

Checklist for Telecommunications Applications:

Conditional Use (Section 5.5 Zoning Regulations)

- Application Form

Site Plan (Section 5.7 Zoning Regulations)

- Application Form
- Name and Address of Parcel Owner
- Name and Address of all Abutters (including those across contiguous streets)
- Site Plan Prepared by a Professional unless waived by the Board to include:
 - Existing Features
 - Contours
 - Structures
 - Utility Easements
 - Rights-of-Way
 - Deed Restrictions
 - Significant Landscape Features
 - Streets
 - Surveyed Boundaries
 - Dimensions
 - Total Lot Size
 - Proposed Improvements
 - Land Use Areas
 - Structures
 - Driveways
 - Curb Cuts
 - Parking and Loading Areas
 - Traffic Circulation
 - Pedestrian Walkways
 - Outside Display Areas
 - Signs
 - Site Grading
 - Landscaping
 - Plantings and Screening
 - Setbacks and Buffer Strips
 - Outside Lighting
 - Equipment and Waste Storage Areas
 - Sewage Disposal Areas
- Information as to the time period or phasing for the project
- Performance Bond or other Form of Security. *At discretion of the Board.*
- Formal Traffic Study. *At discretion of the Board.*

Checklist for Telecommunications Applications cont.:

Supplemental Information (Telecommunications Interim Bylaw Conditional Use)

- The name and address of the applicant, the record landowners and any agents of the landowners or applicants as well as an applicant's registered agent and registered office. If the applicant is not a natural person, the name and address of the business and the state in which it is incorporated and has its principal office shall be provided.
- The name, address and telephone number of the person to be contacted and authorized to act in the event of an emergency regarding the structure or safety of the facility.
- The names and addresses of the record owners of all abutting property.
- A report from qualified and licensed professional engineers that:
 - Describes the facility height, design and elevation.
 - Documents the height above grade for all proposed mounting positions for antennas to be co-located on a telecommunications tower or facility and the minimum separation distances between antennas.
 - Describes the tower's proposed capacity, including the number, height and type of antennas that the applicant expects the tower to accommodate.
 - Documents steps the applicant will take to avoid interference with any established public safety telecommunications.
 - In the case of new tower proposals, demonstrates that existing telecommunications sites and other existing structures within 30 miles of the proposed site cannot reasonably be modified to provide adequate coverage and adequate capacity to the Town of Richmond.
 - Describes potential changes to those existing facilities or sites in their current state that would enable them to provide adequate coverage.
 - Describes the output frequency, number of channels and power output per channel for each proposed antenna.
 - Includes written five-year plan for use of the proposed telecommunications facility, including reasons for seeking capacity in excess of immediate needs if applicable, as well as plans for additional development and coverage within the Town.
 - Demonstrates the tower's compliance with the municipality's structural standards and setbacks for towers and support structures.
 - Describes the radio frequency radiation (RFR) at the site, whether or not the applicant is regulated by the FCC and the basis for the statement pertaining to RFR.

Checklist for Telecommunications Applications cont.:

- Provides proof that at the proposed site, the applicant will be in compliance with all FCC regulations, standards and requirements and commits to continue to maintain compliance with all FCC regulations, standards and requirements regarding radio frequency interference (RFI). The planning commission [zoning board of adjustment/development review board] may hire independent engineers to perform evaluations of compliance with the FCC regulations, standards and requirements on an annual basis at unannounced times.
- Includes an engineer's stamp and registration number.

- For all telecommunication towers or facilities, the applicant shall provide a letter of intent committing the tower owner and his or her successors to permit shared use of the tower if the additional user agrees to meet reasonable terms and conditions for shared use, including compliance with all applicable FCC regulations, standards and requirements and the provisions of this bylaw.

- An applicant for a permit for a facility to be installed on an existing structure shall provide a copy of its executed contract with the owner of the existing structure to the administrative officer at the time an application is submitted.

- To the extent required by the National Environmental Policy Act (NEPA) and as administered by the FCC, a complete Environmental Assessment (EA) draft or final report describing the probable impacts of the proposed facility.

- A copy of the application or draft application for an Act 250 permit, if applicable.

Supplemental Information (Telecommunications Interim Bylaw Site Plan)

- Location Map: a copy of a portion of the most recent USGS Quadrangle map showing the area within at least a two mile radius of the proposed tower site;

- Vicinity Map showing the entire vicinity within a 2500-foot radius of the tower site, including the telecommunications facility or tower, topography, public and private roads and driveways, buildings and structures, water bodies, wetlands, landscape features, historic sites and habitats for endangered species. It shall indicate the property lines of the proposed tower site parcel and all easements or rights of way needed for access from a public way to the tower.

- Proposed Site Plans of entire development indicating all improvements including landscaping, utility lines, guy wires, screening and roads.
- Elevations showing all facades and indicating all exterior materials and color of towers, buildings and associated facilities.

- In the case of a proposed site that is forested, the approximate average height of the existing vegetation within 200 feet of the tower base.

Checklist for Telecommunications Applications cont.:

- Construction sequence and time schedule for completion of each phase of the entire project.
- Plans shall be drawn at a minimum at the scale of one (1) inch equals 50 feet.

Supplemental Information (Telecommunications Interim Bylaw)

- Intermodulation Study and Certification that the Study has been provided to appropriate public safety agencies.
- Statement from permittee that he/she will provide notification to the municipality at least ten (10) calendar days in advance before testing or operating new service or changes to existing service.
- Statement from the permittee that he/ she will demonstrate compliance with FCC standards and requirements on an annual basis. Such a demonstration will include a basis for the permittee's representations and shall include a list of the most recent RFR readings at the site, their distances from the tower / transmitter, dates of the readings, and the name of the person or company who took the readings. *Refer to Section 1.15 of the Telecommunications Interim Bylaw.*
- Statement from the owner of the facility / tower which states that the owner of the facility / tower shall annually, on January 15, file a declaration with the Town of Richmond's Administrative Officer certifying the continuing safe operation of every facility / tower installed subject to the interim bylaw. *Refer to Section 1.16 of the Telecommunications Interim Bylaw.*
- Proof of Insurance. *Refer to Section 1.17 of the Telecommunications Interim Bylaw.*