

TOWN OF TAMWORTH

Office of the Planning Board

84 Main Street

Tamworth, New Hampshire 03886

(603) 323-7525 • Fax: (603) 323-2347

PERSONAL WIRELESS SERVICE FACILITY CHECKLIST

In order to be complete, an Application for a Personal Wireless Service Facility Site Plan Review shall contain the documentation and information specified below as applicable. For a more detailed description of the required data and information, please see the Personal Wireless Service Facility Ordinance.

Please explain any omissions.

WAIVER: Upon receipt of a written request from the applicant, a specific requirement of the application may be waived by the Planning Board. This written request for a waiver shall accompany the application and shall be granted or denied within 30 days of receipt of such request.

Applicant: _____

Name and Description of Project: _____

Tax Map # _____ Parcel # _____ Total Acreage of Parcel _____

Property Location (Street Address): _____

Applicant Use	Documents Required	Planning Board Use
	(1) Completed Site Plan Review application form with 7 sets of plat plans.	
	(2) Completed Personal Wireless Service Facility Checklist (this form).	
	(3) A copy of your FCC license verifying that you are eligible to deploy your system in this geographical area; OR a copy of your contract with a FCC licensed person and a copy of that person's license.	
	(4) Request for a joint Planning Board / Zoning Board of Adjustment public hearing for a Waiver Request, if necessary.	
	(5) Copy of ZBA Special Exception Request approval for Planning Board file.	

	(6) Memorandum of Land Lease or Option.	
	(7) Letter of authorization from lot owner to construct a tower or place a PWSF on an existing tower.	
	(8) Copies of any existing or proposed protective or restrictive covenants and deed restrictions, describing no-build areas.	
_____	(9) Notification list of names and address and 3 sets of pre-addressed labels for: <ul style="list-style-type: none"> • Abutters (per RSA 676:4 I(b)) • Applicant • Owner(s) (if other than applicant) • NH registered land surveyor, engineer, consultant, etc., as listed on plat plan • Agent designated on application • All holders of conservation, preservation and agricultural preservation restrictions as defined in RSA 477:45 (if required) 	_____
	(10) Filing fees	
	(11) State/Town driveway permit.	
	(12) All applicable federal, state and town approvals and/or certifications including a safety statement on RF energy, in writing, as required by the National Environmental Policy Act of 1969 (as amended).	
	(13) Written statement from the Federal Aviation Agency that lights will not be required on this tower.	
	(14) Inventory of Wireless Telecommunications Facilities in Tamworth and those within 2 miles of the Tamworth town line.	
	(15) Certification, in writing, from a licensed structural engineer, approved by the Tamworth Planning Board, at the applicant's expense, to support applicant's claims that any existing tower or structure located in Tamworth cannot physically support the antenna arrays proposed by the applicant.	
	(16) Copy of Bond Agreement signed by applicant as stipulated in Sections 8.3 and 9.2 of PWSF ordinance.	
	(17) After Planning Board approval of site plan review, apply to Selectmen for a permit to construct.	

PLAT REQUIREMENTS

A plan drawn to scale, clearly showing all essential data pertaining to the boundaries of a tract of land, as determined by survey or protection. A plat must contain enough information so that the boundaries can be located in the future by licensed land surveyors. Plat size not to exceed 24" x 36"

Applicant Use	Documents Required	Planning Board Use
_____	(1) Vicinity map showing proposed leased area drawn at the town tax map scale of 1 inch = 400 feet showing: <ul style="list-style-type: none"> • Location of tower • Relation of proposed plan to existing streets 	_____
_____	(2) Title Block showing: <ul style="list-style-type: none"> • Name of project • Location of project • Owner's name and address (lot of record) • Deed Book # _____ Page(s) _____ • Applicant's / Subdivider's name and address (if other than the owner) • Preparer's name and address • Date of preparation and revision dates 	_____
	(3) Approval Block with signature space for Planning Board Chairman and Secretary.	
	(4) Tax map and parcel number.	
	(5) Identification of abutting properties by property owners' name, tax map, lot number, roads, easements, building lines, parks and public places, and other similar facts regarding abutting properties.	
	(6) Name, address and signed seal of NH registered land surveyors, engineers, consultants, etc., listed on plat plan.	
	(7) North reference.	
	(8) Graphic scale not less than 1" = 40 feet.	
	(9) Symbol legend (unless symbols are clearly identified within the plat plan).	
	(10) Location of zoning district boundaries including wetlands and flood plains.	
	(11) Topographical map of site @ 2 ft. intervals.	
	(12) One (1) benchmark tied into any previously established benchmark	
_____	(13) Survey of property showing: <ul style="list-style-type: none"> • Total acreage of lot with bearings and distances • Boundary lines and setback lines of lot 	_____

_____	<ul style="list-style-type: none"> • Location of permanent markers • Street rights-of-way and existing street names • Dimensions and square footage of proposed leased area. 	_____
	(14) Location of all existing and proposed deed restrictions, covenants, etc.	
	(15) Location of water courses, standing water, fire ponds, etc.	
	(16) Location and description of natural features, i.e., ledges and ponds and manmade features: monuments, stone walls, etc.	
	(17) Soil types, slopes, tree lines, vegetative species common to site and other essential features.	
	(18) Note any supplementary plans to the site plan on the plat.	
_____	(19) Submit 7 (minimum)** final plats to Planning Board for approval and subsequent filing with: <ul style="list-style-type: none"> • Planning Board • Board of Selectmen • Town Clerk • Tax Assessor • Fire Chief • Applicant • Surveyor • Engineer, consultant, and others listed on plat** (at applicant's request) 	_____
	(20) Submit Mylar for Registry of Deeds	

MAPS AND/OR PLANS REQUIRED

Applicant Use	Documents Required	Planning Board Use
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>(1) Plans and profiles of roads (see Tamworth Street Standards for Design and Construction) showing:</p> <ul style="list-style-type: none"> • Lot area • Road frontage • Intersecting roads or driveways within 200 feet • Location, width, curbing, type of access/egress • <u>All easements and rights-of-way of record.</u> 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>(2) Plan view and elevation view showing:</p> <ul style="list-style-type: none"> • Existing elevations within a 5 mile radius as noted in the Tower Ordinance • Existing and proposed buildings • Location of existing buildings within 200 ft. of site • Setbacks required by PWSF Ordinance • Tower • Tower height as specified in PWSF Ordinance. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>(3) Location of all existing wells, drainage structures, sanitary sewers, water, gas, electric layouts and fire protection facilities on the lot.</p>	
	<p>(4) Plans and profiles of proposed drainage structures, sanitary sewers, water systems, and public or private utilities.</p>	
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>(5) Landscape Plan showing:</p> <ul style="list-style-type: none"> • Existing and proposed open space areas • Gate provision at or near driveway entrance • Security fence (to be determined by Tamworth Planning Board) • Areas where power and/or phone lines exist or are proposed (above or below ground) • Parking spaces • Provision for fire truck access and turn-around • Statement on the plat that no lights will be lit during nighttime hours • Detail the visibility and esthetics impact of surround properties. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>