



TOWN OF BELMONT
OFFICE OF THE BOARD OF SELECTMEN
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TOWN OF BELMONT
TOWN ADMINISTRATOR'S OFFICE

SMALL CELL LICENSE APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

Small Cell License Process:

1. Complete Small Cell Application, follow instructions below:
 - a. Application forwarded to all Department Heads, Historic District Commission, Select Board
 - b. Feedback gathered from all interested parties
 - c. Direct abutters of small cell application locations notified
2. Select Board Public Hearing on Pole Grant Location
 - a. Abutters notified
 - b. Decision by Select Board
3. Belmont Municipal Light Department (BMLD) Application Process

Small Cell Licenses are subject to the regulations set forth in the Select Board Regulations for the Grants of Location in the Public Way.

- Complete the application fully. Please provide all information electronically or via a clean disc or drive.
 - Original signature pages will be exchanged. Town of Belmont must receive the final executed signature page from Licensee prior to the commencement of installation work.
 - **All questions concerning the Application or License shall be directed to: pgarvin@belmont-ma.gov. Please do not contact other Town of Belmont staff unless specifically directed to do so.**
 - Prior to filing this Application:
 - *Applicants may conduct a site visit with notice to Town of Belmont 10 days prior to such visit.*
- Radio Frequency (RF) studies or Subsurface Utility Engineering (SUE) reviews should occur prior to filing an application with Town of Belmont. If there is no excavation contemplated, there will be no fee or

additional permitting (Construction Access) required. Applicant will be responsible for arranging any necessary details. If excavation is required a Town of Belmont Construction And Access Permit and additional environmental insurance may be required depending on the extent and location of the proposed excavation. Marking, tagging the ground, equipment, poles or trees with paint or other markers is prohibited.

- Applicants should request and obtain any existing condition information from Town of Belmont prior to submitting this Application. Note: Town of Belmont plans and files may not be available and are likely to show historic as opposed to current conditions.
- Applicants should apply for and obtain all other non-Town of Belmont certificates approvals, permits, etc., from MHC, MassDEP, etc., prior to, or simultaneous with submitting this Application where possible.

SPECIFIC INSTRUCTIONS

Applicant, Proposed Licensee (Equipment Owner/Operator), and Installer Information

All contact information must be fully filled out where ever it is different.

Lines 1-6: Proposed Licensee must be the person or entity responsible for the final installed small cell and funding the construction NOT an agent.

Line 8: Any other entity that will control the small cell must be named. No post award transfers or assignments will be authorized without prior written approval.

Lines 9-10: This information will be contained in the final License. If the installer/contractor/subcontractor changes prior to actual installation, Town of Belmont must be informed.

Location, Structure and Equipment information

Line 13: Applicant shall use Google Maps (not Google Earth) longitude and latitude coordinates

Line 14: Please include enough information about the existing Right-of-Way. Include Full color pictures from various angles, existing schematic/plans showing all measurements of the existing conditions (structures and surrounding area); current maps showing all approaches (roadways, sidewalks, grass ways) leading up to the proposed location; any current numbering or labeling information, etc. Please provide accurate depictions or actual examples of current similar installations with measurements of the proposed small cell installation. Please include electrical plan, conduit length and lie, etc. Note that final As-Builts shall be provided to Town of Belmont after the install is complete and by the time the location goes "live".

Lines 15-17: Applicant is responsible for ascertaining whether a proposed location is subject to the indicated or any other Acts. Applicant is responsible for obtaining and providing accurate information about the proposed location, applying for any necessary approvals, and showing such approvals from applicable authorities under these Acts to Town of Belmont prior to making this application to Town of Belmont. If signatures by Town of Belmont as landowner are required in advance, applicant must submit those applications to Town of Belmont.

Line 17: is the area, location or structure listed in the Inventory of the Archeologic and Historic Assets of the Commonwealth? (check Massachusetts Historical Commission database at: <http://mhc-macris.net/>)

Lines 18-19: Applicant is responsible for obtaining this information prior to application in order to provide the information to Town of Belmont with the application.

Line 18: Applicant must obtain an appropriate up-to-date structural analysis which uses accurate geographic,

ground conditions, and elevation information for all calculations. The structural analysis must consider and show not only the applicant's proposed equipment, but all other equipment currently existing on the structure and include that information in all drawings, specifications and modification plans. A copy of the final structural analysis and any plans shall be stamped by an engineer qualified and currently registered for such work and shall be provided to Town of Belmont for review.

Lines 20-24:

Line 20: Please provide information about all proposed equipment in detail including: schematics, cut sheets, manufacturer info, product id, size, weight, conduit information (course of conduit, diameter size and length in feet, start to end, wire and fiber info), power draw and sourcing (meters, locations), handholds and cabinet information (size, style, placement), lighting, finish, color, etc. Please also include proposed finished details.

Line 21: Please attach pictures of existing conditions which show the proposed structure and area on all sides; maps showing roadways and sidewalks leading up to site, location numbering information, etc. Please provide proposed depictions of the Right-of-Way after installation of the proposed Small Cell or Structure.

Line 22: The structural analysis shall use accurate geographic information, ground conditions, and elevation information for the proposed location. The structural analysis must consider and show not only the applicants proposed equipment, but all other equipment currently existing or proposed in the Right of Way or on the existing or proposed Structure and include that information in all drawings, specification and modification plans. A copy of the final structural analysis and any plans shall be stamped by a licensed professional engineer.

Lines 23-24: Where applicable, a Dig Safe number must be provided if the work will commence within thirty (30) days of execution of this license. A Dig Safe number must be obtained by calling:

1-888-DIG-SAFE (1-888-344-7233; www.digsafe.com).

If construction within the Town of Belmont Right of Way does not commence within the period allowed by Dig Safe, a new number must be obtained prior to beginning of construction. See M.G.L. c. 82, §40, *et seq.* and 220 CMR 99.00.

Lines 25-26: Attach your proposed construction timeline considering public use patterns. Where Town of Belmont or other authorized lessees, licensees, applicants, etc., have active projects, events or operations, Town of Belmont will not issue a small cell license without further review and planning with such other entities.

Line 26: A traffic management plan for motor vehicles, pedestrians, and bicycles in accordance with the most recent Belmont Office of Community Development Standards and any other applicable guidelines or requirements must be provided when a traffic management plan is recommended or required. Applicants should submit a full size (24"x36") set of plan(s) certified by a Traffic Engineer or Traffic Control Technician. Applicant should account for and consider:

1. Detours for motor vehicles, pedestrians, bicycles, small motorized conveyances (wheelchairs, scooters), etc.
2. Logistics and effects on: procurement, maintenance, transportation, etc.
3. Items of concern – i.e. schools, playgrounds, handicap children, elderly housing, etc.
4. Proposed signage, if any.
5. Major events or construction projects planned or occurring near any proposed location.