

**APPENDIX/FORM <Insert Letter or Number>
APPLICATION FOR A TELECOMMUNICATIONS FACILITY**

PLANNING BOARD
<Name of Community>, NH

DATE APPLICATION FILED: _____

Note: This application is administered under New Hampshire Land Use Statutes and Federal Communications Commission (FCC) rules and regulations. In order to adhere to the appropriate filing deadline criteria required under both jurisdictions, all applicants should be aware of the filing dates for the appropriate land use boards that may be involved in reviewing this application, so that statutory notice requirements are met. Refer to RSA 676:4, I(d) & 676:7, along with associated USC requirements related to telecommunications towers and rules detailed in the FCC's Declaratory Ruling FCC 09-99.

Upon submittal of an application for a Telecommunications Facility, a review of the application shall take place within 30 days. Within this 30-day period, a letter may be generated to the applicant commenting on the completeness of the application and detailing any incomplete data. Applications that are found to be incomplete shall result in a stay of any "shot clock" time frames until such time that a response is made by the applicant addressing the incomplete nature of the application.

APPLICATION FOR:

_____ Telecommunications Facility Located on an Existing Structure or Preexisting Tower

_____ Telecommunications Facility Located on a New Tower

TAX MAP/LOT: ____ - ____ - ____ **ZONE DISTRICT:** _____

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____ **FAX:** _____

MOBILE PHONE NUMBER: _____ **EMAIL:** _____

NAME OF APPLICANT/AGENT: _____

(If other than property owner)

ADDRESS: _____

DAYTIME PHONE NUMBER: _____ **FAX:** _____

MOBILE PHONE NUMBER: _____ **EMAIL:** _____

NAME OF WIRELESS CARRIER COMPANY: _____

FCC LICENSE NUMBER: _____

NAME OF WIRELESS CARRIER CONTACT PERSON: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____ **FAX:** _____

MOBILE PHONE NUMBER: _____ **EMAIL:** _____

CERTIFICATION BY APPLICANT

I certify that this Telecommunications Facility Application, including the supporting plan and documents, has been completed in accordance with the Telecommunications Ordinance within the Zoning Ordinance of the <Town/City> of <Community>.

I certify that this Telecommunications Facility Application, including the supporting plan and documents, complies with the standards specified in the <Community> Telecommunications Ordinance.

I certify that I will continue to comply with the standards specified in the <Community> Telecommunications Ordinance on an on-going basis.

I understand and agree that if I propose to change the use or layout of the site from the approved site plan that I will contact the Planning Board, or its designee, to see if a new application for an amended Telecommunications Facility Site Plan Review or Conditional Use Permit is required.

I agree to obtain all the subsequent <Town/City> permits needed for this Telecommunications Facility Application before the property can be used.

Further, I agree to comply with all required inspections during construction and to pay for all required inspection services. I agree to comply with the ongoing inspection schedule over the lifetime of the Telecommunications Facility.

I agree to comply with the requirements for abandonment or discontinuation of use and removal and to pay all costs associated with the tower's removal.

In making this application, I agree to permit the members of the Planning Board and its agents to enter upon the subject property for the purpose of inspecting the property for the application.

DATE: _____

SIGNATURE OF PROPERTY OWNER

SIGNATURE OF AGENT FOR PROPERTY OWNER
(Need letter of authorization from property owner if agent)

APPENDIX <Insert Letter> -- TELECOMMUNICATIONS FACILITY APPLICATION REQUIREMENTS

< Modify checklists to match the application requirements specified in your town/city zoning ordinance.>

CHECKLIST of APPLICATION REQUIREMENTS for SITE PLAN REVIEW

Required for ALL Telecommunications Facilities

#		Application Requirement	Submitted	Not Applicable
F	1	Telecommunications Facility Application Form		
F	2	Letter of Authorization		
F	3	Telecommunications Facility Application Fee		
F	4	Telecommunication Facility Third-Party Review Fee (in escrow)		
F	5	Regional Notification List and Fee		
F	6	Complete Site Plan Review Application		
F	6	Site Plan must include the information listed below:		
		a All proposed Telecommunications Facilities, including any Tower(s), antenna(s) and accessory Structures		
		b Setbacks		
		c Fencing		
		d Adjacent uses (up to 200' away)		
F	7	Radio Frequency Exposure Compliance Documentation		
F	8	FCC License		
F	9	Inventory of Existing Telecommunications Facilities		
F	10	Compliance with Sections H-K of Telecommunications Ordinance		

CHECKLIST of APPLICATION REQUIREMENTS for CONDITIONAL USE PERMIT

Required ONLY for Telecommunications Facilities located on a NEW Tower

#		Application Requirement	Submitted	Not Applicable
G	3	a Engineering Information		
G	3	b Evidence that No Existing Telecommunications Facility or Structure can Accommodate the Proposed Telecommunications Facility		
G	3	c Environmental Evaluation – NEPA		
G	3	d Visualization of Proposed Facility		
G	3	e Visual Analysis		
G	3	f Co-location Declaration		
G	3	g Telecommunications Facility Conditional Use Permit Fee		
G	3	h Other Information as Required by Planning Board		

NOTE #1: The numbering of this checklist corresponds with the numbering in the Telecommunications Ordinance within the Zoning Ordinance.

NOTE #2: The Telecommunications Ordinance needs to be consulted for the details of the items contained in this checklist.

APPLICANT NAME/APPLICATION NUMBER _____

For Administrative Use Only – Application Tracking Sheet

Name of Staff Responsible for Tracking Application: _____

To be completed by Town at time of application submission:

	Initials	Date	Notes
Application Received at <Town/City> Office			
Application Reviewed for Basic Completeness			
If incomplete, Provide Notice of Rejection to Applicant and Place a Copy in Application File			
If complete, Send Application for Third-Party Review <i>Third-party review is to be completed prior to first Planning Board meeting on the application (within 30 days)</i>			Name of Reviewer:
If complete, Complete the Deadline Schedules below			Date of Deadline
<i>30 days - Completeness Review/Request for Additional Information</i>			
<i>90 days - Decision if a Facility on Existing Structure or Preexisting Tower</i>			
<i>150 days – Decision if a Facility on a New Tower</i>			

To be completed by Town within 30 days of application receipt:

	Initials	Date	Notes
Completeness Review of Application by Planning Board			
Did the Planning Board request additional information?			
Written notice sent to Applicant RE: Completeness and Request for Additional Information			
Is the application a Development of Regional Impact?			
If a DRI, Notice of DRI completed per RSA 36:57			

To be completed by Town upon receipt of the additional information requested, if applicable:

	Initials	Date	Notes
Requested additional information received by Town			
Reschedule deadline for decision (see below instructions)			
<i>If the municipal board notifies the applicant that the application is incomplete within 30 days from the date of filing, the time from the date of the notification to the date that the applicant provides the requested information is not counted toward the 90 or 150 days.</i>			

To be completed by Town if a deadline extension is required:

	Initials	Date	Notes
Do Planning Board and Applicant agree on extension?			
Written notice of deadline extension sent to Applicant			

To be completed by Town when a decision is reached:

	Initials	Date	Notes
Notice of Decision sent to Applicant			
<i>All denials must be in writing and supported by substantial evidence in a written record.</i>			