



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## PROCEDURE FOR SUBMITTING MODIFICATIONS TO EXISTING TELECOMMUNICATION STRUCTURES BY SPECIAL PERMIT UNDER §40.5 PROCEDURES

A completed application consisting of each of the requirements of §40.5 will be filed as follows:

- ten (10) packets to be filed with the Town Clerk; AND
- a complete copy, including all plans and attachments, submitted electronically to the Planning Department Assistant at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov).

Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the prior week.

The following information and requirements must be filed with all applications for Modifications to Existing Telecommunication Structures by Special Permit Under §40.5 Procedures consistent with the Rules, Regulations and Fee Schedule of the Truro Planning Board.

- ☐ **1 – Official Application Form and Certified Abutters List** – This packet may also be found on the Planning Board webpage:

<https://www.truro-ma.gov/planning-board/pages/forms>

- ☐ **2 – Required Documents for Submission – Original and Nine (9) Copies:**

- Application Form
- Certified Abutters List Packet
- Narrative of project, including description of design features and materials to minimize impact of installation
- Plan set including site information, project team drawing index, project description or stipulation of work
- Structural Analysis/Evaluation Report:
  - ◆ 5 Town Dump Road Tower – Risk Category **II** Report
  - ◆ 344 Route 6 Tower – Risk Category **III** Report
- Letter of Authorization from cell tower owner (if applicable)
- Eligible Facilities Request (EFR)
- Request for waiver of additional submission requirements
- Workers' Compensation Insurance Affidavit

- ☐ **3 – Certified Abutters List**

The Applicant shall obtain a Certified Abutters List from the Truro Assessors Office for filing as part of the complete application (attached in this packet for your convenience).

- ☐ **4 – Filing Fee**

All applications shall be filed with the Town Clerk and shall be accompanied by a check payable to the Town of Truro in the amount of **\$350.00** for a Modifications to Existing Telecommunication Structures Special Permit. The filing fee is non-refundable.

### ONCE A COMPLETED APPLICATION HAS BEEN RECEIVED

- Planning Department will determine if an application is complete. Upon determination an Application is complete, the Planning Department Assistant will notify the applicant of the next Planning Board meeting date and will proceed to post notice of a public hearing in accordance with Section 11 of Chapter 40A of the General Laws of Massachusetts.
- Either you or your agent/representative shall appear before the Board at the scheduled hearing. If you need to reschedule, you must submit a request in writing for a continuance.
- Additional material, *electronic and paper*, for a hearing shall be received no later than **Tuesday 4:00 pm** of the **prior** week. Late submittals will not be reviewed at that meeting and may result in a continuance of the hearing. Additional information for a scheduled public hearing may be submitted provided it is received within the timeframe above so that it can be included in the packet for Board Members to read and review. Submit ten (10) paper copies, including full-size plans, to the Town Clerk for filing **AND** an electronic copy to the Planning Department Assistant at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov).

**Please do not include a copy of these instructions with the application**



# Town of Truro Planning Board

P.O. Box 2030, Truro, MA 02666

## APPLICATION FOR MODIFICATIONS TO EXISTING TELECOMMUNICATION STRUCTURES BY SPECIAL PERMIT UNDER §40.5 PROCEDURES

To the Town Clerk and the Planning Board of the Town of Truro, MA

Date \_\_\_\_\_

The undersigned hereby files an application with the Truro Planning Board for a Special Permit to modify an existing telecommunication structure pursuant to §40.5 of the Truro Zoning Bylaw:

### 1. General Information

Proposed project (*describe*): \_\_\_\_\_

\_\_\_\_\_

Property Address \_\_\_\_\_ Map(s) and Parcel(s) \_\_\_\_\_

Registry of Deeds title reference: Book \_\_\_\_\_, Page \_\_\_\_\_, or Certificate of Title  
Number \_\_\_\_\_ and Land Ct. Lot # \_\_\_\_\_ and Plan # \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Legal Mailing Address \_\_\_\_\_

Applicant's Phone(s), Fax and Email \_\_\_\_\_

Applicant is one of the following: (*please check appropriate box*)

\*Written Permission of the owner is  
required for submittal of this application.

☐ Owner ☐ Prospective Buyer\* ☐ Other\*

Owner's Name and Address \_\_\_\_\_

Owner's Phone(s), Fax and Email \_\_\_\_\_

Representative's Name and Address \_\_\_\_\_

Representative's Phone(s), Fax and Email \_\_\_\_\_

**2. Waiver(s) Request** – The Planning Board may, upon the request of the applicant, waive submission requirements of §40.5.B.19.

**3.** The completed application **shall also** be submitted **electronically** to the Planning Department Assistant at [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov) in its entirety (including all plans and attachments).

- The applicant is **advised** to consult with the Building Commissioner and/or Planning Department prior to submitting this application.

**Signature(s)**

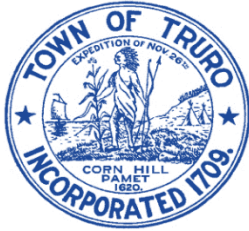
Applicant(s)/Representative *Printed* Name(s)

Owner(s) *Printed* Name(s) or written permission

Applicant(s)/Representative *Signature(s)*

Owner(s) *Signature(s)* or written permission

Your signature on this application authorizes the Members of the Planning Board and town staff to visit and enter upon the subject property.



# TOWN OF TRURO

## Assessors Office Certified Abutters List Request Form

DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

NAME OF AGENT (if any): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT: HOME/CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_  
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ EXT. \_\_\_\_\_  
(if condominium)

### ABUTTERS LIST NEEDED FOR:

**FEE: \$15.00 per checked item**

(please check all applicable)

(Fee must accompany the application unless other arrangements are made)

<input type="checkbox"/> Board of Health <sup>5</sup>	<input type="checkbox"/> Planning Board (PB)	<input type="checkbox"/> Zoning Board of Appeals (ZBA)
<input type="checkbox"/> Cape Cod Commission	<input type="checkbox"/> Special Permit <sup>1</sup>	<input type="checkbox"/> Special Permit <sup>1</sup>
<input type="checkbox"/> Conservation Commission <sup>4</sup>	<input type="checkbox"/> Site Plan <sup>2</sup>	<input type="checkbox"/> Variance <sup>1</sup>
<input type="checkbox"/> Licensing	<input type="checkbox"/> Preliminary Subdivision <sup>3</sup>	
Type: _____	<input type="checkbox"/> Definitive Subdivision <sup>3</sup>	
<input type="checkbox"/> Other _____	(Fee: Inquire with Assessors)	

(Please Specify)

**Note: Per M.G.L., processing may take up to 10 calendar days. Please plan accordingly.**

### THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: \_\_\_\_\_ Date completed: \_\_\_\_\_

List completed by: \_\_\_\_\_ Date paid: \_\_\_\_\_ Cash/Check \_\_\_\_\_

<sup>1</sup>Abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line.

<sup>2</sup>Abutters to the subject property, abutters to the abutters, and owners of properties across the street from the subject property.

<sup>3</sup>Landowners immediately bordering the proposed subdivision, landowners immediately bordering the immediate abutters, and landowners located across the streets and ways bordering the proposed subdivision. Note: For Definitive Subdivision only, responsibility of applicant to notify abutters and produce evidence as required.

<sup>4</sup>All abutters within 300 feet of parcel, except Beach Point between Knowles Heights Road and Provincetown border, in which case it is all abutters within 100 feet. Note: Responsibility of applicant to notify abutters and produce evidence as required.

<sup>5</sup>Abutters sharing any boundary or corner in any direction – including land across a street, river or stream. Note: Responsibility of applicant to notify abutters and produce evidence as required.