



**TOWN OF GORHAM
PLANNING OFFICE**

75 South Street, Suite 1
Gorham, Maine 04038

Phone: (207) 222-1620 • Fax: (207) 839-7711

APPLICATION: WIRELESS TELECOMMUNICATIONS TOWER

<p>A PRE-APPLICATION CONFERENCE WITH THE TOWN'S PLANNING DEPARTMENT IS REQUIRED NO LESS THAN THIRTY (30) DAYS BEFORE FILING AN APPLICATION FOR A WIRELESS TELECOMMUNICATIONS TOWER.</p>	<p>REVIEW FEES</p>	<input type="checkbox"/> \$500.00 plus \$50 for Public Notice	<p>TOTAL AMOUNT PAID</p>
		<input type="checkbox"/> \$2,500.00 Peer Review and Legal Services Escrow Account (\$500.00 plus \$2,000.00 Engineer's Estimate -may need to be increased depending on project).	

PROPERTY DESCRIPTION	Parcel ID	Map	Lot	Zoning District	Total Land Area
	Physical Address				
PROPERTY OWNER'S INFORMATION	Name			Mailing Address	
	Phone				
	Fax				
	Email				
APPLICANT'S AGENT INFORMATION	Name			Name of Business	
	Phone			Mailing Address	
	Fax				
	Email				

PROJECT DESCRIPTION	Existing Use:
	General description of the proposed activity or use:

APPLICATION FOR WIRELESS TELECOMMUNICATION TOWER REVIEW

THE ORIGINAL SIGNED COPY OF THIS FORM MUST BE ACCOMPANIED BY THE REQUIRED APPLICATION FEE, REQUIRED NUMBER OF APPLICATION FORMS, PLANS, AND OTHER NECESSARY SUBMISSIONS, AS OUTLINED ON THE ATTACHED *WIRELESS TELECOMMUNICATIONS SUBMISSIONS CHECKLIST*.

Check All That Apply		ANSWER THE FOLLOWING QUESTIONS AND EXPLAIN FOR CLARIFICATION	Explain or comment as needed for clarification
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	Attached are copies of the most recent deed, 'Right, Title and/or Interest' in the property or Contract to Purchase" or "Option to Lease" the property. If not, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	Attached is a copy of the FCC license for the facility or a signed statement from the owner or operator of the facility attesting that the facility complies or will comply with FCC regulations. If not, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	Attached is a completed and signed copy of the <i>Agent Authorization</i> form.	
<input type="checkbox"/>	<input type="checkbox"/>	Is this application an amendment to an approved Site Plan? If so, please identify the applicant and date of approval	
<input type="checkbox"/>	<input type="checkbox"/>	Attached is a signed statement that the owner of the facility and his/her successors in interest will respond in a timely, comprehensive manner to a request for information from a potential co-location applicant.	
<input type="checkbox"/>	<input type="checkbox"/>	Within 30 days of date of this application a copy of the current 7.5 minute USGS topographic map that shows the location of all proposed and existing structures and wireless telecommunications facilities above 150 feet in height within one (1) mile radius of proposed facility from the FCC Tower Registration Database must be submitted to the Town Planner.	Please comment if this map is not or will not be provided within the 30 days.
<input type="checkbox"/>	<input type="checkbox"/>	Does the owner hold any interest in abutting or contiguous property? If yes, please explain:	
<input type="checkbox"/>	<input type="checkbox"/>	Identify any and all easements on property. Attach copies of all easement deeds.	
<input type="checkbox"/>	<input type="checkbox"/>	Submit a list of the names and addresses of all abutting property owners, including those in neighboring towns, if applicable.	
<input type="checkbox"/>	<input type="checkbox"/>	Elevation drawings of the proposed facility and any other proposed structures, showing height above ground level	
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map showing general location of the site within the town based upon a reduction of the Town tax maps.	
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of all contiguous property under the control of the owner or applicant, regardless of whether all or part is being developed at this time.	

Check All That Apply		ANSWER THE FOLLOWING QUESTIONS AND EXPLAIN FOR CLARIFICATION	Explain or comment as needed for clarification
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan indicating proposed placement of the facility on the site	
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan indicating the location of existing structures, trees and other significant site features	
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan indicating proposed type and location of plants to screen the facility, method of fencing, color of structure and proposed lighting method.	
<input type="checkbox"/>	<input type="checkbox"/>	Photo simulations of the proposed facility taken from perspectives determined during the pre-application conference.	
<input type="checkbox"/>	<input type="checkbox"/>	Extent of visibility within designated scenic resources.	
<input type="checkbox"/>	<input type="checkbox"/>	Designed and constructed to accommodate future co-location of at least two additional providers	
<input type="checkbox"/>	<input type="checkbox"/>	New facilities must be illuminated only as necessary to comply with FAA requirements.	
<input type="checkbox"/>	<input type="checkbox"/>	Color and materials must be constructed to match or blend with the surrounding natural or build environment and incorporate stealth design as needed.	
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with the current Electronic Industries Association/ Telecommunications Industries Association standards	
<input type="checkbox"/>	<input type="checkbox"/>	Vehicular parking is secured by a gate.	
<input type="checkbox"/>	<input type="checkbox"/>	Access road must meet the minimum standards of Chapter VI, Section VI, Subsection K of Gorham Land Use Code:	

UTILITIES – ALL UTILITIES MUST BE UNDERGROUND FOR WIRELESS TELECOMMUNICATIONS TOWERS			
<input type="checkbox"/>	<input type="checkbox"/>	Public Water: Attach a letter from the Portland Water District (PWD) that verifies the site can be served for the foreseeable future and that the proposed water plan meets or exceeds design requirements of the PWD.	
<input type="checkbox"/>	<input type="checkbox"/>	Water will be provided by an on-site well.	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection: Attach a letter from the Town of Gorham Fire Chief that verifies all design requirements for fire service and/or fire protection are satisfactory.	
		Who is the electrical provider? Power will be <input type="checkbox"/> Single Phase; <input type="checkbox"/> 2 Phase; <input type="checkbox"/> 3 Phase.	

Check All That Apply		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO		
FLOODPLAIN AND SHORELAND ZONING			
<input type="checkbox"/>	<input type="checkbox"/>	Is any part of the property within the Shoreland Overlay District or a flood hazard area that is subject to periodic flooding? If yes, explain.	
<input type="checkbox"/>	<input type="checkbox"/>	Are the 100 yr. Floodplain Zones and the Shoreland Zoning boundaries shown on the site plan?	
AESTHETICS AND ENVIRONMENTAL IMPACT			
<input type="checkbox"/>	<input type="checkbox"/>	Is this property an important historic or natural site, or adjacent to such a site? If yes, explain:	
STATE AND LOCAL PERMITS			
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal approval required? If so, list the approval.	
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal Licenses/ Permits required? If so list the license/permit.	
<input type="checkbox"/>	<input type="checkbox"/>	A Maine Construction General Permit (MCGP) is required where the area of disturbance is greater than one acre. Is an MCGP permit required?	
<input type="checkbox"/>	<input type="checkbox"/>	Is a variance from the Zoning Board of Appeals required? If yes, please describe:	
<input type="checkbox"/>	<input type="checkbox"/>	Chapter VI Wireless Telecommunications Facilities, Section V.B.(10) requires a form of surety to be approved by the Planning Board to pay for the cost of removal in the event the wireless facility is to be abandoned. Has the security in the form of a Security Bond, Letter of Credit or Escrow been submitted? Please describe.	

PACKETS FOR ESTABLISHING PERFORMANCE GUARANTEES ARE AVAILABLE ON-LINE AND IN THE GORHAM PLANNING OFFICE.

The undersigned hereby makes application to the Town of Gorham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

SIGNATURE: APPLICANT OR APPLICANT'S AGENT

DATE

PRINT NAME

APPLICANT'S CHECKLIST FOR PLAN REQUIREMENTS

MINIMAL PLAN REQUIREMENTS – THE ORIGINAL APPLICATION WITH ALL SUBMISSION MATERIALS MUST BE ACCOMPANIED BY 14 COPIES OF ALL MATERIALS ASSEMBLED AS INDIVIDUAL PACKETS. PLANS MUST BE FOLDED -- NOT ROLLED.

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.

- A) Paper size:
 No less than 11" X 17" (reduced) or greater than 24" X 36" (full)

- B) Scale size:
 Under 10 acres: no greater than 1" = 30'
 10 + acres: 1" = 50'

- C) Title block:
 Applicant's name and address
 Name of preparer of plans with professional information and professional seal
 Parcel's tax map identification (map – lot)
 Date of plan preparation

- D) Boundary survey performed and sealed by licensed surveyor:
 Identify all existing boundary markers
 Show all proposed boundary monuments (per ordinance)

- E) Provide orientation:
 Arrow showing true north and magnetic declination
 Graphic scale Parcel Owners and map and lot
 Deed docket & page numbers Signature blocks

- F) The height of proposed tower or other structure must not exceed that which is essential for its intended use and public safety.

- G) Development plans must show:
 Proximity of tower to residential development or zones,
 Nature of uses on adjacent and nearby properties,
 Surrounding topography,
 Surrounding tree coverage and foliage,
 The design of the tower, antenna, or facility with particular reference to design characteristics that have the effect of eliminating or significantly reducing visual obtrusiveness,
 Proposed ingress and egress to the site.

IF STRUCTURES OTHER THAN THE WIRELESS TELECOMMUNICATIONS TOWER ARE TO BE CONSTRUCTED, THE APPLICANT MUST SUBMIT AN APPLICATION FOR SITE PLAN REVIEW.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

- H) The applicant must demonstrate, using documentation and/or research data, that co-location with another existing wireless telecommunications tower has been thoroughly pursued and is not a feasible option.

- I) The applicant must demonstrate visual impacts on view sheds, ridgelines, and other impacts caused by the tower location.

- J) The applicant must show tree and foliage clearing limits, placement of structures, and associated development

- K) The applicant must demonstrate that the proposed tower will not unreasonably interfere with the view of/or from any public park, natural scenic vista, and historic building or major view.

- L) The applicant must demonstrate that the proposed tower design will not result in needless height, mass, and guy-wire supports.

- M) The applicant must demonstrate to the satisfaction of the board, that "stealth" technology has been pursued and, if applicable, why it is not a viable option.

NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT.

Submissions and Scheduling of an Item for Planning Board Review

1. An application will not be deemed complete until the applicant has submitted the signed original application, with all supporting documentation, payment of the application fees and fourteen (14) packets [7 for Administrative Review] containing one copy each of all supporting documentation in the following order:
 - a. The signed application form
 - b. Supporting documents such as:
 - i. A copy of the current deed to the property. If the applicant is not the owner; a contract to purchase or lease, or other form of right, title or interest. or agreement to purchase.
 - ii. A completed Agent Authorization form, if the applicant is represented by an agent; and
 - iii. Any Easement Deeds, reports, studies, etc. [Only 4 Stormwater Reports]
 - c. Plan Sheets. [8 Full size (36" x 24") and 7 Reduced size (11" x 17") copies] Multiple plan sheets must be individually folded and bound with a rubber band or stapled together and folded. All plans and other oversized material must be folded to 9" x 12", with title displayed. **Rolled plans will not be accepted;**
2. The Town Planner will forward the application, plans and supporting documents to the Town's engineer for an estimate of cost to review.
 - a. The Town Planner will notify the applicant of the estimated cost for review. The applicant must complete an escrow agreement form and remit payment for escrow to the Town Planner. Upon completion of this agreement, the Town Planner will advise the Town's engineer to commence project review. Additional Peer Review funds may be required.
 - b. Unexpended escrow deposits are refundable in accordance with Land Use Code.
3. The Review Staff, which includes the Town Planner, Assessing and Code Departments, Fire, Police and Public Works departments as well as the Town's Engineer, Portland Water District and the Town's Attorney, will review all complete applications and the Town Planner will prepare staff notes advising the applicant of any questions, concerns or problems with the application. Revisions to the application must address all questions, concerns or problems raised by the Town Planner in the Staff Notes.
4. Upon completion of staff notes for the next scheduled Planning Board meeting, the Town Planner will email, (as an attachment) the most current staff notes to the applicant or the applicant's agent, if applicable. Hard copies of staff notes will be distributed only upon request.
5. Only applications with sufficient information for review (as set forth in the Land Use Code) will be considered for placement on an upcoming Planning Board Agenda. Please note:
 - Space on an agenda may not be reserved by a call, letter, or partial submission.
 - Public Hearings are placed at the beginning of the Agenda.
 - Items tabled at previous meetings will generally receive scheduling priority over new applications, in order of how long each has been pending.
 - New applications will be placed on the Agenda on a first-come, first-served basis. If more items qualify for scheduling that can be considered by the Board at a single meeting because of the number or complexity of previously scheduled items, then excess items will be carried over to the next regular meeting.
 - Applications or projects of special significance to the Town of Gorham may receive scheduling priority on the Planning Board agenda at the discretion of the Town Council.
 - Certain business will always be afforded agenda priority over all other business, as follows:
 - a. Advertised public hearings.
 - b. Business tabled at the previous meeting because of lateness.
 - c. Requests for reconsideration of action taken at previous meeting.

6. Meeting and Deadline dates for submittals are a part of this application packet. (See Planning Board Meeting Schedule chart.) If documents, reports and plans are not included in the Planning Board packets at the time of distribution to the Board, the Town Planner will not distribute late items to the Board.
7. Consent Agenda Items.
 - a. Certain administrative or noncontroversial items of business considered routine may be placed on the Consent Agenda if it is anticipated that there is no need for Board discussion and there will be no public comment on the item.
 - b. Conditions of approval for Consent Agenda items will be available to the Board in advance.
 - c. Any item on the Consent Agenda may be taken off the Consent Agenda and discussed as a regular item at the request of any board member or any member of the public.
 - d. Individual items on the Consent Agenda need to be removed from the Consent Agenda by formal vote. The items on the Consent Agenda should be approved by a single motion and vote.
 - e. Items which have been removed from the Consent Agenda should be discussed immediately following the approval of the Consent Agenda, in the order in which they appeared on the Consent Agenda.
 - f. Examples of possible Consent Agenda items include:
 - i. Minor amendment to an approved application.
 - ii. Routine re-approval of an approved application.
 - iii. Town discussion/comment on an application under review by the Maine Department of Environmental Protection or other State agency.
 - iv. Routine business relating to Planning Board administration.
 - v. Site plan review of new non-residential use in a single or multi-unit, non-residential building, if such building has previously been granted site plan review approval by the Board.
 - vi. Final approval of items considered by the Board at the previous meeting if the Board, by affirmative vote at that meeting, rules that the items should be placed on the Consent Agenda for final review of conditions or revised plans.
8. The conditions of approval must be added to the Plan for any subdivision, site plan or private way and the Plan shall be recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Planning Board. A dated copy of the recorded site plan shall be returned to the Town Planner prior to the start of site construction.
9. The final recording Mylar for any subdivision, site plan or private way may be signed by the Planning Board at the close of the meeting only if the Mylar and three (3) paper copies have been filed with the Planning Department by noon on Monday one (1) week prior to a Planning Board meeting. Prior to the signing of mylars by the Planning Board, information in an AutoCAD.dwg or dxf format (preferably .dwg) must be submitted to the Town Planner on a CD.

NOTE: The Planning Board Rules state that no new agenda items may be taken up after 10:00 PM, unless the Board votes to waive the rules. Scheduled items tabled at the meeting because of the hour shall have first priority at the next scheduled meeting of the board.



Parcel ID:	Map		Lot	
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**TOWN OF GORHAM
PLANNING OFFICE**

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ESCROW AGREEMENT FOR ABANDONMENT

1. This AGREEMENT is made this _____ between _____, (the "Applicant") that herewith declares to be owner of _____ and the TOWN OF GORHAM (the "Town"). Hereafter the Applicant and the Town shall be referred to herein as **the parties**.
2. In consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:
3. Escrowee. The Town is herewith appointed Escrowee. Escrowee shall hold and safeguard the funds deposited in the Escrow Account until the funds are needed to remove all development due to the abandonment of the wireless communications facility, to restore the site to a pre-developed condition as defined in the Gorham Land Use ordinance, and prior to abandonment shall treat such funds as a non-interest bearing account in accordance with the terms hereof.
4. Establishment of Escrow Account. The Applicant herewith delivers to the Escrowee the sum of (\$ _____ .00) receipt of which is hereby acknowledged by the Escrowee.
5. Remaining Funds. Remaining funds in the account after restoration will be returned to the Applicant.
6. Notices. All notices and other communications hereunder shall be made in writing, addressed as follows:

The Applicant	Town Planner	Peer Review Engineer
	THOMAS M. POIRIER Town Planner Town of Gorham	WOODARD & CURRAN 41 Hutchins Drive Portland, ME 04102

7. Governing Law: This Agreement shall be governed by the laws of the State of Maine, and Town of Gorham Land Use and Development Code.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of this _____, 20____.

By: _____

TOWN OF GORHAM

By: _____
Its: Town Planner