



Planning & Economic Development

70 Tapley Street
Springfield, MA 01104
(413) 787-6020
Fax: (413) 787-6524

****PRELIMINARY APPLICATION
FOR A WIRELESS TELECOMMUNICATION FACILITY
SPECIAL PERMIT**

Current Use of Property: _____

A Special Permit is Requested for the Following Purpose: _____

Address, Street and Parcel Number of the Property: _____

Zoning of the Property: _____

Owner of Property (*Include owner's name, mailing address and telephone number*): _____

Petitioner (*Include petitioner's name, mailing address and telephone number*): _____

****Complete this form and return it to the Office of Planning & Economic Development. A formal petition will be typed and will require the property owner's and petitioner's signature.**

THE SIGNED FORMAL PETITION WILL NOT BE PROCESSED WITHOUT THE SUBMISSION OF A CERTIFICATE OF TAX COMPLIANCE, RECEIVED FROM THE CITY COLLECTOR/TREASURER, AND DETAILED SITE PLAN, DRAWN TO THE SPECIFICATIONS ON THE REVERSE SIDE. (NOTE: the petitioner will be contacted by the City Collector's Office if a tax issue needs to be resolved. The tax review includes but is not limited to Real Estate, Personnel Property, Excise, Water/Sewer, etc.)

In addition to the Certificate of Tax Compliance, the formal petition will have to be submitted four (4) weeks prior to the next scheduled hearing date of the City Council. APPLICATION FEE IS \$250.00. Check is made out to the City of Springfield.

N.B. IN ADDITION, THE PETITIONER WILL BE BILLED FOR THE ADVERTISING FEES BY THE CITY CLERK'S OFFICE.

Date Received by the Office of Planning & Economic Development: _____

Wireless Telecommunications Facilities*

Information required for facilities allowed by special permit must be submitted with the special permit application.

Wireless Telecommunication Facilities Allowed by Special Permit:

Wireless Telecommunication Facilities (Antennas on existing towers and side or roof mounted):

- Comprehensive Service Plan
- Scaled Site Plan

New Ground mounted Wireless Telecommunication Facilities:

- Survey of all existing structures that may be feasible for co-location
- Proof of notification to other carriers of the intent to seek a special permit
- Copy of a notice of lease
- Written statement as to why co-location on another facility is not technically feasible
- Plans and elevations
- Comprehensive Service Plan
- Scaled site plan
- Legal description of the entire tract and leased parcel
- Setback distances between the proposed tower and the nearest residential unit, residentially zoned property, property boundaries of a school, place of worship, college, library, public park, conservation area, museum, cemetery, or property or district listed on the State Register of Historic Places or an American Heritage River
- Separation distance, within one (1) mile, from other towers and antennas
- Landscape Plan
- Method of fencing and finish color and, if applicable, the method of camouflage
- Notarized statement as to whether the tower will accommodate co-location
- Letter of commitment to lease space
- Visual Impact Study
- RFR analysis

***See Article XIV-E, Wireless Telecommunication Facilities, for full specifications on site plan submission requirements.**

NOTES:

Applicants are encouraged to meet with the appropriate Neighborhood Council or Civic Association and any other applicable city, state or federal agency, such as the Conservation Commission or Fire Department prior to the hearing.