

**TOWN OF BELMONT**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**SMALL CELL LICENSE APPLICATION**

For new requests starting January 2019

This Small Cell License Application (Application) is subject to the regulations set forth in the Board of Selectmen Regulations for Grants of Location in the Public Way. All capitalized defined terms are set forth in the regulations. See The Town of Belmont Small Cell License Application Instructions for further detail. If this Application is approved, the Licensee will be required to execute a Form Small Cell License Agreement.

Please complete this Application and send it along with the required information and the applicable fee to:

TOWN OF BELMONT  
*pgarvin@belmont-ma.gov*

**APPLICANT, PROPOSED LICENSEE (EQUIPMENT OWNER/OPERATOR), AND INSTALLER  
INFORMATION**

**Proposed Licensee (Equipment Owner/Operator)**

1. Legal Name d/b/a

Contact Information (include name, title, mailing address, e-mail address, and telephone numbers)

2. Authorized Signatory(-ies) (who will sign the license on behalf of the equipment owner/operator?) contact Information (include name, title, mailing address, e-mail address, and telephone numbers):

3. Proposed Licensee (Equipment Owner/Operator) Billing Department contact Information (include name, title, mailing address, e-mail address, and telephone numbers):

4. Proposed Licensee (Equipment Owner/Operator Legal Notice recipient(s) contact information (include name, title, mailing address, e-mail address, and telephone numbers):

5. Proposed Licensee's Equipment, Location or System Manager (day-to-day contact after install?) contact information (include name, title, mailing address, e-mail address, and telephone numbers):

**Applicant** (if different from the Equipment Owner/Operator/ Licensee)

- 6. Legal Name of Applicant and Contact Information (name, title, mailing address, e-mail address, and telephone numbers)
- 7. Affiliation with equipment owner/operator  consultant  site acquisition company  
 counsel/attorney  other: \_\_\_\_\_
- 8. Will there be other entities such as maintenance companies, consultants, affiliates, who will control or have access to the owner/operator equipment?  Yes  No  
If yes, name such entities:

**Installer/Contractor and Subcontractor(s) Information**

- 9. Name and Title and Contact Information (name, title, mailing address, e-mail address, and telephone numbers)
- 10. Name and Title and Contact Information (name, title, mailing address, e-mail address, and telephone numbers)
- 11. Equipment Owner/ Operator on-site representative, if any, and Contact Information (name, title, mailing address, e-mail address, and telephone numbers)

**LOCATION, STRUCTURE AND EQUIPMENT INFORMATION**

**Right-of-Way Information**

- 12. Name /City /Town:
- 13. Longitude/Latitude (use only Google Maps coordinates):
- 14. What else is in the Right-of-Way? (Attach information).
- 15. Will the Small Cell or Structure be located in an area subject to Massachusetts Endangered Species Act or Natural Heritage and Endangered Species Protection?  
 Yes  No

16. Will the Small Cell or Structure be located in an area subject the Massachusetts Wetlands Protection Act?

Yes       No

17. Will the Small Cell or Structure be located in, on, or within twenty feet (20') of a Structure or Location that is listed in the Inventory of the Archeologic and Historic Assets of the Commonwealth?

Yes       No

### **Structure Information**

18. Will this be use of an:

Existing Structure(s), i.e., no new excavation, no disturbance of existing concrete; use of an existing pole, use of existing conduit, existing cabinets and/or in-ground handholds; or

New Structure(s), i.e., new excavation, new concrete, new pole, new cabinets or in-ground handholds, new conduit installed.

19. Is the Structure owned by the Town of Belmont? (Does not include Belmont Municipal Light Department property.)

Yes     No

If not, who is the Structure owner/operator?

Please attach proof of collocation or attachment approval. If none exist, any license agreement will be contingent on receiving structure owner approval.

### **Proposed Equipment Information**

20. Proposed Equipment Detail – Attach or include all required information.

21. What is on the existing Structure now (i.e., other users equipment, cameras, signage, shields, banner holders, etc.) - – Attach or include all required information

22. Can the existing or new Structure support the proposed equipment? Please attach an appropriate up-to-date structural analysis.

23. Is there existing conduit that is intact or will new conduit be required?

- Yes  No

For both old and new conduit, please attach conduit ground plan with length, width and status information.

24. Will there be new cabinets, in ground handholds, etc. required?

- Yes  No

Please attach any reports or drawings showing Subsurface Utility Engineering reviews.

**Construction and Location Rehabilitation**

25. What is the proposed construction timeline? – Please attach a construction timeline with weekly or monthly intervals.

26. Traffic Management Plan (TMP). Please submit information concerning the type of traffic management plan to be employed for the type of work taking place.

**OTHER APPROVALS AND PERMITTING**

27. Please list all such other certificates, permits, licenses and approvals that will be sought including agency or entity, type of approval required and sought, dates filed, and status. In some cases Town of Belmont must sign off on the application as property owner. Applications requiring such sign off shall be provided with this License Application and will be returned to the Applicant within the review period.

Agency	Type of Approval required and sought	Date filed Copy of application sent to Town of Belmont	Status
MHC	Determination letter		
Dig Safe	Number		

**FEES**

Application Fees (non-refundable):

- i. For a License Application seeking to install up to five (5) Small Cells on existing

Structures in Town of Belmont Rights-of-Way (no new excavation, no new pole, no new in ground conduit cabinet or in ground cabinet or handhold) the fee is \$500;

- ii. For a License Application seeking install more than five (5) Small Cells on existing Structures in Town of Belmont Rights-of-Way the fee is \$500 for the first 5 Small Cells plus \$100 for each additional Small Cell;
- iii. For a License Application seeking to install a new Structure the fee is \$1,000.

Annual Fee:

- I. Licensee shall pay \$270 annually to Town of Belmont for each Small Cell on Town of Belmont owned Structures. (Does not include Belmont Municipal Light Department. Those fees are covered under a separate agreement.)
- II. Licensee shall pay \$100 annually to Town of Belmont for each Small Cell on non-Town of Belmont owned Structures.

Checks shall be made payable to the "Town of Belmont" for the appropriate fee and must accompany this Application. Fees are non-refundable. Electronic payments for annual license fees may be arranged.