

TOWN OF SMITHFIELD PERSONAL WIRELESS SERVICE FACILITIES SITING APPLICATION

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**Planning Board Members**

Jo-Anne Bushey, Chair

Yvonne Mitchel, member

Bruce York, Member

David Kincaid, member

Harold Buzell, alternate

Travis Warren, alternate

Carroll Bubar, member

Next Meeting Date: **WEDNESDAY**, \_\_\_\_\_, at 7:00 PM

**Applications due:**

(Two weeks prior to meeting date) **WEDNESDAY**, \_\_\_\_\_.

A non-refundable application fee of \$250.00

**ATTENTION APPLICANTS IMPORTANT INFORMATION:**

- The Planning Board meets the **second Wednesday of each month** to review completed written applications for permits for construction in the Shore Land Zones and for all Commercial Businesses, Mobile Home Parks, Wireless Service Facilities and/or Subdivision Developments. Applications must be submitted **two weeks prior to the meeting date.**
- Due to limited time, the Planning Board will not review or discuss additional applications or unexpected inquiries after the agenda has been established. These requests will be deferred until the next meeting.
- Code Enforcement Officer and/or the Planning Board must receive a separate form in writing for each inquiry or application for construction for review. **No verbal inquiries are accepted.** Applicants should review the Smithfield Ordinances in order to assure that their plans conform to all applicable requirements. Copies are available at the Town Office for purchase.
- Lot Owners/applicants should be present during the Planning Board meeting to answer any questions pertaining to this application. If owners or their representatives are not present and the board is unable to make a clear determination, the application may be tabled until the next regular meeting.

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## **General Filing Requirements**

1. Application Date: \_\_\_\_\_
2. Tax Map #: \_\_\_\_\_ Tax Lot #: \_\_\_\_\_
3. Property Street Address: \_\_\_\_\_
4. Owner(s) Name: \_\_\_\_\_
5. Address if different from above:  
\_\_\_\_\_
6. Phone#-Day: \_\_\_\_\_ Phone#-Eve: \_\_\_\_\_
7. E-Mail Address (optional): \_\_\_\_\_
8. Applicant(s) Name if different from above:  
\_\_\_\_\_
9. Address: \_\_\_\_\_
10. Phone#-Day: \_\_\_\_\_ Phone#-Eve: \_\_\_\_\_
11. E-Mail Address (optional): \_\_\_\_\_

## **Specific Application Requirements**

An application for a personal wireless service facility siting permit must also include the following, at the cost of the applicant:

A site plan prepared and reviewed by a professional engineer registered to practice in Maine indicating;

- \_\_\_ location
- \_\_\_ type
- \_\_\_ height of the proposed facility and any accessory structure
- \_\_\_ loading/antenna capacity, on-site
- \_\_\_ abutting off-site land uses
- \_\_\_ means of access
- \_\_\_ setbacks from property lines
- \_\_\_ design and construction of the proposed facility meets accepted industry standards and satisfies all federal, state, and local building code requirements

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## **Data to Accompany Site Plan**

- \_\_\_ A United States Geological Survey 7.5 minute topographical map showing the current location of all structures and personal wireless service facilities above 100 feet in height from ground level, except antennas located on roof tops, within a 5 mile radius of the proposed facility.
- \_\_\_ A list of all abutting property owners and evidence that written notification has been provided to them (through certified mail delivery) of the intended application.
- \_\_\_ Documentation of the applicant's search for appropriate sites for the location of a personal wireless communications facility and the rationale for selecting the site under consideration.
- \_\_\_ Verification of contact with all other owners of facilities for commercial mobile radio or wireless transmission operating within a 5 mile radius, inquiring as to the feasibility of co-locating the proposed personal wireless service facility on a pre-existing tower or structure.
- \_\_\_ Proof of the need for a new structure and that co-location on an existing structure is not available. In addition, the applicant shall present proof that there is a contracted first tenant. Propagation studies for the proposed location as well as for any existing or approved personal wireless service facility within a 5 mile radius of the proposed site.
- \_\_\_ Photo simulations of the proposed facility taken from perspectives determined by the Planning Board. Each photo should be labeled with line of sight, elevation, and the date taken. Photos must demonstrate the color of the proposed facility and method of screening.
- \_\_\_ Elevation drawings of the proposed facility, showing height above ground level.
- \_\_\_ A landscaping plan indicating the proposed placement of the facility on the site; location of existing structures, trees, and other significant site features; the type and location of plants proposed to screen the facility; the method of fencing, the access road design and the color of the structure.
- \_\_\_ A balloon test, illustrating the proposed height and location of a personal wireless service facility, may be required at applicant expense. Adequate notice to the public of the test shall be given by the applicant. The Planning Board will determine what photos will be taken.

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## **Location/Co-location**

\_\_\_ Co-Location Opportunities: Applicants seeking approval for siting of new personal wireless service facilities shall first evaluate the suitability of existing structures or approved sites.

\_\_\_ Burden of Proof: The applicant shall have the burden of proving that there are no co-location opportunities which are suitable to locate its personal wireless service facility.

## **Dimensional Requirements**

\_\_\_ The height of any proposed personal wireless service facility shall not exceed two hundred (200) feet. No expanded personal wireless service facility shall exceed the height of two hundred (200) feet.

## **Setbacks/Appearance**

\_\_\_ Shall be setback from any residences or property lines by a minimum of 125% (percent) of the height of the facility; however it may not be closer than two hundred and fifty (250) feet of a structure located on abutting property without written consent of the abutting property owner.

\_\_\_ Shall be galvanized steel or finished in a neutral color so as to reduce visual obstructiveness.

\_\_\_ Effort shall be made to conceal or camouflage the facility within or behind existing or new architectural features to limit its visibility from public ways.

## **Dimensional Requirements**

\_\_\_ Facility shall not exceed two hundred (200) feet. No expanded personal wireless service facility shall exceed the height of two hundred (200) feet.

## **Lighting/Signage/Security/Access Roads/Equipment Shelters**

\_\_\_ Personal wireless service facilities shall not be artificially lit, except for manually operated emergency lights for use when operating personnel are on site.

\_\_\_ A security fence or wall of not less than eight (8) feet in height from the finished grade shall be provided around the tower. Access to the tower shall be through a locked gate.

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\_\_\_ No advertising signs or signage is permitted on personal wireless service facilities, except for signs that are needed to identify the property and the owner and to warn of potential hazards. A clearly visible sign with emergency contact information should be provided on site.

\_\_\_ Road access to the personal wireless service facility shall be limited to a single roadway, which must be designed to harmonize with the topographic and natural features of the site by minimizing filling, grading, excavation, or similar activities which result in unstable soil conditions and soil erosion. The access roadway must follow the natural contour of the land and should not involve excessive grading or tree removal. Curvilinear roads shall be used as access roads to prevent direct line of site from the town road access point to the tower site. Existing vegetation should be maintained to the extent practical. All practical steps must be taken to prevent a visible scar up or across a ridgeline.

\_\_\_ The base of the tower shall not be located in a wetland or floodplain.

\_\_\_ At the site, the design of the facility and accessory structures shall use materials, colors, textures, screening and landscaping that will blend the personal wireless service facility to the natural setting as much as possible. The required security fence shall also use materials that blend in to the natural setting as much as possible. The Planning Board will determine if the style of fencing and/or landscape buffer is compatible with the surrounding area.

The undersigned is applying for a permit for a Personal Wireless Service Facility as stated above and as depicted and described on attachments. To the best of my knowledge, all information submitted on this application and attachments are true and correct. No changes to this proposal may be made without approval from the appropriate authority (PB, CEO, AB, ETC.).

**NOTE:**

- A properly completed application will be processed in accordance with the Personal Wireless Service Facilities Siting Ordinance.
- All applications are subject to an on-site inspection.

Owners Signature(s)

\_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Fee Paid: _____	PERMIT # _____
Approved _____ (Ordinance#/Page#)	Disapproved _____ (Ordinance#/Page#)
Pending _____	CEO _____ (Signature & Date)
Planning Board Chair _____ (Signature & Date)	