specific limits/prohibitions.
- e. Standalone poles must be placed a minimum of six feet (6') from existing fire hydrants or buildings' fire connections.
- f. Standalone poles shall be located a minimum of 10 feet (10') from light poles and traffic signal poles.

- g. Standalone poles shall be located a minimum of 3 feet (3') from bicycle racks and shall not impede the attachment of bicycles.
- h. Standalone poles shall be placed a minimum of ten feet (10') from any above grade building face, including bay windows, show windows and building projections or overhangs.
- i. Poles should be located, to the maximum extent possible, to minimize impact on businesses and residential mixed-use development by avoiding placement directly in front of building entrances, alignment with windows, primary entry walks, or delivery zones or entrances.



9. ACCESS, CIRCULATION AND SIGHT DISTANCES

- a. Safe and functional access, circulation, and clear sight lines are important for pedestrian ease of movement and to maintain unobstructed line of sight among drivers, pedestrians, bicyclists.
- b. Standalone poles shall not obstruct ADA access, including maintaining a clear landing at the top of curb ramps at crosswalks.
- c. Pole placement shall not impede, obstruct, violate, conflict with, or hinder any mode of travel over or access to any public street, bridge, tunnel, highway, lane, path, alley, sidewalk, or driveway, including but not limited to the obstruction of sight lines.
- d. Poles shall be placed consistent with the most current Manual on Uniform Traffic Control Devices and adopted District standards for maintenance of an intersection's sight line triangles.
- e. A minimum of fifteen feet (15') shall be maintained between the pole and the outside edge of the alley or driveway.

10. OTHER REQUIRED SUBMISSION INFORMATION

- a. A composite map of all the desired locations of the small cell providers to understand the total need for facilities and the areas of highest demand within the study area.
- b. An understanding as to why there is no requirement for multiple providers to share infrastructure (hoteling) and whether this could occur if the number of allowable poles were reduced.

11. LIMITATIONS

While the Town fully intends to apply the guidelines established in this policy uniformly to all Small Cell Wireless Facility applications, there may be circumstances where not every specific guideline may be met. In these cases, Town staff will use its reasonable discretion in approving Small Cell Wireless Facilities permit applications that deviate from the strict application of this policy.

12. EFFECTIVE DATE OF POLICY

This Policy will be effective as of the 1st of May, 2022. Modifications of the Design Rules and Regulations may be modified from time to time by the Concord Select Board.

**Town of Concord
Applications for Small Cell Wireless Installations
Cover Sheet**

Applicant's use of this cover sheet is mandatory. It is meant to provide a framework to ensure compliance with the Town of Concord's Policy for Applications for Small Cell Wireless Installations.

Total number of Small Wireless Facilities being requested on this application
_____ (Per town policy, no application may exceed 5 proposed facilities)

Total number of applications filed by the applicant or closely held applicant in the last 60 days
(Per town policy, no application will be accepted if more than 2 applications have been filed in that time period)

Date and Time stamped on each application

\$500 made out to the Town of Concord for up to five locations for initial application review
\$100 for each additional location

All applications shall number each page with easily identifiable identifier numbers unique to each application

Specify whether the application is under the FCC Declaratory Ruling and Third Report and Order, §6409/Wireless Siting Order, or neither: _____

a. If §6409 application, submit documentation to establish the basis for that conclusion

Specify which shot clock (60-90-150 day) applies and the basis for that conclusion:

10 day receipt date _____

Applications complete, including receipt of all permits or notification that a permit was not needed except for a building permit from other town boards and commissions applicable to the proposed locations and facilities? Yes No

Checklist of prior reviewing departments (insert Y, N, or N/A)

_____ Light Plant
_____ Police
_____ Fire
_____ Board of Health
_____ Natural Resources
_____ Planning & Zoning

_____ Public Works Engineering
_____ Building
_____ Other (specify)

a. Submit a copy of all such received permits or verification that no permit is needed

If no, which applications are incomplete (any incomplete applications will be rejected)

a. Identify how each application is incomplete

Date and time of re-submission _____

Public Hearing Notice published in a newspaper of general circulation and mailed to abutters within 300 feet of the proposed locations by applicant using notice provided by Town. The applicant must obtain the certified abutter's list from the Assessor's Office.

Public Hearing fee is paid for by applicant.

Ten (10) hard copies of the application are required
One (1) electronic copy to tmo@concordma.gov sent on _____

Applicant's name _____
Address _____
Telephone number _____
Email address. _____

Names, addresses, telephone numbers, and email addresses of anyone acting on behalf of the Applicant with respect to the application.

Ensure that wet stamps/wet signatures of professional designers are on all drawings

Include detailed drawings and descriptions of the equipment to be installed, whether mounted on poles or on the ground, or otherwise, including:

- Description of type of equipment
- Specifications of equipment
- Dimension of each piece of equipment and total dimensions of all equipment
- Costs of all equipment and installation

- Total weight at each location
- How will equipment be mounted and what type of material will be used to mount equipment
- All power sources for equipment (comment on necessary wires, cables, and conduit)
- Expected life of equipment
- Coverage area of equipment on the location
 - Amount of antennas
 - Antenna model
 - Antenna length remote radio units (RRU) count and power
 - Antenna height
 - Typical coverage area radius
- Call capacity of equipment, including:
 - Total RRUs
 - Max bandwidth per RRU
 - Multiple input, multiple output (MIMO) per RRU
 - Backhaul rate per RRU
- Hardening, including:
 - Is there battery backup
 - Is there generator backup
 - Will there be multiple fiber paths to switch
 - Frequency of equipment proposed to be installed.

Photos, rendering and elevation of equipment proposed to be installed:

Include detailed map with locations of the poles or other facility on which equipment is to be located, including specific pole identification number, if applicable, and the areas it will service. Location details must be provided to be compatible as an additional data layer to the Town's GIS maps

Include detailed map showing existing and proposed small cell installations within 500 feet of the Application site.

Include certification by a registered professional engineer that the pole/or location will safely support the proposed equipment.

Include written consent from the pole, structure, or facility owner to the installation.

Include an affidavit from a Radio Frequency Engineer outlining the network/network service requirements in Concord and how the installations address that need in Concord. Such affidavit should characterize the current level of coverage and how the desired installations will change the current level of coverage, through or with coverage maps, including current and proposed coverage, including a breakdown of "excellent" "good and "poor" reception areas.

Include insurance certificate evidencing workers' compensation and comprehensive general liability coverage for the installation.

Include a description as to why the desired location is superior to other similar locations, from a community perspective, including:

Visual aspects

Proximity to residential structures

Include a description of efforts to co-locate the equipment on existing structures, poles, or towers which currently exist or are under construction. A good faith effort to co-locate is required and evidence of such efforts must be included within the application.

Include a narrative of how design requirements have been met.

Include an affidavit from the applicant which certifies that it will maintain the installations in good repair and according to FCC standards, and will remove any installation not in such good repair, or not in use, within 60 days of being no longer in good repair or no longer in use.

Include surety bond on which the Town is obligee, in an amount equal to the cost of installation, to ensure removal of equipment.

Annual Re-Certification and Affidavit.

- Each year on July 1 the party responsible for the equipment maintenance shall submit an affidavit which shall list, by location, all small cell wireless installations it maintains within the Town of Concord by location, and shall certify: (1) each such installation that remains in use; (2) that such in use installations remain covered by insurance as required by MassDOT; and (3) each such installation which is no longer in use.
- The party responsible for the equipment maintenance shall pay an annual re-certification fee of \$270 per installation which remains in use.
- Any small cell wireless installation which is no longer in use shall be removed by the owner within 60 days of receipt of the annual re-certification affidavit, at that party's expense.
- Any small cell wireless installation which is not removed within 60 days after being listed as no longer in use in the annual re-certification affidavit shall be subject to a fine of \$100/day against the party responsible for the equipment's maintenance until such installation is removed.
- Where such annual re-certification has not been timely submitted, or equipment no longer in use has not been removed within the required 60-day period, no further applications for small cell wireless installations will be accepted by the Town until such time as the annual re-certification has been submitted and all fees and fines paid.

Agree to annual re-certification and affidavit and payment as shown above.
Conditions/Prohibitions.

- No small cell wireless installations shall be installed on double poles.
- No small cell wireless installation shall be installed on poles which are not ADA compliant.
- No small cell wireless installations shall remain within the Town right of way or on Town property which has not been certified as in use in the annual re-certification affidavit.
- No small cell wireless installation equipment shall be replaced or altered without a re-application, hearing, and approval from the Select Board unless the equipment is no longer properly functioning, and it is being replaced with the same or substantially similar equipment.

Agree to Conditions/Prohibitions as set forth in Town bylaws and policies.

As submitted by,
