

# SITING COUNCIL APPLICATION GUIDE

Revised to June 23, 2004

	DESCRIPTION	PAGE
A.	An Executive Summary on the first page of the application with the address, proposed height, and type of tower being proposed. A map showing the location of the proposed site should accompany the description; .....	2
B	A brief description of the proposed Facility, including the proposed location and height of the Facility; .....	3
C.	A statement of the purpose for which the application is made; ...	5
D.	A statement describing the statutory authority for such application; .....	3
E.	The exact legal name of each person seeking the authorization or relief and the address or principal place of business of each such person. If any applicant is a corporation, trust association, or other organized group, it shall also give the state under the laws of which it was created or organized; .....	3
F.	The name, title, address, and telephone number of the attorney or other person to whom correspondence or communications in regard to the Application are to be addressed. Notice, orders, and other papers may be served upon the person so named, and such service shall be deemed to be service upon the applicant; ..	4
G.	A statement of the need for the proposed Facility with as much specific information as is practicable to demonstrate the need including a description of the proposed system and how the proposed Facility would eliminate or alleviate any existing deficiency or limitation; .....	5
H..	A statement of the benefits expected from the proposed Facility with as much specific information as is practicable; .....	6
I.	A description of the proposed Facility at the named site, including: .....	
	1. Height of the Facility and its associated antennas including a maximum "not to exceed height" for the Facility, which may be higher than the height proposed by the Applicant; .....	13

2.	Access roads and utility services; .....	11
3.	Special design features;.....	11
4.	Type, size, and number of transmitters and receivers, as well as the signal frequency and conservative worst-case and estimated operational level approximation of electro magnetic radiofrequency power density levels (facility using FCC Office of Engineering and Technology Bulletin 65, August 1997) at the base of the tower base, site compound boundary where persons are likely to be exposed to maximum power densities from the Facility; .....	Tabs 10, 14
5.	A map showing any fixed facilities with which the proposed Facility would interact; .....	Tab 12
6.	The coverage signal strength, and integration of the proposed Facility with any adjacent fixed facility, to be accompanied by multi-colored propagation maps of red, green and yellow (exact colors may differ depending on computer modeling used, but a legend is required to explain each color used) showing interfaces with any adjacent service areas, including a map scale and north arrows; and .....	Tab 12
7.	For cellular systems, a forecast of when maximum capability would be reached for the proposed Facility and for facilities that would be integrated with the proposed Facility. ....	14
J.	A description of the proposed site, including: .....	
1.	The most recent U.S.G.S. topographic quadrangle map (scale 1 inch – 2,000 ft.) marked to show the site of the Facility and any significant changes within a one mile radius of the site; .....	Tab 1
2.	A map (scale not less than 1 inch = 200 ft.) of the lot or tract on which the Facility is proposed to be located showing the acreage and dimensions of such site, the name and location of adjoining public roads or the nearest public road, and the names of abutting owners and the portions of their lands abutting the site; .....	Tab 10

3.	A site plan (scale not less than 1 inch = 40 ft.) showing the proposed Facility, set back radius, existing and proposed contour elevations, 100 year flood zones, waterways, wetlands and all associated equipment and structures on the site; .....	Tab 10
4.	Where relevant, a terrain profile showing the proposed Facility and access road with existing and proposed grades; and .....	Tab 10
5.	The most recent aerial photograph (scale not less than 1 inch = 1,000 ft.) showing the proposed site, access roads, and all abutting properties. ....	Tab 1
K.	A statement explaining mitigation measures for the proposed Facility including: .....	
1.	Construction techniques designed specifically to minimize adverse effects on natural areas and sensitive areas; .....	16-20
2.	Special design features made specifically to avoid or minimize adverse effects on natural areas and sensitive areas; .....	16-20
3.	Establishment of vegetation proposed near residential, recreation, and scenic areas; and.....	19
4.	Methods for preservation of vegetation for wildlife habitat and screening. ....	20
L.	A description of the existing and planned land uses of the named site and surrounding areas; .....	10
M.	A description of the scenic, natural, historic, and recreational characteristics of the named site and surrounding areas including officially designated nearby hiking trails and scenic roads; .....	Tab 15
N.	Sight line graphs to the named site from visually impacted areas such as residential developments, recreational areas, and historic sites; .....	Tab 13
O.	A list describing the type and height of all existing and proposed towers within a four mile radius within the site search area, or within any other area from which use of the proposed tower might be feasible from a location standpoint for purposes of the application; .....	8

P.	A description of efforts to share existing towers, or consolidate telecommunications antennas of public and private services onto the proposed Facility including efforts to offer tower space, where feasible, at no charge for space for municipal antennas; .....	8
Q.	A description of technological alternatives and a statement containing justification for the proposed Facility; .....	7
R.	A description of rejected sites with a U.S.G.S. topographic quadrangle map (scale 1 inch = 2,000 ft.) marked to show the location of rejected sites; .....	Tab 6
S.	A detailed description and justification for the site selected, including a description of siting criteria and the narrowing process by which other possible sites were considered and eliminated including, but not limited to, environmental effects, cost differential, coverage lost or gained, potential interference with other facilities, and signal loss due to geographical features compared to the proposed site; .....	8
T.	A statement describing hazards to human health, if any, with such supporting data and references to regulatory standards; ....	22, Tab 14
U.	A statement of estimated costs for site acquisition, construction, and equipment for a facility at the proposed site of the Facility, including all candidates referred to in the application; .....	Tab 11
V.	A schedule showing the proposed program of site acquisition, construction, completion, operation and relocation or removal of existing facilities for the proposed site; .....	Tab 11
W.	A statement indicating that, weather permitting, the applicant will raise a balloon with a diameter of at least three ft., at the site of the proposed site of the Facility, including all candidates referred to in the application, on the day of the Council's first hearing session on the application or at a time otherwise specified by the Council For the convenience of the public, this event shall be publicly noticed at least 30 days prior to the hearing on the application as scheduled by the Council; .....	22
X.	Such information as any department or agency of the State exercising environmental controls may, by regulation, require including: .....	

- 1. A listing of any federal, State, regional, district, and municipal agencies, including but not limited to the Federal Aviation Administration; Federal Communications Commission; State Historic Preservation Officer; State Department of Environmental Protection; and local conservation, inland wetland, and planning and zoning commissions with which reviews were conducted concerning the Facility, including a copy of any agency position or decision with respect to the Facility; and ..... 23
  
- 2. The most recent conservation, inland wetland, zoning, and plan of development documents of the municipality, including a description of the zoning classification of the site and surrounding areas, and a narrative summary of the consistency of the project with the Town's regulations and plans. .... Bulk Filed
  
- Y. Description of the proposed site clearing for access road and compound including type of vegetation scheduled for removal and quantity of trees greater than six inches diameter at breast height and involvement with wetlands; and ..... n/a
  
- Z. Such information as the applicant may consider relevant. ....