

Town of Burlington
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 Burlington'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 Burlington for up to five locations for initial application review
\$100 for each additional location

\$3500 made out to the Town of Burlington for the initial fee for peer review of the application, pursuant to the regulations regarding the use of outside consultants for small wireless facilities. Applicants are reminded that applicants may be required to augment the account for peer review consultant services by the deposit of further funds, the failure of which to pay may cause the application to be denied.

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)

- Police
- Fire
- Board of Health
- Conservation Commission
- Planning
- 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 Selectmenstaff@burlington.org 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

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 map
- 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 Burlington and how the installations address that need in Burlington. 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, as set forth in section 8.4.5 of the Burlington Wireless Communication and Facilities provisions of the Burlington Zoning Bylaw.
- 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 Burlington 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 \$100 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 Board of Selectmen 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,
