

# Application for Small Cell Facilities Municipal Code Section 16.135



Staff Use Only
<b>Date Application Submitted:</b> <hr/>
<b>Deposit Paid:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____

The Town of Granby has established policies and procedures for the placement of small cell facilities, utility poles and stand-alone poles in rights-of-way within the Town’s jurisdiction.

[\(GMC Section 16.135\)](#)

Applications for small cell facilities require the payment of a non-refundable fee of \$500 for up to five small cell facilities, plus \$100 for each facility beyond five facilities. A non-refundable fee of \$1,000 is also required for each new pole installed. In addition, applicants must sign a reimbursement agreement with the Town, covering the costs of any outside consultants required to review the application for small cell facilities.

**Applications must be made online and via email:**

**Online:** <https://us.cloudpermit.com/gov/login>

**+ Email:** [planning@townofgranby.com](mailto:planning@townofgranby.com)

**Payments of fees can be submitted in three ways:**

**In-Person:** Town Hall, Zero Jasper Street, Planning & Zoning

**Online:** <https://www.townofgranby.com/onlinepayments>

Applicant Information	
<b>Applicant’s Name:</b>	<b>Applicant’s Mailing Address:</b>
<b>Phone Number:</b>	<b>Email:</b>

### Submittal Requirements Checklist (Section 16.135)

The application for Small Cell Facilities shall include the following:

- (1) The owner or operator’s name, address, telephone number, and e-mail address.
- (2) The applicant’s name, address, telephone number, and email address, if different than the owner or operator, and its interest in the work.
- (3) The names, addresses, telephone numbers, and e-mail addresses of all consultants, if any, acting on behalf of the applicant with respect to the filing of the application.
- (4) A general description of the proposed work and the purposes and intent of the small cell facility. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed.
- (5) A site plan pursuant to GMC 16.125.180, with sufficient detail to show the proposed location of facilities the applicant seeks to install in the ROW, including any manholes or poles, and the size, type, and depth of any conduits or enclosures.
- (6) Other supporting documentation, including location and dimension of all improvements, including topography, radiofrequency coverage, facility and structure height, setbacks, drives, parking, fencing, landscaping, adjacent uses, adjacent public utilities, drainage, and other information deemed necessary by the Director of Community Development or their designee to assess compliance with this chapter.
- (7) Signal noninterference letter.
- (8) Radio frequency compliance report.
- (9) An attestation that the small cell facilities will be operational for use by a wireless services provider within one year after the permit issuance date, unless the Town and the applicant agree to extend this period or delay is caused by lack of commercial power at the site.
- (10) An attestation that, to the best of the applicant’s knowledge, the information contained in the application is true.

