

HARRISVILLE PLANNING BOARD
705 CHESHAM ROAD
HARRISVILLE, NH 03450

CONDITIONAL USE PERMIT APPLICATION FOR PERSONAL
WIRELESS SERVICE FACILITIES

TYPE OF APPLICATION:

ACTION REQUIRED:

<input type="checkbox"/> Ground-Mounted PWSF	Conditional Use Permit and Site Plan Approval
<input type="checkbox"/> Limited Height Structure	Conditional Use Permit and Site Plan Approval
<input type="checkbox"/> Small Wireless Support Structure	Building Permit Only
<input type="checkbox"/> Attached Antenna Mount	Building Permit Only
<input type="checkbox"/> Internally-Mounted	Building Permit Only

APPLICABILITY

Applicants for Personal Wireless Service Facilities that require a Conditional Use Permit and Site Plan Review approval by the Planning Board must complete this application and the Site Plan Review Application, along with the associated fees. Both application forms and all required information must be submitted at a regularly-scheduled Planning Board meeting.

1. Applicant Information:
 - Name _____
 - Mailing Address _____
 - Email and Telephone Number _____
2. Owner Information (if different from Applicant):
 - Name _____
 - Mailing Address _____
 - Email and Telephone Number _____
3. Professional(s) whose name(s) and/or seal(s) appears on the plan or application:
 - a. Company _____
 - Name _____
 - Mailing Address _____
 - Email and Telephone Number _____
 - b. Company _____
 - Name _____
 - Mailing Address _____
 - Email and Telephone Number _____
 - c. Company _____
 - Name _____
 - Mailing Address _____
 - Email and Telephone Number _____

4. Project Manager:
Name _____
Contact Information _____

The individual in charge must be available to the Building Inspector during the construction phase. The Building Inspector/Selectmen must be notified within two (2) working days if the Project Manager is replaced.

5. Location of Proposed Facility:
Street Name _____
Coordinates _____

6. Tax Map _____ Lot Number _____ Zoning District(s) _____

7. Documentation of compliance with the items on the attached checklist.

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town for processing this application shall be borne by the applicant and/or owner.

"I hereby authorize the Harrisville Planning Board and its agents to access my land for the purpose of viewing the site of the proposed project or any other inspections deemed necessary by the Board or its agents, to ensure conformance of on-site improvements with the approved plan and all Town ordinances and regulations."

Date _____

Owner or Agent _____

If this application is determined by the Planning Board to be complete, it will be placed on the agenda on _____ for submission.

FOR PLANNING BOARD USE ONLY

Preliminary Conceptual Consultation _____
(Date)

Completed Application Submitted to Planning Board _____
(Date)

Application Accepted/Rejected _____
(Date)

Public Hearing _____
(Date)

Application Approved/Disapproved _____
(Date)

Letter Sent Notifying Applicant of Decision _____
(Date)

PWSF COMPLIANCE CHECKLIST

NOTE: This Checklist is for Planning Board use; however, the applicant may use it for reference.

A. SUBMISSION REQUIREMENTS [Is this Application accompanied by the Site Plan Review Application?]	YES	NO	NOTES
All applications shall contain a scaled plan showing or containing the following information, as applicable. Four paper copies shall be submitted, along with an electronic file (pdf) of all materials.			
1. elevation views			
2. topography			
3. radio frequency coverage			
4. tower height			
5. setbacks			
6. access roads			
7. parking areas			
8. fencing			
9. landscaping			
10. adjacent land uses within 200 feet of the property			
11. information associated with supporting structures and equipment			
12. any other information deemed necessary by the Planning Board.			
B. ORDINANCE PROVISIONS			
1. Does the application demonstrate that, within reason, the facility will have the least possible visual impact?			
2. Is the facility proposed to be visible above the tree line?			
a. If so, is it camouflaged, hidden or disguised?			
3. Are all of the ground-level equipment and structures screened from rights-of-way?			
4. Does the application demonstrate that any associated noise will not create a nuisance?			
5. Does the proposal provide for a fall zone with a diameter equal to the height of the facility?			
6. Does the proposal comply with the prohibition on lighted towers?			
7. Except for Limited Height Structures (>50 feet), does the application demonstrate that the proposed facility is necessary to provide adequate service not available from other facilities?			
8. Has the applicant provided public notice of the application to all municipalities within a 20-mile radius of the proposed site?			
9. Does the application make provisions for a balloon or crane test?			
10. Does the facility meet or exceed current standards and regulations of the FAA, FCC, or any other applicable agency?			

APPLICATION PROCEDURE

A Preliminary Consultation (non-binding) with the applicant is required for the Planning Board (PB) and the applicant to discuss aspects of the proposed project before the applicant submits the Conditional Use Permit for PWSF application and the Site Plan Review application. After the Preliminary Consultation the two applications may then be submitted to the PB at a regularly-scheduled meeting. The process is the same as that noted in the Site Plan Review Regulations, except for the following Process Steps that are specific to a PWSF application.

Step 1

At a regularly-scheduled PB meeting, a Preliminary Consultation (non-binding) is held with the applicant to discuss the possible scope and impact of the project and to raise initial questions and concerns.



Step 2

The two applications are submitted to the PB at a regularly-scheduled meeting. Then a PB member will conduct a Completeness Review of the application within seven (7) days of submittal and will inform the applicant of any missing information necessary for completion.



Step 3

Once the PB is satisfied that the applications are complete, it may vote, usually at its next regularly-scheduled meeting, to accept the applications as complete.



Step 4

Upon acceptance of the applications, the PB will schedule a site visit. The visit must be noticed as a public meeting of the PB no less than 24 hours prior to the visit.



Step 5

The PB may require a balloon or crane test to be conducted. If so, public notice shall be given of the date and time of the test not less than 10 days prior to the date.



Step 6

Once the PB accepts the applications, it has 150 days to approve or disapprove an application for new construction of a PWSF.