

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CONSERVATION AND RECREATION**

SMALL CELL LICENSE APPLICATION

For new requests starting January 2019

This Small Cell License Application (Application) is subject to the regulations at 302 CMR 19.00 for installation of Small Wireless Facilities within DCR Rights of Way. All capitalized defined terms are set forth in the regulations. See The DCR Small Cell License Application Instructions for further detail. If this Application is approved, the Licensee will be required to execute a Form Small Cell License Agreement.

Please complete this Application and send it along with the required information and the applicable fee to:

DEPARTMENT OF CONSERVATION AND RECREATION
DCR.SmallCell@mass.gov

**APPLICANT, PROPOSED LICENSEE (EQUIPMENT OWNER/OPERATOR), AND INSTALLER
INFORMATION**

Proposed Licensee (Equipment Owner/Operator)

1. Legal Name d/b/a

Contact Information (include name, title, mailing address, e-mail address, and telephone numbers)

2. Authorized Signatory (ies) (who will sign the license on behalf of the equipment owner/operator?) contact Information (include name, title, mailing address, e-mail address, and telephone numbers):

3. Proposed Licensee (Equipment Owner/Operator) Billing Department contact Information (include name, title, mailing address, e-mail address, and telephone numbers):

4. Proposed Licensee (Equipment Owner/Operator Legal Notice recipient(s) contact

information (include name, title, mailing address, e-mail address, and telephone numbers):

5. Proposed Licensee's Equipment, Location or System Manager (day-to-day contact after install?) contact information (include name, title, mailing address, e-mail address, and telephone numbers):

Applicant (if different from the Equipment Owner/Operator/ Licensee)

6. Legal Name of Applicant and Contact Information (name, title, mailing address, e-mail address, and telephone numbers)
7. Affiliation with equipment owner/operator consultant site acquisition company
 counsel/attorney other: _____
8. Will there be other entities such as maintenance companies, consultants, affiliates, who will control or have access to the owner/operator equipment? Yes No
If yes, name such entities:

Installer/Contractor and Subcontractor(s) Information

9. Name and Title and Contact Information (name, title, mailing address, e-mail address, and telephone numbers)
10. Name and Title and Contact Information (name, title, mailing address, e-mail address, and telephone numbers)
11. Equipment Owner/ Operator on-site representative, if any, and Contact Information (name, title, mailing address, e-mail address, and telephone numbers)

LOCATION, STRUCTURE AND EQUIPMENT INFORMATION

Right-of-Way Information

12. Name /City /Town:

13. Longitude/Latitude (use only Google Maps coordinates):
14. What else is in the Right-of-Way? (Attach information).
15. Will the Small Cell or Structure be located in an area subject to Massachusetts Endangered Species Act or Natural Heritage and Endangered Species Protection?
 Yes No
16. Will the Small Cell or Structure be located in an area subject the Massachusetts Wetlands Protection Act?
 Yes No
17. Will the Small Cell or Structure be located in, on, or within twenty feet (20') of a Structure or Location that is listed in the Inventory of the Archeologic and Historic Assets of the Commonwealth?
 Yes No

Structure Information

18. Will this be use of an:
 Existing Structure(s), i.e., no new excavation, no disturbance of existing concrete; use of an existing pole, use of existing conduit, existing cabinets and/or in-ground handholds; or
 New Structure(s), i.e., new excavation, new concrete, new pole, new cabinets or in-ground handholds, new conduit installed.
19. Is the Structure owned by DCR? Yes No
If not, who is the Structure owner/operator?
Please attach proof of collocation or attachment approval.
20. Does the Structure owner/operator have a valid permit, license from, or other agreement with DCR allowing placement of the existing Structure?
 Yes No If so, please attach a copy.

Proposed Equipment Information

- 21. Proposed Equipment Detail – Attach or include all required information.
- 22. What is on the existing Structure now (i.e., other users equipment, cameras, signage, shields, banner holders, etc.) - – Attach or include all required information
- 23. Can the existing or new Structure support the proposed equipment? Please attach an appropriate up-to-date structural analysis.
- 24. Is there existing conduit that is intact or will new conduit be required?
 Yes No
 For both old and new conduit, please attach conduit ground plan with length, width and status information.

- 25. Will there be new cabinets, in ground handholds, etc. required?
 Yes No
 Please attach any reports or drawings showing Subsurface Utility Engineering reviews.

Construction and Location Rehabilitation

- 26. What is the proposed construction timeline? – Please attach a construction timeline with weekly or monthly intervals.
- 27. Traffic Management Plan (TMP). Please submit information concerning the type of traffic management plan to be employed for the type of work taking place.

OTHER APPROVALS AND PERMITTING

- 28. Please list all such other certificates, permits, licenses and approvals that will be sought including agency or entity, type of approval required and sought, dates filed, and status. In some cases DCR must sign off on the application as property owner. Applications requiring such sign off shall be provided with this License Application and will be returned to the Applicant within the review period.

Agency	Type of Approval required and sought	Date filed Copy of application sent to DCR	Status
<i>MHC</i>	<i>Determination letter</i>		
<i>Dig Safe</i>	<i>Number</i>		

FEES

Application Fees (non-refundable):

- i. For a License Application seeking to install up to five (5) Small Cells on existing

Structures in DCR Rights-of-Way (no new excavation, no new pole, no new in ground conduit cabinet or in ground cabinet or handhold) the fee is \$500;

- ii. For a License Application seeking install more than five (5) Small Cells on existing Structures in DCR Rights-of-Way the fee is \$500 for the first 5 Small Cells plus \$100 for each additional Small Cell;
- iii. For a License Application seeking to install a new Structure the fee is \$1,000.

Annual Fee:

- I. Licensee shall pay \$270 annually to DCR for each Small Cell on DCR owned Structures.
- II. Licensee shall pay \$100 annually to DCR for each Small Cell on non-DCR owned Structures.

Checks shall be made payable to the “Commonwealth of Massachusetts” for the appropriate fee and must accompany this Application. Fees are non-refundable. Electronic payments for annual license fees may be arranged.