



TOWN OF WILBRAHAM

Planning & Community Development

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Wilbraham, Massachusetts 01095

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INSTRUCTIONS FOR WIRELESS COMMUNICATIONS FACILITY (WCF) SPECIAL PERMIT APPLICATION

1. Application shall be made on the form provided by the Planning Board in accordance with [Section 10.5.3](#) of the Wilbraham Zoning By-Law.
2. Every application, when filed, shall be accompanied by twelve (12) copies of a site plan, certified by a registered engineer or a land surveyor in accordance with [Section 10.5.3](#) and [Section 13.3](#) of the Wilbraham Zoning By-Law.
3. Application shall be accompanied by an original signature of the applicant. If the applicant is not the owner of the property, the owner must also consent to the application.
4. Application must be accompanied by a fee of **\$100.00** or **\$1,000** for a new monopole facility payable to the Town of Wilbraham. **Separate charges for advertising costs are the responsibility of the applicant and must be paid prior to the public hearing.**
5. **Applications must include a certified list of abutters within 300 feet of the property to which the application is pertaining. The request for this list must be made directly to the Assessor's Office by the Applicant for an additional fee.**

Revised June, 2010

WILBRAHAM PLANNING BOARD

**WIRELESS COMMUNICATIONS FACILITY (WCF)
SPECIAL PERMIT APPLICATION**

The undersigned herewith submits the accompanying application for a special permit to allow construction of a Wireless Communications Facility (WCF) under the requirements of sections [3.4.3.6](#), [10.5](#) and [13.6](#) of the Wilbraham Zoning By-Law.

1. Name of Applicant:

Address:

Telephone Number:

Applicant is _____ (owner, tenant, licensee, prospective purchaser, etc.)

2. Address & Description of Locus Property:

3. Name & Address of Property Owner:

4. Property Deed H.C.R.D. Book: Page:

5. Description of all easements, liens, restrictions and/or encumbrances on the land (be specific):

6. Nature & Description of Wireless Communications Facilities:

- _____ New Monopole Tower
- _____ New Building-Mounted Facility
- _____ New Co-Location on Existing Facility
- _____ Modification to Existing Facility
- _____ Equipment Shelter or similar accessory structure
- _____ Other

Project description:

7. Zoning District:

Ridgeline Hillside Overlay District: Yes _____ No: _____

8. Dimensional Requirements

Parcel size (total lot area):

Total wetland area:

Total usable land (non-wetland) area:

Lot Frontage:

Front setback (minimum):

Side yard setback (minimum):

Rear yard setback (minimum):

9. Dimensional Requirements (New Monopoles Only)

Distance to nearest existing WCF monopole:

Height measured from ground level:

Minimum distance from nearest residence, school or childcare facility:

Please attach (if applicable):

- Site Plan [see [Section 10.5.3\(A\)](#)]
- Color Photo-simulation or Rendition [see [Section 10.5.3\(B\)](#)]
- Technical Report [see [Section 10.5.3\(C\)](#)]
- Landscape Plan [see [Section 10.5.3\(D\)](#)]
- Visual Impact Analysis [see [Section 10.5.3\(F\)](#)]
- Proof of Ownership, Contract or Lease [see [Section 10.5.3\(G\)](#)]
- FCC License Information [see [Section 10.5.3\(H\)](#)]
- Requested waivers
- Application Fee and other supporting materials

I hereby request a public hearing before the Wilbraham Planning Board acting as the Special Permit Granting Authority with reference to the above noted application. I herewith submit the application fee of \$_____ (\$100 dollars or \$1,000 for a new monopole facility). I understand that there will be separate charges for advertising costs and recording fees which I agree to pay when billed.

Name and Title of Applicant (Please print)

Signature of Applicant

Signature of Property Owner