

****Certified Receipt Cards (green cards) are to be submitted prior to hearing****

TELECOMMUNICATION TOWER & FACILITIES
SPECIAL PERMIT &
SITE PLAN REVIEW CHECKLIST

Drawing # _____

Drawing Date: _____

Proposed Title _____ Reviewer _____

Applicant _____

Address _____

Date plans received by Planning Board or its agent _____

Date of notification by Building Commissioner that Planning Board
Action is required _____

Date on which Building Commissioner may approve without written site plan approval
(Date of notification + 30 days): _____

Date of formal review by Planning Board _____

PLANNING BOARD ACTION

_____ APPROVED

_____ APPROVED SUBJECT TO MODIFICATION

_____ DISAPPROVED

By vote of the Littleton Planning Board

_____ Date: _____

Date of notice to Building Commissioner _____

**SITE PLAN REVIEW
173-133**

	Certified Mail Receipt Cards Submitted Prior to Meeting	
	<p>Ten (10) copies of plan conforming to the requirements of 173-13 and 173-18 submitted to planning board with the following:</p>	
	<p>Tower, antennae and facility location (including guy wires, if any), and tower and antennae height.</p>	
	<p>Eight (8) view lines in a one (1) mile radius from the site, shown beginning at True North and continuing clock-wise at forty-five (45) degree intervals</p>	
	<p>Locus Map at a scale of 1:1000 which shall show all streets, bodies of water, landscape features, historic sites, habitats for endangered species within two hundred (200) feet and all building within five hundred (500) feet.</p>	
	<p>Copy of the requests made by the applicant to the Federal Aviation Administration (FAA), Federal Communications Commission (FCC), Massachusetts Aeronautics Commission and the Massachusetts Department of Public Health to provide a written statement that the proposed tower complies with applicable regulations administered by the agency or that the tower is exempt from those regulations and a copy of the response from each agency. (If such response is not received within sixty (60) days, the application will be considered complete with respect to the requirements of this subsection 173-133 (D). Applicant shall submit any subsequently received agency statements to the Planning Board.</p>	
	<p>SPECIAL PERMIT 173-131</p>	
	<p>SUBMITTAL REQUIREMENTS:</p>	
	<p>A. APPROVAL:</p>	
	<p>1. The Littleton Planning Board is designated the Special Permit Granting Authority to (SPGA) to grant special permits for wireless telecommunications towers and facilities.</p>	
	<p>B. EXPIRATION:</p>	
	<p>1. The Special Permit granted under this Bylaw shall expire within five (5) years of the date of issuance of the permit.</p>	
	<p>C. SUBMITTAL</p>	
	<p>1. Report prepared by one or more professional engineers which shall;</p>	
	<p>a. Describe tower and the technical, economic and other reasons for the tower design, and the need for the tower at the proposed location;</p>	
	<p>b. Demonstrate that the tower complies with all applicable standards of the Federal and State Governments;</p>	

	c. Describe the capacity of the tower including the number and type of antennae that it can accommodate and the basis for the calculation of capacity;
	d. Describe the wireless telecommunications provider's master antenna plan, including detailed maps, showing the precise locations, characteristics of all antennas and towers and indicating coverage areas for current and future antennas and towers; and demonstrate that the tower and facilities comply with this regulation.
	173-130 On-Site Demonstration
	1. On-site demonstration has been made of the visibility of the proposed tower by means of a crane with a mock antenna array raised to the maximum height of the proposed tower; or a 4' minimum diameter weather balloon held in place at the proposed site and maximum height of the tower (if approved by Planning Board).
	a. Demonstration has taken place after the application for the Special Permit has been made, but prior to the close of the public hearing on said Special Permit.
	b. Applicant has advertised the date of the demonstration in a local newspaper widely circulated in the neighborhood of the proposed site. (Failure, in the opinion of the Planning Board, to adequately advertise this demonstration may be cause for the Board to require another, properly advertised demonstration.)
	173-131 SPECIAL PERMIT REQUIREMENTS:
	A. The Tower and its facilities shall be located in accordance with the FCC and the FAA regulations in effect at the time of construction. the operation of the tower and its facilities shall comply with all requirements of these agencies during the entire period of operation
	B. The tower and its facilities shall be located within the Town of Littleton as follows:
	1. To the extent feasible, tower and accessory building designed to structurally accommodate the maximum number of users.
	2. New Tower - Planning Board has determined that existing or approved towers cannot accommodate the wireless communications equipment planned for proposed tower.
	3. Demonstrated to the satisfaction of the Planning Board that the siting of proposed facilities on municipal land, or within an existing church steeple is not feasible.
	a. If tower cannot be located on municipal land; towers and facilities will be located on Industrial Land, within five hundred (500) feet of a divided highway.
	4. The base of all towers is no closer than three (300) hundred feet to a dwelling in a residential district. (Facilities shall comply with existing setback requirements.

	5. Tower height does not exceed 100 feet measured from the base of the tower to the highest point of the tower or its projection.
	6. Fencing shall be provided to control access to the base of the tower which fencing shall be compatible with the scenic character of the Town and shall not be of barbed wire or razor wire.
	7. Access has been provided to the tower site by a roadway which respects the natural terrain, does not appear as a scar on the landscape and is approved by the Planning Board and the Fire Chief to assure emergency access at all times. (Consideration shall be given to design which minimizes erosion, construction on unstable soils and steep slopes)
	8. The applicant has demonstrated to the satisfaction of the Planning Board that the location of the tower is necessary and that the size and height is the minimum necessary for the purpose.
	9. The following signs will be posted; announcement signs, no trespassing signs and a required sign giving a phone number where the owner can be reached on a twenty-four (24) hour basis. Signs have conformed with the sign requirements of this bylaw.
	10. To the extent feasible, all network interconnections from the communications site shall be installed underground.
	11. Tower shall minimize, to the extent feasible, adverse visual effect on the environment. The Planning Board may impose reasonable conditions to ensure this result, including painting, lighting standards and screening.
	12. REMOVAL OF ABANDONED TOWERS AND FACILITIES: Any tower or facility that is not operated for a continuous period of twelve (12) months shall be considered abandoned, and the owner of such tower and facility shall remove same within ninety (90) days of receipt of notice from the governing authority notifying the owner of such abandonment. (If such tower or facility is not removed within (90) days, the Town may cause such tower or facility to be removed at the owner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.
	a. An initial cash bond in a reasonable amount determined and approved by the Planning Board shall be in force to cover removal when discontinued or obsolete.
	b. A maintenance bond has been posted for the access road, site and towers(s) in amounts approved by the Planning Board.

By Vote of the Littleton Planning Board

For the Planning Board

Date

Notice Sent to Town Clerk

Date

2022