

**Carlisle Planning Board  
Rules and Regulations  
regarding  
Special Permits and Site Plan Approval  
for  
Personal Wireless Service Facilities  
January 8, 2007, as amended  
May 2, 2007 and October 26, 2009**

**Carlisle Planning Board**  
**Rules and Regulations regarding Special Permits and Site Plan Approval**  
**for**  
**Personal Wireless Service Facilities**  
**January 8, 2007, as amended**  
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## **I. Introduction**

- A. Pursuant to Section 5.9 of the Carlisle Zoning Bylaws ("Zoning Bylaws"), a Special Permit and Site Plan approval from The Carlisle Planning Board are required before installation of any personal wireless service facility. In the event of conflict between the Zoning Bylaws and these Rules and Regulations, the Zoning Bylaws shall control. Terms not defined herein shall be as defined in the Bylaws.
- B. Several different types of Personal Wireless Service Facility installations are permitted, as defined in Section 5.9.2 of the Zoning Bylaws, and are prioritized under Section 5.9.3.
- C. The Zoning Bylaws set forth a number of restrictions on installations, as well as a priority ranking of the Town's preference for the types of facilities proposed, and potential Applicants are urged to read the Zoning Bylaws as the same may be amended from time to time, in addition to these Regulations, very carefully to insure that Applications are complete, accurate, and appropriate to the particular type of installation contemplated.
- D. In the event the Applicant requires a variance, permit or other relief from the Carlisle Zoning Board of Appeals or any other board or committee, such variance, permit or other relief should be obtained before the Planning Board can issue a decision. The Applicant should file concurrent Applications with the Planning Board and any other applicable boards or committees as required, and Applicant shall provide evidence of such submission(s) with its Application to the Planning Board. In the event the Applicant must file with additional boards or committees, the first formal public hearing should be opened by the Planning Board before any other boards or committees hold hearings on the Application.
- E. The Applicant is urged to discuss the Application at a regular Planning Board meeting before filing, and to discuss the Application with any consultant or advisory committee selected by the Board for assistance with reviewing the application. In connection with such discussions, the Applicant is encouraged to prepare sufficient preliminary architectural and/or engineering drawings to inform the Board and its consultants of the location of the proposed Facility, as well as its scale and overall design. This will help the Board in providing direction to the Applicant and identifying potential issues and needed information. Appointments to meet with the Board must be made through the Planning Board office.
- F. The procedures required by Massachusetts General Laws (M.G.L.) Chapter 40A, Section 9 for the issuance of a Special Permit shall apply to the submittal. The Special Permit Granting Authority (SPGA) for Applications for a Personal Wireless Service Facility is the Planning Board.

## **II. The Application**

A. Each Application shall include:

1. Forms entitled "Application for Personal Wireless Service Facilities Special Permit and Site Plan Approval," "Notice of Public Hearing" and "Agreement for Reimbursement of Expenses and Certification of Accuracy of Application" (available from the Planning Board Office), the payment of an Application Fee and the payment of a Review Fee. At least one personal wireless service provider, the landowner of the proposed Facility Site or the owner of the Facility shall be the Applicant or co-Applicants and evidence required in Section 5.9.4.8 of the Zoning Bylaws shall be provided.
2. A map of the Town of Carlisle, at a scale of 1"=5000' (or as otherwise specified by the Board), including all contiguous towns to a distance of one (1) mile from the Town of Carlisle boundaries, showing the locations of all existing and in-process Personal Wireless Service Facilities and other existing, fully permitted Towers and structures that are suitable for siting a Facility (for example, steeples, cupolas or windmills) that can provide coverage into Carlisle or connect coverage with facilities in Carlisle.
3. A table of pertinent data about each Facility or structure of interest, including such information as location, geo-coordinates, ground elevation, structure elevation, elevations of existing facilities, elevations available for new facilities.
4. A plot plan showing the proposed location at a scale of 1"=200' (or as otherwise specified by the Board) prepared by a qualified individual showing:
  - a. A 900-foot radius circle from the Facility to enable application of Section 5.9.7.2.1-3 of the Zoning Bylaws.
  - b. The property lines, location and use of all structures and buildings on the Site and within 1,000 feet of the

Site, including, but not limited to, the uses identified in Sections 5.9.7.2.1 and 5.9.7.2.3 of the Zoning Bylaws.

c. All land uses, and zoning classification(s) of the Site and within 1,000 feet of the Site, as well as the location of any zoning boundary lines or overlay districts that lie within such area.

d. The location of all wetlands, wetland buffer areas, Massachusetts certified vernal pools, conservation lands, conservation easements or restrictions, streams and other water bodies on the Site or within two hundred feet (200') of the proposed location of the Facility or the access road to the Site and/or Facility.

e. Two concentric circles, centered on the proposed Tower, one with a radius of 1.5 times the overall height of that Tower and the other equal to the overall height of that Tower, to enable application of Section 5.9.7.1 of the Zoning Bylaws.

f. The location of any existing access routes, fencing, buildings, utilities, and other site improvements.

g. When a new Facility is proposed, the characteristics of existing on-site vegetation shall be shown to enable the Planning Board to assess the potential effect of the Facility on the surrounding area as set forth in Section 5.9.4.6 of the Zoning Bylaws.

h. Topographic information on the site within 100 feet of the Tower, Facility or any proposed construction or improvements, at 2-foot contour intervals or such of sufficient resolution to convey topographic features without detracting from other information on the map.

i. All proposed changes to the Site, including grading, vegetation removal, and temporary or permanent roads and driveways, including, but not limited to, emergency access routes that may be required pursuant to Section 5.9.4.14 of the Zoning Bylaws.

j. Drainage calculations for the Site and properties adjacent to any access roadway, stamped by a Massachusetts registered professional engineer, showing pre- and post-drainage conditions. Requirements for drainage design can be found in the Carlisle Planning Board's Subdivision Rules and Regulations, which are hereby incorporated by reference, as applicable.

k. Materials and colors for all elements of the proposed Facility and other information or illustrations that will enable the Planning Board to assess the impact of the Facility on the surrounding area as set forth in Sections 5.9.1 and 5.9.5 of the Zoning Bylaws, as applicable.

l. Landscape plan including existing trees and shrubs and those proposed to be added to the Site, identified by number, size of specimen and species.

## 5. Plans

a. A site plan at 1" = 40' scale or other scale approved by the Planning Board, showing the proposed Facility, other development or installations on the Site, all property boundaries, and all environmental conditions relevant to the review of the application, including, but not limited to, the elements indicated in Sections 5.9.7.2.1-4 of the Zoning Bylaws.

b. Facility plans and elevation drawings depicting equipment installation and structures. The plans must indicate key dimensions.

6. A description of the anticipated use of the Site by the Applicant, including proposed and potential future Antenna requirements, Associated Antenna Equipment space requirements and other information relevant to portray the expected use of the Site by the Applicant. A description of the projected co-location potential of the Site or Antenna by other Personal Wireless Service Providers must be included as part of the description.

7. Information and statements required in connection with the Planning Board's deliberations under Section 5.9.8 of the Zoning Bylaws, including, but not limited to:

a. A demonstration of an existing significant lack of the Personal Wireless Service and the need for the particular proposed Facility, and shall provide:

- (1). Coverage plots depicting the areas of sufficient and insufficient coverage. Coverage plots shall be accompanied by tabular information about coverage plot assumptions, including such information as Facility coordinates, elevations, frequency bands, effective power levels and like relevant information;
- (2). A rationale of the coverage threshold applied by the Applicant, including a link budget derivation of the selected thresholds; and
- (3). A description of any other factors relating to the coverage need, such as documentation of capacity issues or interference limitations to coverage.

b. Documentation showing to what degree existing Facilities could be modified to provide more coverage to the relevant areas.

c. Documentation showing that the applicant has investigated locations or Facilities higher in priority ranking than the proposed Facility, per Section 5.9.3 of the Bylaws and explanations as to why such locations or Facilities are not preferable.

d. A projection of future Personal Wireless Service needs and how they might be fulfilled in Carlisle based on current known plans or intentions of the Applicant. Such projection shall include a map of the same area and scale as that required per Section II.A.2 above of all proposed facilities to be applied for over the next twenty-four (24) months (or a complete build-out analysis) by the Personal Wireless Service Provider. Such map shall also include any and all existing Personal Wireless Service Facility(s) of the provider and known proposed Facilities of other Personal Wireless Service Providers.

8. A demonstration that the height of the Facility proposed (particularly for a Tower or Monopole installation or an extension above an existing structure) is the minimum necessary to address the provision of service requirements.

a. If co-location potential contributes to the proposed height, documentation of the minimum height necessary without co-location shall be provided as well.

b. Computer generated coverage plots may suffice for this demonstration, however in circumstances where even a minor change in height may pose a significant change in the impact of the Facility on the community, carefully conducted and documented drive testing of the proposed height and alternative heights may provide the accuracy necessary to determine an optimum height trade-off between impact and coverage.

9. In the event that a waiver of the 900-foot setbacks is sought under 5.9.7.3:

a. Demonstration that the proposed Facility satisfies the provisions of Section 5.9.7.3 of the Zoning Bylaws;

b. Documentation detailing the efforts and results in seeking the provision of service substantially by means not requiring waivers; and

c. Evidence that the proposed Facility or Facilities otherwise fully satisfy the Zoning Bylaw criteria.

10. Proposal for or documentation of a Visibility Test pursuant to Section 5.9.4.15 of the Zoning Bylaws which may be scheduled before or during the hearing of the application at the discretion of the Planning Board. A balloon, crane or other method of simulating the height of the Facility should be conducted by a qualified person and the actual height(s) tested should be verified in the field by a qualified person. In coordination with the Board, an Applicant for a Tower or an extension to an existing one shall perform a visibility test prior to closure of the record. The visibility test shall consist of the erection of a crane, balloon, or other object at the proposed position and height of the tower or extension for a period of time that is sufficient for the general public to have a reasonable opportunity to make plans to observe it. The Applicant shall submit evidence of having met the public notice requirements. At the discretion of the Board, the Applicant may be required to perform a comparative visibility test of alternative approaches. A comparative test may include the erection of a marker at an alternative elevation on the proposed location of the Facility, an alternative location on the proposed Site, and/or alternative locations elsewhere that may be viable and more in keeping with the goals of the Zoning Bylaws, particularly with regard to the priorities enumerated in Section 5.9.3. During the test, the Applicant shall direct a qualified person to take photographs of the test from vantage points agreed upon by the Board and from any further points at which its visibility is encountered during the test.

11. An initial Visibility Analysis pursuant to Section 5.9.4.15 of the Zoning Bylaws which will include photo simulations from viewpoints in the area of the Facility as well as other information that may be required by the Planning Board or its consultants. Such analysis shall include plans, drawings, and pictographic representations of the appearance of the Facility from the various points of view. Facilities for which a visibility test is performed shall employ the photographs of the visibility test to develop photo-simulations of the proposed Facility and any alternatives requested by the Board. For taller facilities that may have impacts on scenic views well beyond the general area of the proposed location, the Board may also require a visibility map be submitted which predicts where the Facility may be visible in winter and summer seasons. This map may be employed to help identify locations at which to photograph a visibility test. The visibility analysis shall be prepared by a qualified person. The Board may choose to defer this requirement until a Visibility Test (5.9.4.15) has been conducted or if the proposal is so limited in visibility that such analysis is irrelevant. Applicant should consult with the Board on recommended locations to consider for Visibility Analysis. If the Facility is to be located on, or otherwise attached to, an existing building or structure as provided for in Section 5.9.5, the Applicant must submit renderings, photo-simulations or other accurate representation(s) of the proposed Facility so as to illustrate the compatibility of the Facility with the character of its surroundings.

12. Documentation showing how the proposed Facility will be compliant with FCC and other applicable requirements regarding human exposure to radio frequency energy, and the provisions of certifications of such if required by the Planning Board.

13. If a proposed Facility extends above the surrounding vegetation height, documentation prepared by a qualified person regarding any possible FAA marking and lighting requirements shall be supplied.

14. A NEPA evaluation conducted by a qualified person. Also, if any Environmental Assessment (EA) is required by the FCC through its administration of the National Environmental Policy Act (NEPA) via procedures adopted as Subpart 1, Section 1.1301 et seq. (47 CFR Ch. 1), a copy of the EA must be provided to the Planning Board.

a. The Planning Board may apply a monitoring protocol regarding the emissions, safety, and/or structural integrity of the Facility as a condition of the permit at the time of issuance of the permit. Generally, the safety of such facilities is anticipated to be maintained through responsible oversight by the applicant and the presence of existing laws and regulations. Only in special circumstances is it anticipated that routine monitoring of the emissions, safety, and/or or structural integrity of a Facility would be necessary.

b. If the Planning Board determines, with the input of a qualified person, a substantial interference potential exists, the Board may require the applicant to coordinate initial system operation in a manner recommended by the consultant to minimize potential diminution of public safety as a consequence of the operation of the Facility.

15. If applicable, a copy of the signed lease for the Facility, which among other things, obligates the Applicant, and its successors and assigns, to comply with the decision of the Planning Board.

16. For an Application for co-location on an existing Facility, if requested by the Planning Board, a structural evaluation of said Facility establishing that it is structurally sound and capable of supporting the additional equipment.

17. An estimate from a qualified engineer or other party acceptable to the Planning Board of the cost for the removal of all equipment to be installed pursuant to the application and collateral, as defined in the Bylaw, equal to or in excess of that amount, as required by Section 5.9.10.

18. A copy of an insurance certificate in form and substance acceptable to the Planning Board, covering the Applicant and/or Owner(s) of the Facility against injury or death to persons and damage to persons or property. (See also Section VIII.C below.)

### **III. Filing the Application**

The Applicant must file the Application as follows:

A. One (1) copy with the Town Clerk.

B. One (1) copy with the Conservation Commission and any Boards, Commissions or Committees, other than the Planning Board, that will be required to review and issue a decision regarding the Application.

C. Eight (8) copies (showing the date and time of filing as certified by the Town Clerk and a receipt from the Carlisle Conservation Commission and any other Boards, Commissions or Committees required to review the Application) with the Planning Board through the Planning Board office.

#### **IV. Fees and Charges**

A. The Application Fees for a Personal Wireless Service Facility are listed on the Application for Special Permit and Site Plan Approval, attached to and incorporated by reference in these Regulations.

B. Review of a Personal Wireless Service Facility Application is expected to require the services of outside consultants and independent professionals. Specifically (but without limitation), the Planning Board may hire an independent professional radio frequency expert to review the need for the Facility, and to confirm that the Facility meets all applicable radio emission standards. The Board also expects to hire an independent engineer to review the design of the site to ensure that the project complies with all applicable Town regulations. The Board requires that Applicants pay a Project Review Fee in an amount specified by the Board consisting of the anticipated costs to be incurred for the employment of outside consultants engaged by the Board to assist in the review of a proposed project, and to replenish such fee as required by the Board. Pursuant to the above, as part of the Application the Applicant shall sign the Agreement for Reimbursement of Expenses and Certification of Accuracy of Application attached to and incorporated by reference in these Regulations.

C. In hiring outside consultants, the Planning Board may engage engineers, planners, lawyers, or other appropriate professionals who can assist the Board in analyzing a project. Such assistance may include, but not be limited to, application analysis, design review, monitoring, inspecting a project, or construction observation and post construction verification of performance.

D. Funds received by the Planning Board pursuant to this section shall be deposited with the Town treasurer who shall establish a special account pursuant to M.G.L. c.44 Section 53G for this purpose. Expenditures from this special account may be made at the direction of Board without further appropriation. Expenditures from this special account shall be made only for services rendered in connection with a specific project. Accrued interest may also be spent for this purpose. Failure of an Applicant to pay the required fees set forth herein shall be grounds for disapproving a project or rescission of an approval.

E. Upon completion of the construction of the Facility in accordance with the Zoning Bylaws and these regulations, and upon the Applicant's written request, any excess amount in the account, including interest, attributable to a specific project shall be repaid to the Applicant or the Applicant's successor in interest. Any deficit in the account shall be billed to the Applicant. A final report of said account shall be made available to the Applicant or the Applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be an Applicant's successor in interest shall provide the Board with documentation satisfactory to the Board establishing such succession in interest.

F. The Applicant shall reimburse the Town for all expenses incurred by the Board for services in excess of the initial Project Review Fee paid, including any professional review fees and independent consultant fees.

#### **V. The Public Hearing Notice**

A. Content: The notice of the hearing is the Applicant's responsibility and must satisfy the requirements of M.G.L. c. 40A Section 11, and must include without limitation the date, time and place of the hearing, the proposed location of the Facility, and the permit(s) and approval(s) being sought. The Applicant must review the content of the notice with the Board's designee before the Applicant mails or publishes it as required below.

B. Service of notice: The Applicant must publish the notice in a newspaper of general circulation in Carlisle, as required pursuant to M.G.L. c. 40A Section 11 file it with the Town Clerk, and mail it by certified mail to all Parties in Interest. A Party in Interest is all abutters, owners of land directly opposite on any private or public street or way; and abutters to the abutters within three hundred feet (300') of the property line of the Site and within nine hundred feet (900') of the Facility as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town, unless the Applicant has knowledge of any subsequent changes.

C. Deadlines for publication and service of notice: The Applicant must publish the notice in a newspaper of general circulation in Carlisle once in each of two consecutive weeks, with the first publication occurring no fewer than fourteen (14) days before the date of the hearing, calculated by excluding the date set for the hearing. The Applicant must also file the notice with the Town Clerk, and mail it by certified mail to all Parties in Interest no fewer than fourteen (14) days before the hearing, calculated by excluding the date set for the hearing. The Applicant shall present to the Board's designee, at least one business day before the date of the public hearing, the certified mail return receipts as evidence that all Parties in Interest have been notified as required by law, a copy of the notice date stamped by the Town Clerk, and one set of newspaper tear sheets containing the published notice.

D. Except as provided in subsection V.B. above, to the extent there is a conflict between this Section and Massachusetts General Laws Chapter 40A, such General Laws shall control.

## **VI. Decision**

A. The Planning Board must make its decision on the Special Permit and Site Plan within 90 days of the close of the Public Hearing or within such extension of time as may have been agreed in writing between the Applicant and the Board. A decision to grant a special permit requires five (5) members of the seven-member Planning Board to vote in favor of the grant.

B. The Planning Board must:

1. File with the Town Clerk a copy of its decision including a detailed record of its proceedings,
2. Promptly mail a certified copy of its decision to the Applicant, and
3. Promptly mail notices of decision to the Parties in Interest and to the Carlisle Conservation Commission, the Board of Selectmen and any other Boards, Commissions or Committees that are part of the Application review process.

C. The Date of Filing of the Decision is the date when the decision of the Planning Board has been filed with the Town Clerk.

D. If the Planning Board fails to make a decision within 90 days of the close of the Public Hearing or within such extension of time as may have been agreed upon in writing between the Applicant and the Board, the Special Permit shall be deemed to have been granted (Massachusetts General Laws Chapter 40A, Section 17).

## **VII. Appeal Period**

The Appeal Period lasts 20 days from the Date of filing of the Decision. Notices of any appeal made to the Superior Court or Land Court must be received by the Town Clerk within those 20 days (Massachusetts General Laws Chapter 40A, Section 17).

## **VIII. Pre and Post Construction Conditions**

A. Conditions necessary before any construction may occur are as follows:

1. The Appeal Period set forth above has elapsed without appeal, or if appealed, the court has not enjoined construction during the pendency of the appeal.
2. The Special Permit and Site Plan approval, including all plans, agreements, etc. as specified in the decision, must be recorded in the Middlesex North County Registry of Deeds (Registry). The copy of the Special Permit and Site Plan approval to be recorded must bear the certification required by Massachusetts General Laws, Chapter 40A, Section II. A copy of the recorded decision shall be filed with the Town Clerk, the Building Commissioner and the Planning Board.
3. A construction control affidavit submitted to the Building Commissioner, committing the Applicant to preparing a construction control certification by a Massachusetts registered professional engineer for all disciplines involved in the project (including but not limited to civil, structural, and electrical) certifying that the final project has been built in accordance with the plans and specifications.

4. After the construction of any Personal Wireless Service Facility, and prior to the issuance of a Certificate of Occupancy, or other similar certificate as may be deemed appropriate by the Building Commissioner, the Applicant shall provide the Planning Board with an as-built plan showing the Facility, all appurtenant equipment and any access road(s), and the Board's consulting engineer shall have certified that construction has been completed in accordance with this plan and with all conditions of approval.

B. Notice of Changes: The owner of a Personal Wireless Service Facilities shall notify the Planning Board, in writing, prior to any modification to the Facility or Facility Site that would substantially change its appearance or visibility, or otherwise change its performance under this Bylaw and/or the terms of its Special Permit, and such proposed modification must receive prior approval from the Board. The Board may elect to informally permit the change, or require Site Plan Review, or require an application for a Special Permit or modification of a Special Permit.

C. Insurance: Personal Wireless Service Facilities shall be continuously insured by the owner(s) against injury or death to persons and damage to persons or property. The owner(s) shall provide a Certificate of Insurance to the Building Commissioner upon request.

## **IX. Lapse of Special Permit and Site Plan Approval**

Failure to record the Special Permit and Site Plan Approval as stated in VIII(A)2 and all documents associated with the approval within 60 days of the completion of the appeal period shall cause the Special Permit and Site Plan Approval to lapse unless approval has been extended by the Planning Board and said extension filed in the Town Clerk's office.

## **X. Amendments to Special Permit and Site Plan Approval**

A. Submission requirements for requests to amend a Special Permit and Site Plan approval are the same as for the original Application for a Special Permit and Site Plan approval.

B. Where the Planning Board finds insignificant changes to the Special Permit and Site Plan approval granted under this section are necessary (such as, but not limited to, the correction of typographical errors), such corrections may be made without the requirement of filing an amended Special Permit and Site Plan Application.

## **XI. Extension of Special Permit and Site Plan Approval**

Any and all extensions of special permits and site plan approvals shall be at the Planning Board's discretion, and granted only when in the best interest of the Town.

## **XII. Modifications**

A modification of a Personal Wireless Service Facility may be considered equivalent to a new Personal Wireless Service Facility and therefore may require a submission of a new Application. Except in the case of repairs, as set forth in Section 5.9.2.17, proponents of modifications shall appear before the Planning Board to present proposed modifications in order that the Board may determine whether the modifications require the submission of a new application.

Carlisle Planning Board  
66 Westford Street, Carlisle, MA 01741  
Tel: 978-369-9702 Fax: 978-369-4521

## Application for Personal Wireless Service Facilities Special Permit and Site Plan Approval

(Adopted January 8, 2007)

Applicant: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Service Provider: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Owner (if the Applicant is not the Owner): Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number Location of property \_\_\_\_\_

Total area \_\_\_\_\_ Total Frontage \_\_\_\_\_

Assessor's Map: Sheet(s) # \_\_\_\_\_ Lot(s) # \_\_\_\_\_

# \_\_\_\_\_ # \_\_\_\_\_

# \_\_\_\_\_ # \_\_\_\_\_

Recorded at North Middlesex Registry of Deeds in Book # \_\_\_\_\_ and Page # \_\_\_\_\_

# \_\_\_\_\_ and Page # \_\_\_\_\_

# \_\_\_\_\_ and Page # \_\_\_\_\_

Fee for a Personal Wireless Service Facility Special Permit and Site Plan Approval Application: \$5,000.00 (A special fee structure for more than one Small Form Factor Technology Facility heard concurrently may be offered at the discretion of the Board.) Review Fee: \$7,500.00

Signature of Service Provider \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Town Clerk \_\_\_\_\_ Date \_\_\_\_\_

Received from \_\_\_\_\_ a copy of this form with the Town Clerk's signature,  
dated, with Application Fee of \$ \_\_\_\_\_ and Project Review Fee of \$ \_\_\_\_\_ on (date)

Planning Board Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

If special permit is granted, please return a copy of the recorded decision to the above address within 60 days.

**Town of Carlisle**  
**Planning Board**  
**Legal Notice of Public Hearing**

In accordance with the provisions of Massachusetts General Laws, Chapter 40A, Section 9, the Carlisle Planning Board will hold a public hearing on (date) \_\_\_\_\_ at \_\_\_\_\_ p.m. at the Carlisle Town Hall, 66 Westford Street, Carlisle, MA on the petition of \_\_\_\_\_ for approval of a SPECIAL PERMIT and a SITE PLAN for a Personal Wireless Service Facility under Section 5.9 of the Carlisle Zoning Bylaws *for* the parcel located at \_\_\_\_\_ and shown on Town Atlas Map(s) \_\_\_\_\_, Parcel(s) \_\_\_\_\_.

Plans may be reviewed at the Town Clerk's office, 66 Westford St., Carlisle, MA, from 9:00 a.m. to 3:00 p.m., Monday through Friday.

**Agreement for Reimbursement of Expenses**  
**and**  
**Certification of Accuracy of Application**

Whereas the undersigned applicant has petitioned the Carlisle Planning Board (“Board”) for approval of a permit and whereas the Town of Carlisle has authorized the Town Clerk / Treasurer to charge for reimbursement of legal, consulting and incidental expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the Town of Carlisle;

And whereas the undersigned has requested services and/or authorizations of the Town of Carlisle that may result in the necessity to incur legal, engineering, consulting or incidental expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

And whereas the applicant’s petition contains affirmative statements upon which the Town is asked to rely;

Now, therefore, it is agreed that the undersigned will, in accordance with all applicable law, make payment to the Town of Carlisle by providing payment to the Carlisle Town Clerk / Treasurer within five (5) days of receiving a written request for payment by the Town or its appointed designee for all anticipated and reasonable legal, engineering, consulting and incidental expenses incurred by the Town for the benefit of the undersigned or for the consideration of the request submitted by the undersigned, all as authorized by these Regulations and G.L. c.44, s.53G.

This Agreement shall be signed prior to the initiation of any action by the Board including the opening of a public hearing, where relevant.

I, as the Applicant/Agent for a permit before the Board, hereby consent to the terms of this Agreement and verify, under the pains and penalties of perjury that the application and its content are accurate and complete as of the date executed below.

\_\_\_\_\_  
Signature of Petitioner(s)      Date

\_\_\_\_\_  
Signature of Agent(s)      Date

