



**TOWN OF LITTLETON
PLANNING BOARD SPECIAL PERMIT
FORM 1B
WIRELESS TELECOMMUNICATIONS FACILITY
ADOPTED DECEMBER 12, 2024**

Littleton Town Offices
37 Shattuck Street
Room B100
Littleton, MA 01460
(978) 540-2425

PART IV. PROJECT SUMMARY

Project Name: _____

Location (Street Address): _____

Assessor's Map/Block/Lot Number (s): _____

Applicant's Name: _____

Applicant's Address: _____

Carrier's Name: _____ Located within existing right-of-way? Yes / No

Installation Type: New _____ Replacement _____ Minor Modification _____ Co-location _____

Vote of the Littleton Planning Board: ☐ Approved ☐ Approved with Conditions ☐ Denied

Signed:

For the Planning Board

Date

Date of Notice to Town Clerk:

Submission Requirements. The following must be attached to this application for a special permit or site plan approval for a wireless telecommunications facility. The Planning Board is the special permit granting authority for special permits for wireless telecommunications facilities and towers.

☐ Certified mail cards submitted to Planning Department **prior to public hearing.**

Part A. Site Plan Review

☐ 1 full-size copy of plan, 1 digital plan, and 1 copy of a reduced 11"x17" size plan conforming to the requirements of §173-16 and §173-18 submitted to the Planning Board with the following:

☐ Tower, antennae and facility location (including guy wires, if any), and tower and antennae height.

☐ Eight (8) view lines in a one-mile radius from the site, shown beginning at True North and continuing clock-wise at 45-degree intervals

☐ Locus map at a scale of 1:1000 showing all streets, bodies of water, landscape features, historic sites, habitats for endangered species within 200 feet and all buildings within 500 feet.

☐ Copy of the requests made by the applicant to the Federal Aviation Administration (FAA), Federal Communications Commission (FCC), Massachusetts Aeronautics Commission and the Massachusetts Department of Public Health to provide a written statement that the proposed tower complies with applicable regulations administered by the agency or that the tower is exempt from those regulations, and a copy of the response from each agency. (If such response is not received within 60 days, the application will be considered complete with respect to the requirements of this subsection).

☐ Applicant shall submit any subsequently received agency statements to the Planning Board. (or N/A)

Part B. Additional Requirements for Special Permit

☐ Report prepared by one or more professional engineers containing all of the following content:

- Describe tower and the technical, economic and other reasons for the tower design, and the need for the tower at the proposed location;
- Demonstrate that the tower complies with all applicable standards of the federal and state governments;
- Describe the capacity of the tower including the number and type of antennae that it can accommodate and the basis for the calculation of capacity;
- Describe the wireless telecommunications provider's master antenna plan, including detailed maps, showing the precise locations, characteristics of all antennas and towers and indicating coverage areas for current and future antennas and towers; and demonstrate that the tower and facilities comply with this regulation.

☐ Applicant agrees to provide an on-site demonstration of the visibility of the proposed tower by means of a crane with a mock antenna array raised to the maximum height of the proposed tower or a 4' minimum diameter weather balloon held in place at the proposed site and maximum height of the tower (if approved by Planning Board). The demonstration shall take place after the special permit application has been submitted but prior to the close of the public hearing.

☐ The applicant shall advertise the date of the demonstration in a local newspaper widely circulated in the neighborhood of the proposed site. (Failure, in the opinion of the Planning Board, to adequately advertise this demonstration may be cause for the Board to require another, properly advertised demonstration.)

Special Permit Requirements (Information Only)

The Planning Board is required to make the following determinations in order to grant a special permit under § 173-131. The special permit application should demonstrate how the proposed project will meet all applicable requirements.

Attached	Item
	A.1) The tower and its facilities shall be located in accordance with the Federal Communications Commission (FCC) and the Federal Aviation Administration (FAA) Regulations in effect at the time of construction. The operation of the Tower and its facilities shall comply with all requirements of these agencies during the entire period of operation.

The Tower and its facilities shall be located within the Town of Littleton as follows:

Attached	Item
	B.1) To the extent feasible all service providers shall co-locate on a single tower. Towers and accessory buildings shall be designed to structurally accommodate the maximum number of users.
	B.2) New Towers shall be considered only upon a finding by the Planning Board that existing or approved towers cannot accommodate the wireless communications equipment planned for the proposed tower.
	B.3) If it is demonstrated to the satisfaction of the Planning Board that the siting of proposed facilities on municipal land, or within an existing church steeple is not feasible, then the towers and facilities shall be located on Industrial Land within 500 feet of a divided highway.
	B.4) The base of all towers shall be no closer than 300 feet to a dwelling in a residential district. Facilities shall comply with existing setback requirements.
	B.5) Tower height shall not exceed 100 feet measured from the base of the tower to the highest point of the tower or its projection.
	B.6) Fencing shall be provided to control access to the base of the tower which fencing shall be compatible with the scenic character of the Town and shall not be of barbed wire or razor wire.
	B.7) Access shall be provided to a tower site by a roadway which respects the natural terrain, does not appear as a scar on the landscape and is approved by the Planning Board and the Fire Chief to assure emergency access at all times. Consideration shall be given to design which minimizes erosion, construction on unstable soils and steep slopes.
	B.8) The applicant shall demonstrate to the satisfaction of the Planning Board that the location of the tower is necessary and that the size and height is the minimum necessary for the purpose.
	B.9) There shall be no signs, except for announcement signs, no trespassing signs and a required sign giving a phone number where the owner can be reached on a twenty-four-hour basis. All signs shall conform with the sign requirements of this bylaw.
	B.10) To the extent feasible all network interconnections from the communications site shall be installed underground.
	B.11) The tower shall minimize, to the extent feasible, adverse visual effect on the environment. The Planning Board may impose reasonable conditions to ensure this result, including painting, lighting standards and screening.
	B.12) Removal of Abandoned Towers and Facilities. Any tower or facility that is not operated for a continuous period of 12 months shall be considered abandoned, and the owner of such tower and facility shall remove same within 90 days of receipt of notice from the governing authority notifying the owner of such abandonment. If such tower or facility is not removed within said 90 days, the Town may cause such tower or facility to be removed at the owner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.

Removal of Abandoned Tower or Facilities

- Any tower or facility that is not operated for a continuous period of 12 months shall be considered abandoned, and the owner of such tower and facility shall remove same within 90 days of receipt of notice from the governing authority notifying the owner of such abandonment.
- If such tower or facility is not removed within said 90 days, the Town may cause such tower or facility to be removed at the owner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.
- An initial cash bond in a reasonable amount determined and approved by the Planning Board shall be in force to cover removal when discontinued or obsolete.
- A maintenance bond has been posted for the access road, site and towers in amounts provided by the Planning Board.