

**Town of Medway
Applications for Small Wireless Facility Installations
Within a Public Right-of-Way or on Town Property
Cover Sheet**

Applicant's use of this cover sheet is mandatory. It is meant to provide a framework to ensure compliance with the Town of Medway's Policy for Applications for Small Wireless Facility ("SWF") Installations.

Total number of Small Wireless Facilities being requested on this application _____
(Per town policy, no application may exceed five proposed facilities)

Total number of applications filed by the applicant or closely held by applicant in the last 60 days _____
(Per town policy, no application will be accepted if more than two applications have been filed in that time period)

Date and time stamped on each application

\$500 check payable to the Town of Medway for up to five locations for initial application review;
\$100 for each additional location

Specify whether the application is under the FCC Declaratory Ruling and Third Report and Order, §6409, Wireless Siting Order, or neither: _____

a. If §6409 application, submit documentation to establish the basis for that conclusion

Specify which shot clock (60-90-150 day) applies and the basis for that conclusion:

Ten-day receipt date _____

Application is complete, including receipt of all permits or notification that a permit was not needed, except for a building permit, from other Town boards and commissions applicable to the proposed locations and facilities? Yes No

Checklist of prior reviewing departments (insert Y, N, or N/A)

- _____ Police
- _____ Fire
- _____ Board of Health
- _____ Conservation Commission
- _____ Planning and Economic Development Board

- DPW
- Building
- Other (specify)

a. Submit a copy of all such received permits or verification that no permit is needed

If no, which applications are incomplete? (any incomplete applications will be rejected)

a. Identify how each application is incomplete

Date and time of re-submission _____

_____ Public Hearing Notice published in a newspaper of general circulation and mailed to abutters within 300 feet of the proposed locations by applicant using notice provided by Town. The applicant must obtain the certified abutter's list from the Assessor's Office.

_____ Public Hearing fee is paid for by applicant.

_____ Seven hard copies of the application are required

One electronic copy to bos@townofmedway.org sent on _____

Application must include the following information:

- Applicant's name
- Address
- Telephone number
- Email address

Names, addresses, telephone numbers, and email addresses of anyone acting on behalf of the Applicant with respect to the application.

Ensure that wet stamps and/or wet signatures of professional designers are on all drawings

Include detailed drawings and descriptions of the equipment to be installed, whether mounted on poles or on the ground, or otherwise, including:

1. Description of type of equipment
2. Specifications of equipment
3. Dimension of each piece of equipment and total dimensions of all equipment
4. Costs of all equipment and installation
5. Total weight at each location

6. How will equipment be mounted and what type of material will be used to mount equipment
7. All power sources for equipment (comment on necessary wires, cables, and conduit)
8. Expected life of equipment
9. Coverage area of equipment on the location
 - a. Amount of antennas
 - b. Antenna model
 - c. Antenna length remote radio units (RRU) count and power
 - d. Antenna height
 - e. Typical coverage area radius
10. Call capacity of equipment, including:
 - a. Total RRUs
 - b. Max bandwidth per RRU
 - c. Multiple input, multiple output (MIMO) per RRU
 - d. Backhaul rate per RRU
11. Hardening, including:
 - a. Is there battery backup
 - b. Is there generator backup
 - c. Will there be multiple fiber paths to switch
12. Frequency of equipment proposed to be installed.
13. Photos, rendering and elevation of equipment proposed to be installed.

The following items to be included:

_____ Include detailed map with locations of the poles or other facility on which equipment is to be located, including specific pole identification number, if applicable, and the areas it will service. Location details must be provided to be compatible as an additional data layer to the Town's GIS map

_____ Include detailed map showing existing and proposed SWF installations within 500 feet of the

Application site.

- _____ Include certification by a registered professional engineer that the pole or location will safely support the proposed equipment.
- _____ Include written consent from the pole, structure, or facility owner to the installation.
- _____ Include an affidavit from a Radio Frequency Engineer outlining the network and/or network service requirements in Medway and how the installations address that need in Medway. Such affidavit should characterize the current level of coverage and how the desired installations will change the current level of coverage, through or with coverage maps, including current and proposed coverage.
- _____ Include insurance certificate evidencing workers' compensation and comprehensive general liability coverage for the installation.
- _____ Include a description as to why the desired location is superior to other similar locations, from a community perspective, including visual aspects and proximity to residential structures.
- _____ Include a description of efforts to co-locate the equipment on existing structures, poles, or towers which currently exist or are under construction. A good faith effort to co-locate is required and evidence of such efforts must be included within the application.
- _____ Include a narrative of how design requirements have been met.
- _____ Include an affidavit from the applicant which certifies that it will maintain the installations in good repair and according to FCC standards, and will remove any installation not in such good repair, or not in use, within 60 days of being no longer in good repair or no longer in use.
- _____ Include surety bond on which the Town is obligee, in an amount equal to the cost of installation, to ensure removal of equipment.

Annual Re-Certification and Affidavit

- Each year on July 1 the party responsible for the equipment maintenance shall submit an affidavit which shall list, by location, all SWF installations it maintains within the Town of Medway by location, and shall certify:
 - (1) each such installation that remains in use;
 - (2) that such in use installations remain covered by insurance as required by MassDOT; and
 - (3) each such installation which is no longer in use.
- The party responsible for the equipment maintenance shall pay an annual re-certification fee of \$100 per installation which remains in use.
- Any SWF which is no longer in use shall be removed by the owner within 60 days of receipt of the annual re-certification affidavit, at that party's expense.

- Any SWF which is not removed within 60 days after being listed as no longer in use in the annual re-certification affidavit shall be subject to a fine of \$100 per day against the party responsible for the equipment's maintenance until such installation is removed.
- Where such annual re-certification has not been timely submitted, or equipment no longer in use has not been removed within the required 60-day period, no further applications for SWF installations will be accepted by the Town until such time as the annual re-certification has been submitted and all fees and fines paid.

Agree to annual re-certification and affidavit and payment as shown above.

Conditions and Prohibitions

- No SWF shall be installed on double poles.
- No SWF shall be installed on poles which are not ADA compliant.
- No SWF shall remain within the Town right of way or on Town property which has not been certified as in use in the annual re-certification affidavit.
- No SWF equipment shall be replaced or altered without a re-application, hearing, and approval from the Board of Selectmen unless the equipment is no longer properly functioning, and it is being replaced with the same or substantially similar equipment.

_____ Agree to Conditions and Prohibitions as set forth in town bylaws and policies.

As submitted by,
