



TOWN OF EAST HAMPTON PERSONAL WIRELESS SERVICE FACILITY SITE PLAN/SPECIAL PERMIT AND ENVIRONMENTAL ASSESSMENT FORM PART I INSTRUCTIONS

PLEASE NOTE:

PRIOR TO COMPLETING AND SUBMITTING THE APPLICATION CONTAINED WITHIN, APPLICANTS MAY REQUEST A PREAPPLICATION CONFERENCE WITH THE TOWN COMMUNICATIONS SERVICES MANAGER AND A TOWN PLANNER.

This packet contains one application for a Personal Wireless Service Facility (PWSF) Site Plan/Special Permit and the initial part of an Environmental Assessment Form, along with important information regarding the proper filing of this application. Please note that some of the data requested in this combined form is required by State regulation (9 NYCRR §617.5). This form **MUST BE USED FOR TIER TWO AND TIER THREE APPLICATIONS** and may be used for Tier One applications as well.

This application must be fully completed in ink and all of its requirements satisfied. Please complete every question, do not simply refer to a map or plan. Ten (10) application packets (one (1) original plus nine (9) photocopies), comprised of the completed combined application included herein with the requirements listed below are to be submitted to the Office of the Building Inspector. Please note that the original application form requires original, not photocopied, signatures.

All materials necessary to the processing of this application must be submitted by the applicant within a period of **thirty days from filing of this application**. No application will be processed unless the Town determines that the application is complete and that all required items have been submitted.

NOTE: THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE APPROVAL IS GRANTED AND A BUILDING PERMIT IS ISSUED.

FEES: An application fee in the form of certified check, money order or Attorney’s check made payable to the Town of East Hampton must be submitted in accordance with the fee schedule outlined below. The street address for the proposed facility must be written on the check. Multiple or batch applications must have one check for each application. Fees are entirely nonrefundable once review of the particular application has commenced.

- Tier One (1) Personal Wireless Service Facility Review Fee: \$3,000**
- Tier Two (2) Personal Wireless Service Facility Review Fee: \$8,000**
- Tier Three (3) Personal Wireless Service Facility Review Fee: \$12,000**

1. **Review Fee**
2. **Ten (10)** copies (original plus nine copies) of the completed application form
3. **Ten (10)** original copies of floor and elevation plans stamped and signed by a licensed architect or engineer. The elevations of buildings and structures shall be at a scale sufficient to show the following:
 - Design and character of buildings, structures and wireless components
 - Materials of buildings, structures and wireless components
 - Heights of buildings, structures and wireless components
 - Roofs and overhangs
 - Special design features of buildings, structures and wireless components
4. **Ten (10)** original copies of the **FACILITY PLAN** stamped and signed by a licensed land surveyor illustrating the proposed layout of the project. The facility plan shall contain the necessary elements set forth on next page.

NECESSARY ELEMENTS OF PERSONAL WIRELESS SERVICE FACILITY SITE PLAN/SPECIAL PERMIT:

Following is a checklist to help you submit a complete application, survey and plans.

4-A. Survey and Location Data

- Name, address, license number, seal, and signature of licensed professional who prepared the drawing
- Project Title
- Fire district
- Zoning district
- Suffolk County Tax Map Number(s)
- Key Map of at least one inch equals 600 feet (1" = 600')
- North arrow and scale in comparative form
- Total acreage of property to the nearest .01 acre
- All property lines with directional bearings distances, the property's relationship to adjoining premises and public streets
- Location of all easements on, over and adjacent to the site
- Tax map showing adjoining (abutting) properties.
- Land use map showing existing land use. (Land use is what the land is currently used for, e.g., vacant.)
- Zoning map showing existing zoning. (Zoning is what the property can be developed as under the existing Zoning Code.)

4-B. Existing Location Conditions

- Existing buildings, structures, and uses and proposed additions thereto, including finished floor elevations and ground elevations at such building, structure and the use location
- Curbs, walkways, and paving with spot elevations
- Topographic contours at two (2) foot intervals
- Flood insurance zone identification and base flood elevations
- Identification of woodlands, cleared areas, large trees, unique plant and wildlife communities and overlook areas
- Identification of cultural features, such as trails, historic buildings and sites and agricultural fields
- Identification of paleontological and archaeological remains, if known.

NOTE: Do not commence any archaeological fieldwork before obtaining Planning Board approval for the work.

- Identification of wetlands, watercourses, tidal waters, beaches, beach vegetation, dunes and bluffs – All natural features as defined in § 255-1-20 of the East Hampton Town Code must be flagged by the Planning Department and depicted on a guaranteed survey

4-C. Proposed Location Improvements

- Proposed buildings, structures, and uses and proposed additions thereto, including finished floor elevations and ground elevations at such building, structure, and the use location
- Existing and proposed coverage (building) and total coverage calculations, as defined in Section 255-1-20 of the Town Code
- Layout of existing and proposed parking and loading areas, including dimensions of spaces, aisles and street approaches, the general circulation pattern with directional movement shown
- Methods used for computing parking requirements
- Storm drainage structures, catch basins, manholes, etc.; pipe size, type, gradient, invert elevations; drainage calculations and method used for computing drainage requirements
- Cross-section details of asphalt improvements
- Change of gradient, retaining walls, curb cuts, access drives, handicap ramps, etc.
- Proposed topography or proposed spot elevations
- Extent of parcel clearing or disturbance and total clearing calculations required in Water Recharge or Harbor Protection Overlay Districts
- Existing and proposed sanitary waste disposal system, including septic system profile and wastewater flow calculations
- Test hole/bore data including subsurface conditions and depth to groundwater

NOTE: Do not dig a test hole or boring without first obtaining Planning Board approval to dig the test hole or boring.

- Existing and proposed water wells or public water lines
- Location of all existing and proposed utility lines, hydrants, fire cisterns and fire wells
- Location of all existing and proposed cable boxes, electric meters and telephone service boxes
- Exterior lighting plan for parcel which includes the following information:*
 - ▲ Placement of each existing lighting fixture on land parcel
 - ▲ Placement of each proposed lighting fixture on land parcel
 - ▲ Manufacturers details of the lighting fixture(s) which demonstrates that all lighting will be directed downward with the use of hooded fixtures, refractors or opaque shields
 - ▲ Photometric data which clearly depicts bulb type and wattage, fixture height, and foot-candles distribution
- Location and type of facility to handle solid waste and recycling and height and type of screening for the facility
- Method for maintaining or preserving natural features and/or cultural features
- Landscaping plan which includes the following information:

- a) Existing vegetation which is proposed to remain
- b) Location of proposed trees, shrubs, grasses, etc.
- c) A key including the height or size, quantity, Latin and common names of the proposed species
- A line map to scale showing the subject property and all properties within 1,000 feet and the location of all buildings, including accessory structures, on all properties shown.
- A Town-wide map showing the carrier's other existing personal wireless service facilities in the Town and outside the Town within two miles of the Town limits.
- The specific locations for this carrier of all future personal wireless service facilities in the Town on a Town-wide map.

4-D Proposed Site Improvements

- Site latitude and longitude.
- Exterior lighting plan for Personal Wireless Service Facility site, which includes the following information:*
 - ⤴ Placement of each existing lighting fixture on Facility site
 - ⤴ Placement of each proposed lighting fixture on Facility site
 - ⤴ Manufacturers details of the lighting fixture(s) which demonstrates that all lighting will be directed downward with the use of hooded fixtures, refractors or opaque shields
 - ⤴ Photometric data which clearly depicts bulb type and wattage, fixture height, and foot-candles distribution
- A one-inch-equals-40 feet vicinity plan showing the following:
 - ⤴ Property lines for the subject property.
 - ⤴ Property lines of all properties adjacent to the subject property.
 - ⤴ Tree cover on the subject property and all properties adjacent to the subject property, by specie and average height, as measured by or available from a verifiable source.
 - ⤴ Outline of all existing buildings, including purpose (e.g., residential buildings, garages, accessory structures, etc.) on subject property and all properties adjacent to the subject property.
 - ⤴ Proposed location of antenna, mount and equipment shelter(s).
 - ⤴ Location of all roads, public and private, on the subject property and on all properties adjacent to the subject property including driveways proposed to serve the personal wireless service facility.
 - ⤴ Distances, at grade, from the proposed personal wireless service facility to each building on the vicinity plan.
 - ⤴ Contours at each foot AMSL (above mean sea level).
 - ⤴ Lines representing the sight line showing viewpoint (point from which view is taken) and visible point (point being viewed) from "Sight Lines" sub-section below.
- Sight lines and photographs as described below:
 - ⤴ Sight line representation. A sight line representation shall be drawn from the closest facade of each residential building (viewpoint) included on the vicinity plan to the highest point (visible point) of the personal wireless service facility. Each sight line shall be depicted in profile, drawn at one inch equals 40 feet. The profiles shall show all intervening trees and buildings. In the event there is only one (or more) residential building on the vicinity plan, there shall be at least two sight lines from the closest habitable structures, if any. (Two examples of sight lines are shown in Figures 3 and 4.)
 - ⤴ Existing (before condition) photographs. Each sight line shall be illustrated by one four-inch by six-inch color photograph of what can currently be seen from the residential building.
 - ⤴ Proposed (after condition) photosimulation. Each of the existing condition photographs shall have the proposed personal wireless service facility superimposed on it to show what will be seen from residential buildings if the proposed facility is built.
- A one-inch-equals-20 feet site plan showing the following:
 - ⤴ The entire subject property, including property lines and roads (public and private) adjacent to the subject property.
 - ⤴ All existing buildings, including accessory structures.
 - ⤴ All existing vegetation, by mass or individually by diameter (four feet from the ground) of each stand-alone tree or shrub. Tree masses or individual stand-alone trees shall be identified by specie(s).
 - ⤴ Proposed security barrier, indicating type and extent as well as point of controlled entry.
 - ⤴ All proposed changes to the existing property, including grading, vegetation removal and temporary or permanent roads and driveways.
- Representations, dimensioned and to scale, of the proposed mount, antennas, equipment shelters, cable runs, parking areas and any other construction or development attendant to the personal wireless service facility.

4-E Proposed Design Standards

- Equipment brochures for the proposed personal wireless service facility such as manufacturer's specifications or trade journal reprints. These shall be provided for

the antennas, mounts, light fixtures, equipment shelters, cables as well as cable runs, and security barrier, if any.

Materials of the proposed personal wireless service facility specified by generic type and specific treatment (e.g., anodized aluminum, stained wood, painted fiberglass, etc.). These shall be provided for the antennas, mounts, light fixtures, equipment shelters, cables as well as cable runs, and security barrier, if any.

Colors of the proposed personal wireless service facility represented by a color board showing actual colors proposed. Colors shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any.

Dimensions of the personal wireless service facility specified for all three directions: height, width and breadth. These shall be provided for the antennas, mounts, equipment shelters and security barrier, if any.

Appearance shown by at least two photographic superimpositions of the personal wireless service facility within the subject property. The photographic superimpositions shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any, for the total height, width and breadth.

AGL to the top of highest projection (e.g., lightning rod).

4-F. Narrative Filing Requirements

Carrier shall provide:

Copy of Form 600 on file with the FCC. (Carriers are required to file Form 600 with the FCC on a trade area basis.)

FCC license (Radio Authorization Form).

Relationship to other personal wireless service facilities.

- Existing and/or proposed by the carrier.

- Existing for other carriers.

- Proposed by other carriers.

Area to be served by the proposed personal wireless service facility.

Within the Town of East Hampton.

Outside the Town of East Hampton.

4-G Alternative Plans

Each application for a personal wireless service facility should also contain at least two alternatives, as per East Hampton Town Code § 255-5-50 attached.

5. Fire Department Comments

The Planning Board routes one copy of the application to the Office of the Fire Marshal for review. However, the applicant is required to obtain comments from the local Fire Department with jurisdiction in the hamlet as to whether any additional fire suppression devices will be required as a result of the project. An application cannot be scheduled for a public hearing or approved without Fire Department comments. Also, some Special Permit standards require additional review and approval of the Chief Fire Marshal before approval can be granted by the Planning Board.

6. Suffolk County Planning Commission Referrals

Certain applications are required by State and County law to be referred **by the Planning Board** to the Suffolk County Planning Commission for review and comments. Please note that referral to the Suffolk County Planning Commission may require the submission to the Planning Board of additional copies of completed application forms and maps.

7. Suffolk County Department of Health Services (SCDHS)

If Health Department approval is required for the project, it is recommended that an application be submitted to the Health Department at the earliest date. Submission of Health Department approval is a condition of Site Plan approval and must be met within the time period described in the approved Site Plan resolution. However, with certain applications, the Planning Board may require Health Department approval prior to granting a resolution for site plan approval.

One (1) original copy of the plan bearing the approval of the SCDHS must be submitted to the Planning Board secretary to meet this condition.

8. Architectural Review

Architectural Review Board (ARB) approval is required for all buildings, structures and signs proposed under Site Plans submitted to the Planning Board. The referral of one (1) copy of this application and accompanying plans, surveys etc. by the Planning Board to the ARB is automatic. However, the applicant may elect to postpone submission of appearance and design information until after Site Plan approval has been obtained. If the applicant elects to postpone submission of this information, any approval of the initial referral to the ARB shall constitute approval of the Site Plan concept only, and, as a condition of the Site Plan approval, the applicant shall make a subsequent independent application to the ARB and obtain ARB approval within the time schedule described in the approved Site Plan resolution.

ADDITIONAL COMMENTS:

It is beneficial to include a written statement with the submittal of application forms and maps to the Planning Board indicating the proposed use and a written description explaining how the site will function and operate. The Planning Board may request additional information in writing by the applicant.

Fully completed applications and application fees, along with necessary maps, plans, etc. must be submitted to the Town of East Hampton Planning Board in Suite 103, 300 Pantigo Place, East Hampton and shall be accompanied with a cover letter that is dated, includes the name of the application, identifies the materials submitted and is signed in ink.

All submitted plans shall be folded in a fashion to fit in a legal sized (8 ½" X 14") pend-a-flex folder. Plans, maps, surveys, etc. that are not folded will not be accepted.