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Division of Regulatory Programs

**APPLICATION FOR
TELECOMMUNICATIONS
TOWERS**

Supplemental Information Request

Applicability: This application applies to new or expanded telecommunications towers, antennas or other facilities. The application questions which follow are appropriate for the various types of telecommunications towers projects. Portions of this Supplemental Information Request may be utilized for other applications concerning major public utility uses.

Instructions: This Supplemental Information Request must be submitted with the General Information Request. Please answer all of the questions in each numbered section and complete all required plans, reports and other attachments. Type or print clearly in ink. If you need assistance answering the questions, please call the Agency at the above telephone number. **Mail three (3) copies of your application and required attachments to the Agency at the above address.** All engineer stamped plans/reports must be stamped by an individual authorized to practice in New York State. All reports/plans must include details regarding assumptions/basis of analyses.

A site visit by Agency staff will be required. The Adirondack Park Agency Act provides that the time period for the review of this project will not begin to run until the Agency determines that the application is complete. The proposed project may not be undertaken until an Agency permit has been issued.

Please refer to the Agency's Policy on Agency Review of Proposals for New Telecommunications Towers and Other Tall Structures in the Adirondack Park when preparing this application. This policy is intended to protect Adirondack Park aesthetic, open space, and other resources and, at the same time, provide guidance for a telecommunication system consistent with federal law.

1.0 Provide the Name of the Project Sponsor (as shown on the General Information Request):

Designated Authorized Representative _____
(there may be multiple technical consultants, but should only deal with one authorized rep.

2.0 Consultants :

For each technical consultant, surveyor, and/or engineer provide:

Firm or Company Name:

Authorized Representative:

Mailing Address:

Telephone Number (daytime):

Facsimile Number:

Professional License Number for any Surveyors and Engineers

3.0 Detailed Project Description:

- a) Provide detailed written description of the type of service and facilities to be provided.
- b) Provide detailed written description of the size of the overall franchise area within the Adirondack Park licensed by the Federal Communications Commission (FCC).
- c) Provide detailed written justification for installation of service equipment at this site.

4.0 FCC Licensed Service Area Map:

Provide a to-scale map showing the applicant's entire FCC licensed service area and a copy of the FCC issued license.

5.0 Comprehensive Plan:

A. Provide a Comprehensive Conceptual Plan for providing minimum service to the entire FCC licensed service area within the Park. The Comprehensive Plan must provide:

1. how the applicant proposes to comply with their FCC license;
2. the timetable for doing so (and the time within which the service must be provided pursuant to the FCC license);
3. which sites the applicant proposes to use within the Park;
4. the means by which the applicant proposes to communicate (link) with other existing and proposed sites within and outside the Park.

B. Provide a Comprehensive Conceptual Plan which identifies any anticipated fill-in sites in the intended service area. The plan shall identify:

1. the areas to be served;
2. the tentative timeframe for providing service to each area;
3. what will be required to provide service to the area;
4. general locations of identified potential tower sites; and
5. how and to what extent the proposed sites will connect to existing cell sites.

6.0 Site Plan Map:

A detailed, to-scale Site Plan Map is required for each telecommunications tower site application. Site plan maps must be prepared by a person appropriately qualified to so act in the State (i.e., licensed surveyor, engineer, architect or landscape architect).

Provide a site plan map drawn to a scale of one inch equals 20 or 50 feet for the tower site and its immediate surrounding area which is clearly labeled with the map scale, north arrow, date of preparation and name of preparer. Show and label all of the following within the proposed project limits for each area of proposed construction:

A. Natural resources:

1. waterbodies, including ponds, rivers and permanent and intermittent streams,
2. wetlands (to be delineated by Agency staff or by trained professionals with review by Agency staff),
3. floodplain boundaries and elevation of the 100-year floodplain,
4. areas of bedrock at or near the surface,
5. boundaries of existing vegetation cover types (e.g., forested, field, agricultural),
6. topographic contours at 2 foot intervals, or at 5 foot intervals, with 2 foot contour intervals shown in areas where site resource constraints are present.
7. natural swales and drainage features, and
8. special plant or animal habitats identified on the NYSDEC Natural Heritage database.

B. Existing human-made resources on plans or maps at appropriate scales:

1. principal and accessory buildings (label size, use and materials),
2. retaining walls, fencing and other structures,
3. public roadways, bridges, railroads, and parking lots (label size and materials),
4. intersecting private roadways and driveways (label size and materials),
5. culverts, headwalls, ditches, settling basins and other stormwater management facilities (label size and materials),
6. public utilities,
7. guide rails and signs,
8. property lines, lot lines and easement lines, and
9. right-of-way lines of all municipal, county and State highways.

C. Proposed Development:

1. tower facilities including guy anchors (label size, color and material),
2. new principal and accessory buildings (label use, size, and materials),
3. retaining walls, fencing and other structures (label size, color and materials),
4. fencing (label height, color, and material),
5. all new roadways (label size and materials),
6. proposed property lines, lot lines, and easement lines,
7. construction limit lines,
8. road grading limit lines and final grading shown at 2 foot intervals,
9. permanent stormwater management facilities (label size and materials),
10. new or relocated private and public utilities,

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11. fuel storage and dispensing facilities,
 12. temporary access roads,
 13. limits of vegetative cutting which identifies each tree proposed to be removed by species and caliper diameter breast height (dbh), and
 14. new landscape development.

D. Tree Inventory and Average Tree Height Assessment:

1. all trees (by location and species) in excess of 8 inch caliper dbh within 200 feet of the tower (note: this distance is site specific and should be discussed with Agency staff prior to completion of survey)
2. assessment of the average co-dominate tree canopy height. Note: a co-dominate tree is a tree that extends its crown into the canopy and receives direct sunlight from above but limited sunlight from the sides,
3. assessment of the average dominate tree canopy height. Note: a dominate tree is a tree that extends its crown above co-dominate tree canopy.

7.0 Proposed Site Access:

1. Describe to what extent existing roads will be used to access the site;
2. Describe the location, type of material, and size of any proposed temporary and/or permanent access drives to the project site;
3. Describe any proposed temporary or permanent improvements, including any proposed vegetation removal, site drainage, crossing of streams or wetlands and installation of impervious, paved surfaces and utilities;
4. Describe any proposed temporary or permanent erosion control.

8.0 Tower, Antenna and Infrastructure Description:

- A.** Provide a description and elevation of the tower, antennas, and support facilities as follows:
1. Height of structure/tower and the as measured from existing ground level to the top of the highest component of the structure and the height of a lightning rod or antennas if they extend above the top of the tower.
- A.** height of the tower from foundation base to the top of the tower structure

B. Dimensions of Components and Associated Infrastructure

1. dimensions of all antennas, and the dimensions of the tower (including base and top dimensions if the tower structure tapers with height);
2. number, type (e.g., dish, whip, panel), size (e.g., height, diameter) and color of the antennas,
3. configuration and sizes of the tower foundation and antenna supports (e.g., crossarms, guy wires, and antenna mounts);
4. lighting or striping as an air navigation hazard, if required;
5. equipment shelter (size, height, and color);
6. All other proposed facilities.

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- With respect to color: a sample of the actual color must be provided along with either the name of the manufacturer and name and color number of the color and/or the RGB (Red, Green, Blue) or HSV (Hue, Saturation and Value) value.
 - Include manufacturer=s specifications and details for proposed tower and antennas (for any on-site generator state the intended use of the generator and identify the manufacturer’s decibel ratings for the generator when all proposed sound-proofing measures are taken into consideration.

9.0 Proposed Buildings and Structures:

Provide construction plans and details for all proposed accessory buildings. Show plans and elevations and label dimensions, construction materials and exterior colors.

10.0 Other Regulatory Permits and Approvals:

- A. Identify all permits or approvals necessary from local, state, or federal agencies for this proposed project. Provide names and phone numbers of key points of contact with said agencies. Provide copies of written approvals and other permits received.
- B. “The Agency will not approve a project which has been denied a permit or which is a prohibited use under local zoning requirements and other local laws or ordinances. The agency will also recognize local community goals expressed in a formally adopted master plan.” If the Local Government Notice Form indicates that approval is required from the local municipality, the applicant should provide the following:
 - i. a copy of the local application or, if issued at the time of this application, the written approval document (e.g., permit or signed subdivision platt);
 - ii. the minutes of all meetings at which the project was discussed; and
 - iii. a copy of the provisions of local ordinances, laws or regulations pertaining to the project or a statement from the municipality that the project meets the requirements of the local ordinance and may be approved as designed.
- C. The applicant shall also obtain a determination from the local municipality as to whether the proposed project may be undertaken without a AUSE variance or area variance.@ If a variance is required, the applicant shall provide a copy of the variance with this application.
- D. Provide documentation from the New York State Office of Parks, Recreation and Historic Preservation that the project will not have an impact on any historical or archaeological resources, structures or on any areas eligible for inclusion to the National or New York State Historic Registers. If the Historic Preservation Office

determines that there is a potential for impacts to archaeological or historic resources, then provide their recommendations for mitigation of those impacts.

- E. Provide Federal Aviation Administration Form Notice of Proposed Construction or Alteration FAA Form 7460-1 or similar documentation showing FAA decision on lighting or painting.
- F. If the overall height of the proposed facility is 85 feet or taller and located within a Military Training Route (MTR) or Military Operations Area (MOA) provide copies of all correspondence to and from the N.Y.S. Air National Guard regarding your proposal. Provide the final determination documentation (i.e., No Impact letter) stating that the project will not have an impact on the Guard's operations. If the Guard determines there is a potential for impacts provide their recommendations for mitigation of those impacts. The contact individual for the Guard is:

Lieutenant-Colonel Fred Tomaselli
Airspace Manager
New York Air National Guard
174FW/DET1
(315) 772-5990
(800) 228-3567
Alfred.tomaselli@us.army.mil

Note: Please be prepared to provide Lieutenant-Colonel Tomaselli with the latitude, longitude, ground elevation and map datum for the proposed tower location as well as the overall tower height (with and without the lightning rod).

11.0 Co-Location:

- A. Provide the names, addresses and phone numbers of the current owner(s) of the towers, building or structure upon which co-location was considered or is proposed.
- B. If co-location is proposed, provide to-scale site plans and elevations of the existing tower, building or structure to be used for co-location.
- C. Provide plans, elevations, and details showing the proposed electronic communication facilities and existing antennas located on the tower.
- D. Copies of all governmental approvals for co-location.

12.0 Visual Assessment:

Provide a visual inventory and analysis using the attached Adirondack Park Agency A Visual Analysis Methodology. Also Planning and Design Manual for the Review of Application for Wireless Telecommunication Facilities, March 2001, New York Department of State, Division of Local Governments, 41 State St., Albany, NY 12231, provides concepts on appropriate viewshed analysis and design principals.

13.0 Impact Mitigation

If the visual impact analysis reveals that there is vegetation on or adjacent to the project site that must be retained for screening of the proposed tower/antennas, document how such vegetation will be protected throughout the operational life of the project (e.g., acquiring a larger lease/purchase area and limiting the vegetation to be removed or by written agreement with the landowner(s) that a defined vegetative buffer will remain uncut outside the lease/purchase area for a specified time period).

Describe efforts to reduce the impacts of the project, such as:

- Avoiding ridge lines where the tower will be silhouetted to the sky or site the tower and facilities to be back-dropped by existing trees and topography;
- Limiting the amount of vegetation removal to provide maximum screening (e.g., separating the equipment shelter from the tower to maintain vegetation near the tower; constructing the equipment shelter on piers rather than at grade level; helicoptering materials in rather than constructing a new access road through wooded areas);
- Locating the tower in areas of existing tall trees and providing an effective year-round landscaped buffer (with supplemental plantings if necessary) that is under the control of the landowner or lessee;
- Using existing roads or driveways for access rather than constructing new roads and driveways;
- Screening the tower with false walls, columns or other building elements as appropriate to the setting;
- Using security spot lighting that will direct the light toward the ground and in a manner that is non-obtrusive to adjacent landowners;
- Using color to blend the tower with its surroundings;
- Using different tower and antenna configurations (e.g., different tower construction, simulated tree, smaller dimensioned cross members, lattice structures) to minimize visibility;
- Locating the tower so that if there is a failure of the structure it will not impact adjacent land uses or be of any potential danger to adjacent landowners;
- Not siting towers in or near wetlands;
- Not siting towers in areas of high bird concentrations or migration routes; and
- If fencing is to be installed, ensuring that it will minimize habitat fragmentation.

14.0 Alternatives Analysis:

A. Provide a detailed explanation supporting the selection of the preferred alternative.

Include:

- i. an identification of all sites initially considered and rejected.
- ii. identification of all tall structures (e.g., public/private buildings, other telecommunications towers, etc.) within the proposed service area and, if applicable, details regarding why a particular site was not included in item i. above.
- iii. a detailed explanation (with supporting documentation including but not limited to RF analyses for mobile or stationary users at each location or height considered, correspondence with other entities regarding a considered site, etc.) discussing why an alternative site was removed from consideration. If proposed antennas are

located above average tree canopy height then RF analyses for antennas at lower elevations must be provided.

iii. an identification and discussion of coverage gaps for the preferred site and identified gaps for alternatives that were removed from consideration.

iv. details regarding all structure types or camouflaging (e.g., guyed tower, monopole, simulated tree, tower and antenna coloration, etc.) considered and rejected. Provide basis for rejection.

15.0 Project Benefits:

A. Identify the benefits to be derived from the project, including:

1. General service improvements to the provider's customer base;
2. Need for and/or improvements in emergency communications;
3. Direct job development (quantify)
4. Upgrading of necessary infrastructure, if any, for other business development;
5. Property tax generation;
6. Elimination of redundant facilities and/or equipment from environmentally sensitive areas; and
7. a time-frame for doing so.

B. Provide documentation of contact with potential service customers, including emergency service units, law enforcement units, other governmental units and businesses within the proposed service area showing that the proposed antenna height is the minimum height necessary for their purpose(s).

16.0 Project Costs:

A. Provide approximate cost estimates for the proposed project, including:

1. site acquisition costs, if any,
2. annual lease costs, if applicable,
3. construction costs for site access and preparation and construction of the tower, antennas; and
4. associated accessory structures, and annual maintenance and operation costs.

17.0 Future Expansion of Use of the Facility By Others:

Provide a statement of the company's co-location policy for use of the site by other users.

18.0 Discontinuance of Use:

A. Provide a means to guarantee that the proposed tower and associated structures will be removed and the site restored if required (such as a bond or letter of credit).

B. The Applicant shall provide the Agency with a plan for review and approval for the removal and restoration of the site to its original condition.

November 2011