

# **CITY OF KEENE PLANNING BOARD**

Planning Department File # \_\_\_\_\_  
Received \_\_\_\_\_

## **CONDITIONAL USE PERMIT APPLICATION**

**Please fill out entire application**

### **Section One**

#### **Project:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Total Site Area (sq. ft. & acres): \_\_\_\_\_

Total Building Square Footage NEW \_\_\_\_\_ EXISTING \_\_\_\_\_

#### **Telecommunication Facility Type**

##### **SITE PLAN REVIEW REQUIRED:**

CAMOUFLAGED \_\_\_\_\_  
NEW GROUND MOUNTED TOWERS & ANTENNAS \_\_\_\_\_

##### **SITE PLAN REVIEW NOT REQUIRED:**

CO-LOCATION\* \_\_\_\_\_  
MOUNTED ON EXISTING STRUCTURE \_\_\_\_\_  
MOUNTED ON EXISTING BUILDING \_\_\_\_\_

\*Site Plan Review required if ground mounted telecommunication tower is located in a View Area 1 of the View Preservation Overlay and there is a change in the access or in the area of the security barrier.

**Tax Map Parcel #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_

### **Section Two**

#### **Owner:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) (\_\_\_\_) \_\_\_\_\_ (Fax) (\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

#### **Applicant/Agent:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) (\_\_\_\_) \_\_\_\_\_ (Fax) (\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

Section Two (continued)

**Surveyor/Planner/Engineer:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) (\_\_\_\_) \_\_\_\_\_ (Fax) (\_\_\_\_) \_\_\_\_\_

Date \_\_\_\_\_

Section Three

**BRIEF DESCRIPTION: (Project/Use)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section Four

**ITEMS INCLUDED WITH THIS SUBMITTAL: \* Indicates required application item**

- \*Fees: see attached schedule.  
Application \$ \_\_\_\_\_ Postage \$ \_\_\_\_\_  
(Postage: Certified US Mail Rate, one for each label)
- \*2 Copies of the application.
- \*Notarized abutters list including Name, Address, and Tax Map #. (All property owners within 200 feet, prepared within 30 days, signed by applicant and notarized).
- Postage, 2 sets of mailing labels, and any other fees and/or materials necessary to comply with the Regional Notification requirements of RSA 12-K:7.
- \*2 Sets mailing labels including labels for owner, applicant, agent and abutters.
- \*7 Copies of the plan.
- \*2 Copies of the plan reduced to 8½ x 11 inches.
- \* 2 Copies of the narrative.
- 5 Copies of any technical report (9 additional copies for the Planning Board may be required after staff review).
- 2 Copies other reports: \_\_\_\_\_  
\_\_\_\_\_

**Note: For applications which require Site Plan Review, duplicate materials are not required**

## Section Five

The following information is required for Conditional Use Permit applications seeking approval for a telecommunication facility under the City's Zoning Ordinance. The specific information required to be submitted with an application is dependent upon the type of telecommunication facility requested : co-location of facilities, facilities mounted on existing structures, facilities mounted on existing buildings, camouflaged and alternative facilities, and new ground mounted facilities. Additional information may be required under Sections 2327.5, 2327.6, 2327.7, and 2327.8 of the City's Zoning Ordinance.

### **ALL PLANS ARE TO BE CLEARLY DRAWN AND SELF EXPLANATORY**

#### **General Plan Requirements**

- Project Title & Legend
- Locator Map.
- North Arrow.
- Graphic and Written Scale.
- Existing Conditions.
- Proposed Conditions.
- Topographic information (generally a Minimum of 5 ft. contours with USGS or City Engineering Dept. Datum.
- Stamp and Signature of Surveyor preparing the plan.
- Location and dimension of abutting Streets, sidewalks, etc.
- Identification of abutting properties including TMP # and zoning.
- Lot coverage calculations as a percentage of total site area (e.g. impervious surface, structures, pavement and gravel roadways, open or green space provided/required).
- Architectural features (dimensions, materials, colors).
- Identification of lot surface treatment
- Location/Identification of surface water within 50 feet of property.
- Estimated cost of "As Built Plans" for the purpose of security. \$\_\_\_\_\_
- Property lines including bearings and distances.
- Location of existing and proposed Utilities (including phone, electric, gas, cable, water, sewer drainage).
- Location of all roads, on the subject property including driveways proposed to serve the proposed facility and the type of surface proposed for the driveway.

#### **Additional Application and Plan Requirements**

- Postage, 2 sets of mailing labels, and any other fees and/or materials necessary to comply with the Regional Notification requirements of RSA 12-K:7. Include TMP# on labels.
- A scaled elevation view of the proposed facility.
- Existing vegetation, and approximate tree height within one hundred and fifty (150) feet of the proposed facility.
- Adjacent uses within 200 feet of proposed facility.
- Global positioning (latitude and longitude as referenced to the NH State Plane Coordinate System, NAD 83 North American Datum, U.S. Feet).
- A map depicting Radio Frequency coverage of the proposed facility.
- Facility height and setbacks to adjacent residential structures, public road or streets.
- Fall Zone for ground mounts (including easements, if applicable).

### Section Five (continued)

- All proposed changes to the existing property including but not limited to grading, vegetation removal, and temporary or permanent roads or driveways.
- Lighting with foot candle measurements at the property line.
- Location of facility in relationship with surrounding area.
- Impact on historic structures or districts.
- Mechanical and electrical equipment details (concealment, color, etc.)
- Plans and information indicating scale, height, mass, proportions, color and materials of the proposed facility.
- Photographic simulations consisting of existing and proposed conditions
- Antenna type (narrow profile antenna arrays are recommended).
- Mounting information (side mounts, roof mounts, ground mounts, etc.)
- Security fencing and equipment shelters details.
- List of alternative facility types and sites as discussed in Siting Policy, Section 2327.5.3.
- Compliance with Burden of Proof Policy, Section 2327.5.4.
- Written proof that proposed telecommunication facility complies with FCC regulations on radio frequency (RF) exposure.

**For all new ground mounted towers and antennas, in addition to the above information, the applicant must submit:**

- A plan showing tree cover by forest type and approximate height within three hundred (300) feet of the proposed facility, and average tree crown height within one-hundred and fifty (150) feet of the mount, security barrier, or designated clear area, whichever is greater.
- Written proof that an evaluation has taken place with respect to NEPA as required by FCC rules;
- An inventory and map showing all existing ground mounted towers and antennas located within the City of Keene;
- Substantial evidence demonstrating that no existing ground mounted tower or antenna can accommodate the proposed use in accordance with Section 2327.8.3
- Engineering information detailing the size and coverage required for the facility location (the Planning Board may have this information reviewed by a consultant with the cost of this review borne by the applicant in accordance with RSA 676:41(g)); and,
- Agreement with the City that allows for the maximum allowance of co-location upon the new structure (this agreement shall, at a minimum, require the applicant to supply available co-location for reasonable fees and costs to other telecommunications providers).
- Within 14 days of the acceptance of the Conditional Use Application by the Planning Board, the applicant shall arrange for a balloon or crane test at the proposed site to illustrate the height of the proposed facility. The date, time and location of such test shall be advertised by the applicant in a newspaper of local circulation in the City of Keene at least ten (10) days prior to the test.



**Notarized Statement**

I, the undersigned \_\_\_\_\_, (**PRINTED NAME**) swear that to the best of my knowledge, the above is an accurate and complete abutters list.

\_\_\_\_\_

Signature

New Hampshire; Cheshire County:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_