

**WIRELESS DATA TRANSFER FACILITY
APPLICATION FILING REQUIREMENTS
RULES AND REGULATIONS
(adopted January 2010)**

PLANS TO BE SUBMITTED

Plans shall be legibly drawn to fully detail and explain the intention of the Applicant. All plan sheets shall be drawn at a standard scale (i.e. 1 inch = 20, 40, or 50 feet) and shall include a reasonable numbering system with an appropriate title block, north arrow, and legend identifying any representative symbols used on the sheet in question. The plans shall include at least the following information as described in the Planning Boards Plan Requirements and further prescribed below, such that each Plan Sheet shall show:

A. General and Natural Site Characteristics:

1. Any special features including, but not limited to, stone walls, fences, wells, historic structures, and historic buildings.
2. Site features such as, but not limited to, floodplains, waterways, drainage courses, ledge outcroppings, stone walls, and large trees greater than 20", which fall within the area to be disturbed for construction of the facility and its appurtenances
3. Existing and proposed contours of the land shown at two (2) foot intervals unless otherwise required by the Conservation Commission. Topography shall be referenced to the National Geodetic Vertical Datum of 1929 with the location and the elevation of the starting benchmark plus at least two (2) additional benchmarks on the site.
4. Location and results of any field tests to determine the maximum groundwater elevation, and all rivers, wetlands and associated buffer zone boundaries. Wetlands are defined as those areas subject to the provisions of the "Wetlands Protection Act", MGL, Ch. 131, Section 40. In addition, the regulations under the Town of Upton Wetlands Bylaw and any additional Wetlands or River Regulations that the federal government, the State of Massachusetts, or the Town of Upton have passed are hereby included.

B. Site Improvements:

1. Outline of footprint of any existing or proposed building or structure with identification and its finished floor elevation. The final disposition of any existing building or structure, whether it is to remain, be removed, or be altered, shall be noted.
2. All driveway entrances dimensioned and a cross-section of the driveway shown so that compliance with the access requirements of the bylaw may be determined.

Any driveway intended to be used as a “common” driveway shall be so identified. The size of the largest vehicle expected to use the site shall be noted. All drives and entrances shall be designed to accommodate the designated size of the vehicle. The smallest size vehicle for the design shall be such that fire trucks may maneuver on the site, as determined by the Town of Upton Fire Chief.

3. All parking facilities with proper dimensions.
4. Outdoor lighting details for low-intensity security lights.
5. Location and type of storm-water drainage facilities including notes on the construction material and any pipes, culverts, catch basins, or any other system component. Sufficient information relating to the drainage system components (rim and invert elevations, pipe slopes, amount of cover, etc.) shall be shown so that the operations of the system can be evaluated. Any drainage ponds intended to be constructed shall be shown fully dimensioned.
6. Location of any storage tanks for fuel or other chemical storage, including the tank type, capacities, and dimensions.
7. Location and type of existing and proposed water services to serve the facility (including abandoned wells). If the site is to utilize an on-site well, its proposed location must be shown in addition to its setbacks from any building, structure, or sewage disposal system. If public water services are to be utilized, then the water main that will service the site must be shown and identified.
8. All fire hydrants on the site or off the site but within 500 feet of the principal building on the site. If no fire hydrants are located within 500 feet of the principal building on the site then a note shall appear clearly explaining how the Applicant will provide fire protection to the site. The location of proposed fire lanes shall be clearly shown and identified.
9. The location and type of any other underground utilities including but not limited to electric, gas, telephone, or cable television services. Any emergency power facilities should also be shown.
10. Typical detail of a proposed catch basin, diversion box, emergency slide-gate, manhole, headwall, retaining wall, sub-drain, waterway, leaching basin, drainage pond, or other similar construction, if any.

C. Erosion and Sediment Control Plans:

1. The Plan shall show adequate erosion and sediment control measures during and after construction. Control measures such as hydroseeding, berms, interceptor ditches, terraces and sediment traps shall be put into effect prior to the commencement of each increment of the development/construction process.

2. A note on the Plan shall state that the developer/owner/lessee is required to clean up any sand, dirt or debris that erodes from the site onto any public street or private property, and to remove any silt or debris that enters any existing drainage system including catch basin sumps, pipe lines, manholes, and ditches.

D. The following additional Plans may be required:

1. Landscape Plan - Landscaping information must be shown on a separate plan sheet or sheets. In addition to showing landscape treatments planned for the site, the Landscape Plan shall contain general site features such as lot lines, existing and proposed structures, parking areas, curbs, walkways, loading areas, land contours, water bodies, wetlands, streams, ledge outcroppings, and large boulders so that it may be easily related to the other plans.
2. Screening - The Plan shall show the methods, plant materials, fencing, and other treatments that will be employed to ensure that the wireless data transfer facility is not visible from residential buildings on public streets within 500 feet. Parking that faces public ways and residential zones or uses shall also be screened.
3. Planting Table - The botanical and common name of each species, its height (at planting), its spread (at maturity) and the quantity intended to be planted shall be listed in a table along with the symbols used to represent the plants on the plan.
4. Landscaping Details - A typical detail of a tree well, tree planting, and specialty planting area, if applicable.
5. Limits of Work - Any area where existing conditions may reasonably be expected to be disturbed during construction shall be shown and identified on the Landscape Plan.
6. Perimeter of Trees - The perimeter of any existing wooded areas on the site shall be shown. Existing wooded areas intended for preservation shall be noted. The location, size, and proposed fate of any existing trees larger than 16 inches in diameter shall be shown.
7. Camouflage - The plan shall include a colored rendering of the proposed wireless data transfer facility legibly drawn at a standard architectural scale, as appropriate, showing the methods and treatments that will be employed to ensure that the wireless data transfer facility will blend in with its surroundings when viewed from residential buildings on public streets within 500 feet.
8. Visibility - The Plan shall include a topographic map showing areas where the top of the proposed wireless data transfer facility will be visible. To allow the SPGA to make its determination, the SPGA may require that the Applicant provide a visibility impact test. Locations of the photographs shall be shown on the map.

9. Plan Notes - Plan Notes shall be provided that:
- i. forbid the use of fill materials containing hazardous materials,
 - ii. require the marking of the limits of work in the field prior to the start of construction or site clearing,
 - iii. require the cleaning of catch basin sumps and storm water basins following the construction and annually thereafter, iv restrict the hauling of earth to or from the site to between the hours of 8 a.m. and 4 p.m. on weekdays if earth materials are intended to be brought to or from the site,
 - iv. describe the materials to be used in the construction of impermeable surfaces such as sidewalks and driveways.

DRAINAGE CALCULATIONS TO BE SUBMITTED

1. Storm drainage runoff calculations used for the drainage system design must be prepared by and display the seal of a Registered Professional Engineer and must support the sizing of all drainage structures and pipes.
2. These calculations must be based on a recognized standard method (usually the Rational or Soil Conservation Service Methods). The calculations must contain a written summary explaining the rationale of the design so that a lay person can understand the basic design approach and its validity for the site in question. Furthermore the calculations should be fully documented including copies of charts or other reference sources to make review possible.
3. The pre- and post-development runoff rates must be provided. The use of computer generated reports is acceptable, however, the source of the software should be identified. Design of the storm drainage system can generally be based on a 10-year storm event; however, the system design shall not result in a serious flood hazard during a 100-year storm.

ADDITIONAL INFORMATION TO BE SUBMITTED

1. The application may contain whatever additional information the Applicant feels is necessary to properly inform the SPGA about the development including legal opinions, copies of deeds, historical data, studies, and reports.
2. The SPGA is empowered to require any information in addition to that specifically required by the Bylaws of the Town of Upton. The SPGA will require the Applicant to supply additional information if it finds such information is necessary to properly act upon the application in question.

3. Radio Frequency Radiation (RFR) Filing Requirements

The Applicant shall provide a statement listing the existing and maximum future projected measurements of RFR generated from the proposed wireless service facility, for the following situations:

- a. Existing, or ambient: the measurements of existing RFR
- b. Existing plus proposed wireless service facilities: estimate of maximum RFR generated from the proposed wireless service facility plus the existing RFR environment.
- c. Certification, signed by an independent Radio Frequency Engineer (RF), stating that RFR measurements are accurate and meet Federal Communication Commission (FCC) Guidelines.

APPLICATION FEES

The Applicant shall deliver with the application a non-refundable application fee in the amount of \$750 for the incursion of costs related to the processing of the application. In addition, the Applicant shall be responsible for all independent consultant review costs associated with the application. The Applicant shall deliver the sum of \$1,500 to the Planning Board, on behalf of the Town, with the application to pay for such consultant fees. If the consultant fees are higher than the established \$1,500 fee the Applicant shall reimburse the Town for all costs of consultants incurred by the Town to review the application. If the consultant fees are less than \$1,500 the Town will reimburse the Applicant the balance.